

## Salary/Welfare allowances > Staff ID

Staff requesting it will be issued with a staff ID card.

Staff members need to request the ID card before it can be issued.

### Staff ID

#### (Period of validity)

The period of validity for staff IDs is four years from the date on which it was issued.

#### (Application method)

Those who wish to issue, renew or reissue staff ID cards may apply using the web application system.

[https://ic-card.kyushu-u.ac.jp/request\\_login.html](https://ic-card.kyushu-u.ac.jp/request_login.html) (Can only be accessed from within the University)

#### (Renewal)

If a staff ID expires, and you wish to keep using it, or you wish to extend a loan, further application will be required if any of the details registered on the card have changed.

#### (Reissue)

If a staff ID is lost or stolen, or becomes dirty or damaged and thereby unusable, a further application is required for reissue.

If your staff ID is lost or stolen, please report it to the manager (head of the Information Infrastructure Initiative).

A staff member who lost or had an issued or loaned staff ID card stolen will be asked to pay a reissue fee of 2,000 yen. However, if the IC chip, magnetic strip, and barcode cannot be read, despite there being no visible soiling or damage, the relevant personnel will reissue the ID card free of charge after confirming that the card is not functioning.

#### (Return)

Staff who are issued or loaned an IC staff ID card will be asked for its immediate return in any of the following cases:

- (1) They cease to be a member of staff
- (2) The ID expires
- (3) There is any change to the registered information
- (4) There is any change to the type of staff ID

#### Want to know more

• Guidelines on Staff ID Cards of the National University Corporation Kyushu University • Rules on the Issuance and Use of Kyushu University-wide IC Cards • Regarding Kyushu University-wide IC Cards (Section in charge of IC Cards and Authentication Infrastructure, Information Infrastructure Initiative) <https://web.card.kyushu-u.ac.jp/>

#### Contact

• Personnel affairs section at the administrative office of your department