

Q & A

		英 文 (Q)	英 文 (A)
Application	1	I use a car registered under the name of my family (and with a vehicle number registered in other locations outside Hiroshima Prefecture). In such a case, can I apply for and obtain a school-premise parking permit?	You can apply for and obtain the permit even if the car is registered under your family's name (and with a vehicle number registered in other locations outside Hiroshima Prefecture). However, applicants must be covered by a voluntary automobile insurance policy for the car (by meeting age and other requirements).
	2	Can I apply for a parking permit even during a leave of absence from Hiroshima University?	You can apply even during a leave of absence from Hiroshima University.
	3	I will go on to a Master's/Doctoral program. When should I apply? Also, if I currently hold a parking permit, should I use the "Application for Renewal" page?	If your student ID number will change when you go on to the Master's/Doctoral program (e.g. from B to M or from M to D), you should enter the application form after you are able to log in the application address with a new student ID number (you will be able to do so from around April 6). As for the application page to use, if your parking permit is valid until March 31 you should use the "Application for Renewal" page, but if your parking permit expired during the academic year then you should use the "First-time Application" page.
Confirmation Documents	4	As for the voluntary automobile insurance policy, the certificate of automobile inspection (shaken-sho) and documents certifying the location of the vehicle's registered parking space, all of which I should present to the Student Support Group of my faculty or graduate school, am I allowed to present copies of these documents when applying for a parking permit?	Since these documents are necessary only to be presented to the Student Support Group for confirmation, you can use either the originals or copies.
	5	Although I have taken out voluntary automobile insurance, I cannot receive the insurance policy from the insurance company in time for the application period. Is it possible to accept my application if I have a certificate showing that I have contracted the insurance?	Your application cannot be accepted if you apply with a certificate that merely shows that you have contracted the insurance, because it is necessary to confirm the content of your voluntary automobile insurance (vehicle number, qualifying age, etc.). However, your application will be accepted if you have a copy of the form used when you took out the policy, with which the policy content can be confirmed. If you do not have such a copy, you should wait until receipt of the policy sent from your insurance company. (If you can have the company send you the copy by fax or e-mail, the received copy can be used as the confirmation document. Please ask your insurance company.)
False input	6	What should I do if I find a mistake in data entered in the parking permit application page after sending it?	The Property Maintenance Group will correct the received application data, so you do not have to re-enter the data. When you submit the printed application page to the Student Support Group of your graduate school, ask the Group to correct mistakes in red ink on the printed application page. Then, the printed page with corrections will be sent to the Property Maintenance Group, where the wrong data will be corrected online. You are therefore requested not to re-enter or re-send the data. (This is because if there are several data items, it would be difficult to distinguish the correct ones.) If you made any mistakes regarding application categories or classifications (as to "First-time" and "Renewal", or "Ordinary Application", "Special Application" and "Lease Application"), be sure to report the mistakes to the Student Support Group and ask for corrections and confirmation of other necessary documents, since the required confirmation documents are different depending on the category or classification.
	7	I mistakenly entered data on the application page in March, although the student ID number will change from April.	Discard the printed application page you entered, and newly enter the data using your new student ID number.
	8	I entered two sets of data on the Ordinary Application and Special Application pages. What should I do?	Write the mistake on a sticky note, etc. and attach it to the printed application pages, and submit them to the Property Maintenance Group, which will delete the wrong set of data online. If you made a mistake regarding the application category, do not re-enter the data.
Traffic safety instruction seminar	9	I would like to know about the detailed contents and schedule of the traffic safety instruction seminars.	Information on the traffic safety instruction seminars is available on the Information Bulletin Board of My Momiji. For details, please see the Board.
	10	I cannot attend the traffic safety instruction seminar for certain reasons. Should I wait to apply until I attend a traffic safety instruction seminar in the second semester?	If you cannot attend the traffic safety instruction seminar, please consult the Student Support Group of your graduate school.
	11	I cannot attend the traffic safety instruction seminar scheduled for my faculty. Am I allowed to attend a seminar scheduled for other faculties?	Please ask the Student Support Group of your faculty. When attending a seminar, be sure to carry your student ID card with you since it is used to record your history of attendance at the seminar, which is a precondition for the parking permit application.
Send	12	What should I do if I failed when sending the application page.	Enter the data again in the application page and then re-send it. If the page is sent by April 15 (and if confirmation documents, etc. are accepted by April 15), a parking permit can be issued from April 20. However, if the page is sent after April 15, issuance of the parking permit will be delayed.
	13	Since I successfully did the authentication and data entry but could not send the application page, can I just send a printed page?	The possible reasons why you could not send the application page include failing to enter the required items and busy transmission lines. After checking that you entered all required items, send the application page again. If you still cannot send the page, indicate this on a sticky note, etc. and attach it to the printed application pages, and then send them to the Student Support Group of your faculty or graduate school. Online data entry will be done by the Property Maintenance Group.
	14	After clicking the "Send" button, the error message "Your ID is not registered" appears. What should I do?	Try sending data at different time of a different day. If you still cannot send the page, indicate this on a sticky note, etc. and attach it to the printed application page, and send them to the Student Support Group of your faculty or graduate school. Online data entry will be done by the Property Maintenance Group.
User Fee	15	If I discarded my receipt of paid user fees, how can I receive a parking permit issued by the Student Support Group?	For those who made an application by April 15 (and the printed application page has been accepted by the applicant's faculty or graduate school; note that the application procedure cannot be completed only by making an online application), after payment of user fees is confirmed by the Property Maintenance Group, parking permits will be sent to the Student Support Group of their graduate school. Accordingly, if you made an application and paid the user fee by April 15, you can receive a parking permit, even without the receipt of fee payment. If you made an application and paid the user fee after April 15, the payment record will be sent from Japan Post Bank about two days (or about four days if Saturday and Sunday are included) after the payment date to the Property Maintenance Group. As such, by asking the Student Support Group to confirm your payment with the Property Maintenance Group, you can receive the parking permit, after the date on which the payment record is received.