

Application and Procedures for the MG Card (Library ID card)

No.	Status	Location	Required documents (i)	Required documents (ii)	Registration fee *1	Time required for issuance
1	University Faculty and Academic Staff (who do not have the official ID card)*4	Shirokane: 2F counter Yokohama: 1F counter	Not required	Documents confirming your current address: driver's license, health insurance card, or residence certificate	Not required	Approximately two weeks after date of receipt *3
2	Alumni		Graduation or course completion certificate (or Alumni Association A membership card)		2,000 yen *Not required for Alumni Association A members	Seven days after date of receipt, excluding Saturdays, Sundays and public holidays *2
3	Members of the Yamanote Line Private University Library Consortium		Student ID for the affiliated university, and other form of ID			

[Note] From April 2012: if you lose your MG card (library ID card) a fee (1,500 yen) will apply to reissue a new card.

- * 1 The registration fee is payable by a certificate stamp issued by Meiji Gakuin University.
- * 2 Immediate issuance is not possible. While the MG Card application is being processed a temporary card will be issued.
- * 3 Immediate issuance is impossible. Sometimes the date of issue may vary depending on approvals. While the MG Card application is being processed a temporary card will be issued.
- * 4 The seal of the responsible officer in your department is required for an application for MG card (library ID card) issuance.