



1. Change of your e-mail address, residence address and phone number

If you change your e-mail address, residence address, and phone number, you will need to inform the Office of the Center for Global Education and Japanese Language. You will also need to submit your new address to the post office, the bank where you have an account and your cellphone carrier.

2. Request for Certificates

① Doshisha University Designated Form

If you would like to request a certificate such as Certificate of Attendance or Official Transcript, you can issue with the automated Certificate Issuing Machine at the 1st floor, Ryoshinkan. Your student ID card and password will be needed.

② Other Form (specified by other university etc)

If you need certificates specified by other institutes, you can pay the fee for the certificates with the Certificate Issuing Machine, then visit the Office of the Center for Global Education and Japanese Language and submit the application of certification which is issued by the machine. We will be able to issue it after 3-days from your application date. We do not accept applications by proxy or by phone.



Certificate Issuing Machine,
1st floor, Ryoshinkan

*Application System for Certificates

In principle, current students are to use the Certificate Issuing Machine to issue/request for certificates. Application System for Certificates (Online) requires you more time and fee. If you inevitably need to use the Application System for Certificates, please consult to Office of the Center for Global Education and Japanese Language beforehand.

3. Student Discount Card

Apply at the Office of the Center for Global Education and Japanese Language directly. The Student Discount Card is issued only for students who will stay for 1-year or more.

* The Student Discount Card can be used by the student who is registered in the designated school/university only to travel on JR (Japan Railway) trains for more than 100km one way. You will receive a 20% discount on the fare. You must carry your Student ID card to use the discount. Unauthorized use of the card is strictly prohibited. Many of the major private railway companies, ferry and long-distance bus companies have similar student discount systems.

4. How to buy Student Commuter Pass

Fill in your residence address and commuting zone on this form.

通学証明書 京都府上京区今出川通鳥辺入
京都市山科区山科多摩川第1-3 同志社大学東

学生ID 氏名

住所

通学区間

本証の有効期間は、発行の日から 奉3月末日までとする。

注意

1. この証明書は、通学定期乗車券または学生用割引乗車券によって乗車する場合には、必ず携帯し、係員の請求があったときには、いつでも提示しなければならない。
2. 通学定期乗車券を購入するときは、定期乗車券購入申込書に必要事項を記入して、この証明書および学生証とともにささなければならない。
3. この証明書は、他人に貸与したり譲渡することはできない。
4. この証明書を紛失したときは、直ちに届け出なければならない。
5. この証明書は、新たに証明書の交付を受けたとき、または卒業・退学等により学費を滞れたときは、直ちに返却すること。
6. この証明書に必要事項を記入するときは、ペン書きとすること。

***Certificate for commuter pass cannot be issued for students who enrolled less than 1 year. However, those students can still purchase the student commuter pass for Kyoto city subway and bus, and the detailed procedure how to purchase is given to those who are eligible.**

To buy a student commuter pass, it is necessary to submit both the Certificate for commute and Student ID card. Write down your address and commuting zone on the Certificate for commute. To buy a student commuter pass, show your certificate for commute and student ID card at the railroad and bus ticket counters. The available zone is between the nearest station from your home and the nearest one from Doshisha University.

Certificate for Commuter Pass

5. Use of Computers

For details on use of computer room and PC corner, refer to the following URL: <https://it.doshisha.ac.jp/>

6. User ID

A user ID is necessary to use any computer, printer, or network on campus. We will pass this out with your student ID card. Please do not keep your initial password, and promptly change and secure the password. To change the password, please access Change Password Service at web Single Sign-on (SSO).

Web Single Sign-on : <https://sso.doshisha.ac.jp/>

The image shows a sample of a 'Notification of user ID' card. It is divided into two main sections. The left section contains the user's ID and a list of instructions. The right section contains the user's password and a QR code for the Web Single Sign-on service. Callout boxes with arrows point to specific fields: 'Your user ID' points to the ID field, 'Your password' points to the password field, and 'Your email address' points to the email address field.

Your user ID

以下のとおりユーザIDを設定しました。利用に
ては、本学ホームページに掲載の諸規程や、
セキュリティポリシーを遵守してください。

同志社大学全学情報セキュリティ統括責任者

あなたのユーザIDは XXXXXXXXXX **です。**

- このIDでパソコン、ネットワークサービスが利用
できます(※)。
- ユーザIDの英字は必ず小文字で入力してください。
- 電子メールのアドレスは、大学から個人宛の連絡
先として使用します。

※ネットワークサービス利用制限について
2021年度学部・大学院新入生および転・編入生等
はネットワーク利用資格認定試験に合格しないと
年5月以降「Office 365 (メール等)」「学外
参照」等ネットワークサービスの利用ができ
なくなり、科目登録確認や授業利用に支障が出る
場合があります。詳細は「ネットワーク利用資格認
定試験受験案内」を参照してください。

**電子メール
アドレス**

あなたのパスワードは XXXXXXXXXX **です。**

あなたのユーザIDにはパスワード(初期値)が設
定されています。パスワードはパソコンおよび
ネットワークサービスを利用する上で大変
ですので、他人に知られないよう厳重に管
理してください。また、このパスワードは初回
用です。初期パスワードはそのまま使
けず、すぐに変更してください。

パスワードの英字は大文字と小文字を区別して入力
してください。
Webシングルサインオンにログインし、パスワード
変更システム (Change Password) から変更できま
す。複数のサービスや機器で使い回しのない、固有
のパスワードを設定しましょう。

Webシングルサインオン
<https://sso.doshisha.ac.jp/>

▼電子メールの利用方法
スマートフォンやタブレットでの確認が便利です。
App StoreやGoogle Play ストアから「Outlook」アプリ
をインストールしましょう。ユーザID・パスワードでサイン
インすると、大学のメールアドレス宛てに届いたメールを
確認できます。

QRコード

必ず切り離してください

Notification of user ID

Notification of User ID

A user ID is required in order to login and access to the computer networks at Doshisha University. You do not need to renew your user ID as long as your student number does not change. The User ID expires upon the end of your study period.

Password

Passwords are extremely important for using computers and networks. Failure to manage your password in a responsible manner will not only compromise your own privacy, but will also invite misuse both on and off campus by allowing illegitimate use of your user ID and password. Please manage to keep it from strangers, just as you would safeguard the PIN number of your ATM card. In case you forget your password, visit the IT Support Office (1st basement, Ryoshinkan) with your Student ID Card. So they will issue a new one for you.

7. Library and Reading Room

Students can enter and use both Imadegawa Library and Learned Memorial Library on the Kyotanabe Campus. To enter the library and borrow books, it is necessary to present your student ID card. You can also browse/borrow books in the reading room located on the 5th floor of Kofukan Building.



8. Doshisha Global Archives (DGA)

Doshisha Global Archives has over 9,000 books, magazines, and academic journals available for browsing, and may be used by any member of Doshisha University's faculty student body, or administrative staff. To borrow books, your student ID card is necessary.

Open Hours: Monday - Friday, 10AM - 5PM
(11:30 - 12:30 Closed)

Days Closed: Saturdays, Sundays, National
Holidays and Doshisha
University Holidays

Place: Fusokan basement 1st floor

