

平成 29 年 6 月 8 日

学生・教職員 各位

本部経理課

### 授業料領収書の申請方法の変更について

新学務システム **Utokyo Academic Affairs System (UTAS)** の稼動にともない、6 月 14 日（水）より授業料領収書の申請方法を各部局窓口における書面の申請から、**UTAS** 上の電子申請に変更いたします。領収書は和文、英文から各自選択することが可能です。

ただし **UTAS** 上での申請は各期一回限り可能となっていますので注意してください。紛失等やむを得ない事情で再発行を希望する場合は、部局窓口申請してください。また、授業料以外（入学料や検定料など）は窓口での書面による申請となります。

なお、領収書の作成に要する日数は従来どおり一週間程度かかりますので、余裕を持って計画的に申請するようにしてください。領収書の受領方法は従来と変わらず部局窓口での受領印を用いた受け渡しをお願いします。

本件に関する問い合わせは本部経理課出納チーム（収入担当）（03-5841-2152）まで。

June 8, 2017

To All Students, faculty and staff members

Accounting Group,  
Finance Department

### Change in method of application for tuition fee receipts

With the new academic system, UTokyo Academic Affairs System (UTAS), coming into operation on Wednesday, 14 June 2017, there will be a change in the application method for tuition fee receipts. Following the changeover, applications for receipts are in principle to be made directly through UTAS rather than through the written application made to each department's office. It will also be possible to request receipts to be in Japanese or English.

However, please be aware that it is only possible to make one application through UTAS in each payment period. If you wish to have the receipt reissued due to loss or some other unavoidable circumstances, please apply at the department's office as before. Furthermore, receipts other than tuition fees, such as those for admission fees and examination fee, must be obtained from the department's office having completed the application forms as before.

Please note that the number of days required for the receipt to be issued has not changed and will be approximately one week as usual. Please make sure that you submit your request well in advance of when you need it. The receipt will be handed over as before at the department's office where you will be required to sign (or stamp) for the receipt.

Please contact the Revenues Team in the Accounting Department of the Administration Bureau if you have any questions on this matter (03-5841-2152).