

To Student Officers of Student Clubs

Student Affairs Center

Applications for Student Group Authorization for the 2019 academic year
Distribution of relevant materials and submission of application form

Relevant materials will be distributed in advance of the application for an authorization audit. Online registrations (web entry) for authorization audit applications in the 2019 academic year will be through the Online System for Student Club Activities. Please ensure to take receipt of the necessary documentation and confirm that the application procedures are completed in line with the guidelines below.

Student Clubs renewing authorization

Student Clubs seeking to renew their authorization are requested to take receipt of the necessary materials and complete procedures in line with the guidelines below. Student Clubs which have failed to complete the settings for the “student ID numbers permitted access” for Student Officers to apply for official authorization for the 2019 academic year are requested to do so. Refer to “registering student ID numbers permitted access” enclosed here on how to complete settings.

New Student Clubs applying for official authorization

New student clubs are requested to take receipt of related materials and complete the procedures for official authorization in the 2019 academic year in line with the guidelines below (1, 6–9) at each campus where clubs will be based.

Note that documents submitted after the deadline will not be accepted. Please ensure to draft the documents well in advance while remaining in close contact with the faculty member serving as Chairperson. You are requested to promptly enquire at the service desk or affiliated federation, etc., if there are any points about which you remain unclear. Student Clubs who wish to suspend activities or dissolve are requested to contact the service desk by April 26.

Summary

1. **Parent Organizations, Employee Benefit Clubs, Independent Groups, and others at Mita and Hiyoshi Campus**

Materials distribution: March 23 (Saturday) Following the General Council for welcome and orientation

Classroom D101, Fourth Building Independence Wing, Hiyoshi Campus

*Will be distributed to groups which do not attend or participate in the General Council for welcome and orientation as follows:

Materials distribution: Service desk hours, March 26 (Tuesday) to April 1 (Monday)

Service desk, Student Life Services Group, Office of Student Services (Mita-based groups)

Service desk, Student Life Services Section, Hiyoshi Office of Student

Services (Hiyoshi-based groups)

Submission Period: By 16:30 each day, April 22 (Monday) to April 26 (Friday)

Submit to: Service desk, Student Life Services Group, Office of Student Services (Mita-based groups)

Service desk, Student Life Services Section, Hiyoshi Office of Student Services (Hiyoshi-based groups)

2. **National Federation of Keio Student Associations (*Zen-kei-ren*; all-student groups), Seminar Committee (Humanities, Social Sciences, Economics, Law, Administration, Commerce)**

Materials distribution: Confirm notifications from the *Zen-kei-ren* HQ/All-Keio Seminar Committee

Submissions period: Confirm notifications from the *Zen-kei-ren* HQ/All-Keio Seminar Committee

Submit to: Confirm notifications from the *Zen-kei-ren* HQ/All-Keio Seminar Committee

3. **Clubs affiliated with the Federation of Cultural Clubs (*Bunren*) *Excluding Shinanomachi/Yagami/Shonan Fujisawa/Shiba Kyoritsu**

Materials distribution: Plenary Meeting of The Federation of Cultural Clubs (*Bunren*), March 18 (Monday)

Submissions period: Confirm *Bunren* notifications

Submit to: Confirm notifications

4. **Clubs affiliated with the Athletic Association (headquarters/43 clubs/affiliated groups) *Excluding the School of Medicine Athletic Association (Yotsuya) and the Science and Technology Athletic Association (Yagami)**

Materials distribution: Athletic Association 43 clubs ... March 27 (Wednesday) Manager Liaison Council

Athletic Association-affiliated groups ... March 27 (Wednesday) Distributed at the Office of the Athletic Association

Submissions period: By 16:45 each day, April 18 (Thursday) to April 19 (Friday)

Submit to: Office of the Keio University Athletic Association (Mita)

5. **Member groups of the All Keio Federation (association of tennis clubs: *Koteiren*)**

Materials distribution: Distributed at the General Meeting of the All Keio Federation (March 16 [Saturday])

Submissions period: Confirm *Koteiren* notifications

Submit to: Confirm *Koteiren* notifications

6. **Clubs at Shinanomachi Campus (Parent/Employee Benefits/ *Bunren*/School of Medicine Athletic Association [Yotsuya]/Independent Organizations) *Excluding *Koteiren* groups**

Materials distribution: Service desk hours at Office, March 26 (Tuesday) to April 1 (Monday)

Service desk, Student Life Services Section, Shinanomachi Office of Student Services

Submissions period: By 16:45 each day, April 22 (Monday) to April 26 (Friday)

Submit to: Service desk, Student Life Services Section, Shinanomachi Office of Student Services

*Comply with any separate notifications received from the Office of Student Services (bulletin boards, e-mails, etc.)

7. **All Yagami-based groups (Parent/Employee Benefits/*Bunren*/Science and technology Athletic Association [Yagami]/Independent) * Excluding *Koteiren* groups**

Materials distribution: Service desk hours at Office, March 26 (Tuesday) - April 1 (Monday)

Service desk, Student Life Services Section, Faculty of Science and Technology Office of Student Services

Submissions period: By 16:45 each day, April 22 (Monday) to April 26 (Friday)

Submit to: Service desk, Student Life Services Section, Faculty of Science and Technology Office of Student Services

*Comply with any separate notifications received from the Office of Student Services (bulletin boards, e-mails, etc.)

8. **Groups at Shonan Fujisawa (Parent/Employee Benefits/*Bunren*/Independent) *Excluding *Koteiren* groups**

Materials distribution: 14:00–15:00, March 19 (Tuesday), 20 (Wednesday) in classroom 012

March 22 (Friday) 14:00 ~ 15:00 at classroom 112

*Comply with any separate notifications received from Student Life Services Section, SFC Office (bulletin boards, e-mails, etc.)

Submissions period: 10:00–11:30, 12:30–16:00, April 22 (Monday) to April 26 (Friday)

Submit to: Service desk, Student Life Services Section, SFC Office

9. **Groups at Shiba-Kyoritsu (Parent/Employee Benefits/*Letters*/Independent) *Excluding *Koteiren* groups**

Materials distribution: Distributed at Club Council Assembly in March (12:20, March 26 [Tuesday]) Classroom 151

Submissions dates: Submit at Club Council Assembly (12:20, April 16 [Tuesday]; to be strictly observed) Classroom 151

Submit to: Student Life Services Section, Shiba-Kyoritsu Office of Student Services

*Comply with any separate notifications received from the Office of Student Services (bulletin boards, e-mails, etc.)