

## Purchasing method for commuter pass

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Follow the procedures below to have a Student Commuter Certificate issued before submitting the certificate at a train station counter, etc. when purchasing a Student Commuter Pass. A student ID card alone will not suffice when purchasing the pass.

#### ◇ Issuance procedure

1. Log in to the [Certificate issuance service](#) (access through the Keio Student website “Information about certificate”), and apply for “03\_Student Commuter Certificate for Issuance of Student Commuter Pass (affiliated campus).”
2. Print the “Student Commuter Certificate” at a convenience store or a certificate issuing machine on campus.
3. Fill in the commuting route, valid period, and starting date for using the Student Commuter Pass on the Student Commuter Certificate, and submit this to the station counter, etc. in order to purchase the pass.

No. 99999999999	<b>通学証明書</b>			<b>Sample</b>
学校種別又は指定番号	大学	区	分	
通学者の氏名・年齢	慶應 花子 (19 才)			
通学者の居住地	東京都港区三田2-19-45 慶應マンション101 電話: 03-1234-5678 090-1234-5678			
部科及び学年	文学部 第1学年			<b>Fill in before submission</b>
身分証明書番号	12345678			
通学区間 (*)	<span style="border: 1px dashed red; border-radius: 50%; padding: 2px;">①</span> ~ <span style="border: 1px dashed red; border-radius: 50%; padding: 2px;">②</span> 間 <span style="border: 1px dashed red; border-radius: 50%; padding: 2px;">③</span> 経由			経由 経由
通学定期乗車券の有効期間 (*) ④	1 箇月 ・ 3 箇月 ・ 6 箇月			
通学定期乗車券の使用開始日 (*) ⑤	年 月 日 から			
通学証明書の有効期限	2022 年 4 月 30 日 まで			
(*) の項目は通学者本人が記入する (または○で囲む) こと				
発行日	2022 年 4 月 1 日 発行			
学校所在地	神奈川県横浜市港北区日吉4-1-1			
学校名	慶應義塾大学			
学校代表者氏名	学長 伊藤 公平			
1 この証明書のうち、通学区間、通学定期乗車券の有効期間、通学定期乗車券の使用開始日は、通学者が記入してください (通学定期乗車券の有効期間は、該当のものを○で囲む)。 2 通学区間は、通学者の居住地の最寄り駅から、上記証明書の学校所在地の最寄り駅への最も経路的な経路を記入してください (バス利用の場合は最寄りの停留所)。 3 1、2以外の内容を訂正・変更した場合、訂正印の有無にかかわらず無効となります。				
下欄には記入しないでください。				
(発行駅)	(乗車券番号)	年 月 日まで		
(基本運賃)	(発売運賃)	(送額運賃)		
連絡コード: ****_**** 本証明書にはPDF(EA (電子連携)) が使用されています。 ※PDF(EA)は2017年10月現在、PDF(EA)のインストールが完了している必要があります。 詳細は、以下のウェブサイトをご覧ください。 <a href="http://www.keio.ac.jp/procure/cert/certificate/issue.html">http://www.keio.ac.jp/procure/cert/certificate/issue.html</a>				
				(慶應キャンパス用)

- ① Home station
- ② School station
- ③ Via (change at)
- ④ Length of pass required:  
1 month / 3 months / 6 months
- ⑤ First date to start using:  
Year / Month / Day

✧ Precautions for issuance

- While there are no transaction fees for generating a “Student Commuter Certificate,” printing the certificate costs 60 yen at convenience stores (printing at certificate issuing machines on campus is free.)
- The “commuting route” is the most economical route option from the station closest to your residence to the station closest to your campus (or nearest bus stops for those commuting by bus.) Issuance of the Student Commuter Certificate may be suspended if a student is found to have falsified information, and the student may be punished in accordance with the school regulations.
- Students who have not paid their academic fees and expenses up to the previous semester, those who have not registered their home address (in Japan), or those who are in the process of applying for a change of address will not be able to apply for a Student Commuter Certificate.

✧ Changes to home addresses

Your home address will be printed on the Student Commuter Certificate. \*If you will change your home address, please make sure to register this on the keio.jp by submitting the form for “Confirmation / Change of Address.” Your newly registered address will be reflected on your Student Commuter Certificate from 7:00 a.m. the morning after you receive email confirmation of your change of address. Please note that the address from before the change will be printed on the Student Commuter Certificate if you have applied before the new address is reflected.

✧ Student Commuter Passes for the new academic year or semester

Please apply for Student Commuter Certificates for the new semester from April 1 for the Spring Semester and September 22 for the Fall Semester.

Please confirm the Keio University Student Website for information on purchasing a Student Commuter Pass for commutes to other campus in order to attend classes.