

Student Name Guidelines

Graduate School

Okinawa Institute of Science and Technology Graduate University

[Purpose of the guidelines]

These Guidelines under the Graduate School's Admissions and Enrollment Policies provide details regarding the use of student names at Okinawa Institute of Science and Technology Graduate University (hereinafter "OIST") and establish the conditions and procedures for students at OIST who may use a business name, as well as their handling after graduation or withdrawal from OIST.

[Definitions]

Items	Meanings
GS Database	Student Information System used in the OIST Graduate School.
Official name	A legal name currently registered in the student's family register (住民票) for Japanese students. For non-Japanese students, their official immigration documents such as resident registration in Japan or Latin alphabetic name of names in the name section in their registered passport at OIST. The official name is the legal name of the registered nationality.
Business name	A name which the student uses or is widely known by. It is also often referred to as "Common name" (通称名). This name appears on OIST systems such as GS Database if it is registered.
Birth name	Original surname at birth, used before adopting a spouse's surname upon marriage (旧姓). When a student wishes to use birth name for official documents issued by OIST, a birth name is registered in "Business name" category in GS Database due to system structure but distinguished as birth name.
Certificates	Documents issued by Graduate School which are stated in " Admissions and Enrollment Policies ".
Diploma	Has the same meaning as "Degree Certificate" (学位記) in Graduate School Policies, and is an official document issued at the time of the Graduation

Items	Meanings
	Ceremony.

[Default settings]

The “Official name” is registered in GS Database by default. All certificates issued by OIST have this official name (except for the Diploma if a student wishes to use only the Business name). If a student has legally changed their official name, they must submit a name change request to update their records.

Official name is registered according to name section on family register (住民票) for Japanese students, and names on name section on their passport for non-Japanese students.

If a middle name appears only in “First name” section on their passport, the middle name is registered as first name in OIST systems. If a non-Japanese student’s passport has a middle name section, the middle name is registered in middle name part in the OIST system but does not appear on systems due to its design and features.

All diacritical marks should be replaced by plain characters which appear on Machine Readable Zone or follow the world-wide conversion rules.

The Business name shall not be used in documents where the use of the official name is required by statute, ministerial ordinance, or other applicable law or regulation, or documents where the Graduate School determines that the use of the official name is necessary.

[Eligible Grounds to apply for business name]

A student may apply to use a “Business name” if

- their registered surname has changed due to marriage, and they wish to use their birth name (former surname).
- they have widely known names other than official names and can identify them with public documents.
- they experience gender incongruence and wish to use a name that reflects their gender identity.
- other exceptional personal circumstances make use of their official name significantly harmful or burdensome, as determined by the Dean of the Graduate School.

[Business name use application]

A student wishing to use a Business name shall contact the Registrar Team (gs-registrar@oist.jp) in the Graduate School and apply for Business name use with the supporting documentation.

Use of	Required Supporting Documents
Business name	Copy of the Japanese residence card showing the business name. Or publications, research papers, official documents issued by foreign countries, etc. that show that the business name is widely known.
Birth name as business name	Family register extract (戸籍抄本) or equivalent document confirming the name change, issued within six months of application. Alternatively: a driver's license, passport, or My Number Card showing both old and new names.

Additional documents may be requested as needed.

[Names on systems or documents at OIST]

Categories	Names on each category
GS Database	Legal name in English alphabet (basically names in “machine readable zone” (MRZ) on passport) is registered as an official name by default in the record. Diacritical marks (such as Ç, Ş, Ğ, Ö, Ü etc.) are replaced with plain texts. If a student applied for using a business name, the legal and business names are registered, but the business name appears on OIST related accounts. Maiden names are categorized as business names but distinguished differently [see Definitions above]. Katakana (should be same with 住民票)
Directory, OIST email account and campus-wide systems	Official name by default but a business name appears if a student applied for it.
ID card with ID photo	Official name by default and provided in the first place.
Thesis proposal and PhD Thesis	Should be Official name but students can use their approved Business name. Names on these should be same with name on Diploma.
Certificates	The Official and the business name appear if a student requests to use the business name (if not, only the Official name appears).

Categories	Names on each category
Legal documents to be submitted to government and municipal offices	These will have the Official name only. However, students can submit certificates issued by the Graduate School which show the Business name on it along with the legal documents.
Diploma	In principle, the Business name (including the birth name) is used. Students have to declare it at the time of name confirmation. Latin alphabetic name which appears on a student's passport can be used if a student wishes. Diacritical marks are handled with the utmost consideration within the limits of system's capabilities. The diploma can only include the business name or a dual listing of both, the legal and business names, if a student wishes so. The names on the Diploma should be same as name on the student's doctoral thesis. The diploma is issued only once and will not be reissued due to a change of name.

[Cancellation]

A student who wishes to discontinue use of a business name shall inform the Registrar Team. The cancellation shall take effect from the date specified by the student and shall be recorded in the Student Database.

[Post Graduation or after leaving OIST]

OIST will not record further changes after a student's graduation or leaving.

[Individual Responsibility]

It is the student's responsibility to provide proof of the use of a business name, or to prove that they are the same person when documents state only legal names. Any disadvantages resulting from the use of a business name are also the responsibility of the student.

[Supplementary Provisions]

This Student Name Guidelines shall come into force from September 1, 2026.