学研災及び付帯賠責　加入証明書発行申込書　申し込み方法
How to apply “the Gakkensai and Futaibaiseki Certificate of Enrollment Application

！注意　Attention！

エラー等で「学研災加入証明書申請フォーム」が利用できない場合のみ，こちらの方法で申し込みしてください。

Please use this method to apply only if you are unable to access the “Certificate of Enrollment Application Form” due to an error or other issue.

窓口での申し込み　Apply at the counter

＜場所　Location＞

保健管理センター（角間キャンパス　本部棟1階）

Health Service Center (Kakuma Campus, Main Building, 1st floor)

＜受付時間　Reception hours＞

通常時間：平日　10：30～**16：30**

サマータイム（7 月 1 日～9 月 30 日）：平日　10：30～**16：00**

※職員の勤務状況により，時間内でも対応できない場合があります。

Normal Time: Weekdays from 10:30 a.m. to 4:30 p.m.

Daylight Saving Time (From July 1 to September 30): Weekdays from 10:30 a.m. to 4:00 p.m.

*Depending on staff work schedules, we may not be able to respond within the allotted time.

＜持ち物　Things to bring＞

①学生証，②振替払込請求書兼受領書またはご利用明細票

※②は直近かつ，所定の払込用紙で加入手続きを行った学生のみ

(A) Student ID card, (B) Bank transfer request form and receipt, or transaction statement

*Only students who have recently enrolled using the designated payment form are required to submit Form (B).

（1）「学研災及び付帯賠責　加入証明発行申込書」に必要事項を記入してください。

Please download the "Gakkensai and Futaibaiseki Certificate of Enrollment Application Form" and fill in the necessary information.

（2）学生証を提示のうえ，申込書を保健管理センターへ提出してください。学生証のコピーはこちらで行います。

Please present your student ID card and submit the application form to Health Service Center. We will make a copy of your student ID card here.

（3）最短で申込書受領日の翌日昼以降（翌日が土日祝日の場合は、休日明けの昼以降）に受け取りが可能です。

The earliest possible date for issuance is noon or later on the day following the day the application form is received (or noon or later on the day after a holiday if the following day is a Saturday, Sunday or holiday).

郵送での申し込み　Application by mail

＜送付先　Send to＞

〒920-1192　石川県金沢市角間町　金沢大学 保健管理センター 学研災担当係

Kanazawa University Health Service Center Gakkensai representative, Kakuma-machi, Kanazawa-shi, Ishikawa-ken, 920-1192, Japan

（1）「学研災及び付帯賠責　加入証明発行申込書」に必要事項を記入してください。

Please download the "Gakkensai and Futaibaiseki Certificate of Enrollment Application Form" and fill in the necessary information.

（2）①申込書，②切手貼付の返信用封筒，④学生証のコピー，④振替払込請求書兼受領書またはご利用明細票のコピーを保健管理センター宛に送付してください。

※④は直近かつ所定の払込用紙で加入手続きを行った学生のみ

Please send the following items to the Health Service Center: (A) Gakkensai and Futaibaiseki Certificate of Enrollment Application Form, (B) A self-addressed, stamped envelope, (C) A copy of your student ID card, and (D) A copy of the bank transfer payment request form and receipt or your transaction statement.

*Only students who have recently enrolled using the designated payment form are required to submit Form (D).

（3）最短で申込書到着日の翌日昼以降（翌日が土日祝日の場合は，休日明けの昼以降）に受け取りが可能です。

The earliest possible date for issuance is noon or later on the day following the day the application form is received (or noon or later on the day after a holiday if the following day is a Saturday, Sunday or holiday).