

## 8 Handling of Use of Student Names, etc. at Kanazawa University

March 4, 2020 Ruling by the Trustee  
(Education and Student Affairs)/Vice President  
October 2022  
Approved by Education Planning Committee

The use of the name and gender of students (hereinafter referred to as “name, etc.”) at Kanazawa University (hereinafter referred to as “the University”) shall be handled as follows.

(Principle)

1. In principle, the name, etc. listed in the family register (or in the case of a foreign national, the name, etc. listed in the passport) shall be used.

(Use of common names, etc.)

2. A person who wishes to use a common name or self-identified gender (hereinafter referred to as “common name, etc.”) must submit the Application Form (Attachment 1) to use the common name, etc. via their academic department or graduate school, along with documentation confirming their name, etc. in the family register.

In principle, such requests will be accepted. However, if necessary, the applicant may be asked to submit documentation to verify the reason for the request, or to be interviewed by the Dean of College or Graduate School, etc., in order to confirm the facts and discuss how to respond to the request.

(Discontinuation of use of common names, etc.)

3. If a person using a common name, etc. wishes to discontinue use, they must submit Attachment 1.

(Scope of use of common names, etc.)

4. In principle, documents, etc. related to a person who has submitted a written request for the use of a common name, etc., shall use the person’s common name, etc. However, for documents and other documents for which the University deems it difficult to use a common name, etc., the name, etc. listed in the family register. may be used.

(Handling after leaving the University)

5. Documents, etc., pertaining to a person who was using a common name, etc., at the time of leaving the University due to graduation, completion of a program, etc., shall continue to use the common name, etc., used while at the University even after the person leaves.

(Certification for the use of common names, etc.)

6. It is the responsibility of the student to prove their identity with the family register with regard to the use of a common name, etc.

Application Form (Attachment 1) (Omitted)