

May 28, 2020

Dear students,

Student affairs section

About entering university after the lifting of state of emergency (1st version)

In accordance with the announcement “university measures after the lifting of the state of emergency 緊急事態宣言解除後の本学の対応について（第1報）”, the policy regarding entering university will change after June 1st as following. Some activities are added to be permitted.

1. Notice regarding the additional activities to be permitted

- (1) If you need to enter university to use university PC to take online classes, please follow the below notice.

“About the permission to enter university for students who have trouble in taking online classes”

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/hitaimenshishou527.pdf>

- (2) If you received information from teachers that you inevitably need to take some of the face to face classes, please follow the below notice.

“Important matter in taking face to face classes (updated version) “

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/taimenjugyou522.pdf>

※Student don't need to apply permission to enter university in this case.

2. If you need to enter university by other reasons except above item 1, please follow below procedure.

- (1) How to apply

Please write the following items and send email to service1@nara-edu.ac.jp.

件名 title of email

【入構の申出（にゅうこう の もうしで） application for entering university】

※Regarding title, please write in Japanese just in case.

①Name and student ID number

②The date and time (from ○○:○○～to○○:○○)you have to enter

③Where you want to go(Please write in detail such as professor's name laboratory, classroom number etc)

④ Reason that you have to enter

(2) Time allowed to enter due to inevitable reasons
weekday from 9:00am to 5:00pm

(3) Deadline of application

Please apply no later than 13:00 of 3 days before the date of entering university. (except for weekends and national holiday)

(4) If your application is permitted, on the day you use the facilities, please show your student ID card and the proof (such as screen on your smartphone or printed paper of the email that certifies your application is accepted) to the staff of janitors' room at the university main gate.

【contact】 student affairs section service1@nara-edu.ac.jp