

Procedures for changing Surname, Name or using of Alias, Old name

If you change your Surname, name, or wish to use alias, old name, you must submit the following documents to Educational Service Section.

Please be sure to check the following "Notes" before submitting the documents.

【Documents】 (address for submission : Educational Service Section)

Please download the form (*) from the following link.

University HP → Education → [Academic Procedures] Procedures for Absence, Withdrawal and Others → 6.Name Change

<https://www.jaist.ac.jp/english/education/procedures/absence-withdrawal.html>

(1) Surname or name change

- Notification of Change of Name *
- Certificate of residence or a copy of the residence card with the new name

(2) Use of alias or old name

- Application for use of Alias or Old Name *
- The following certification documents
 - Students of foreign nationality who use alias shown on certificate of residence
 - Certificate of residence
 - Students who use alias due to gender dysphoria or other similar reasons
 - Documents certifying real name
 - Medical certificate from doctor
 - Students who use old name
 - Document certifying surname on certificate of family register or residence card before and after name change
 - Students who use alias for other reasons
 - Document certifying real name on certificate of family register or residence card
 - Reason for using Alias (Separate form) *
 - Document that proves you use the alias on a daily basis

(3) Discontinue use alias or old name

- Application for Discontinuation of use of Alias or Old Name *
- Documents certifying real name

Notes

- Alias and old names may not be used in documents that are required to use the real name by law, ministry or agency regulations, or at the discretion of the President of JAIST.
- The use of the alias is permitted only once, and once the use the name is discontinued, it cannot be used again.
- Since acceptance of the notification of change of surname or name, or the approval of the use of alias or old name, all certificates and documents of JAIST will be issued under the approved name.
- Certificates after completion, withdrawal, or other separation from the school will be issued in the name at the time of separation.
- The applicant shall be responsible for proving the identity of the alias or the old name with the real name.