**卒業・修了予定者の貸出期間延長申請書**

年　 　月 　　日

豊橋技術科学大学

附属図書館長　殿

学内に進学するため研究の継続に附属図書館の図書資料の借用が必要です。貸出期間を今年度の3月31日まで延長いただきたく、次のとおり申請します**。**

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| --- | --- | --- |
| **学内進学先** | □修士 | □博士 |
| **学　生**  **記入欄** | 所　属 |  | | 学年 |  | 学籍番号 |  |
| 氏　名 |  | | | | | |
| **指導教員**  **記入欄** | 指導教員  氏　名 | 所　属 |  | | | | |
| (自筆サイン) | | | | | |
| **備 考** |  | | | | | | |

＜連絡事項＞

※図書館で申請書を受理後、本人と指導教員(Cc)にメールをお送りします。

その後、貸出可能になります。（貸出はカウンターでも自動貸出返却装置でも可能です）

※返却期限は3月31日です。年度をまたいでの貸出はできません。

※申請書の提出はスキャンしたものをメール添付でも可能です。

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| 課長 | 係長 | サービス担当 | 受付 |
|  |  |  |  |

**Application for Extension of Loan Period for prospective graduates**

Year Month Day

Toyohashi University of Technology

For Director of Library

I need to borrow books and other materials from the library to continue my research as I am going on to advanced study within the university. I would like to extend my borrowing period until March 31st of this academic year.

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| **On-campus advancement destination** | □ Master’s degree | □ Doctor’s degree |
| **Student Form** | Affiliation |  | | Grade |  | Student No. |  |
| Full name |  | | | | | |
| **Faculty Supervisor Form** | Full Name of Faculty Supervisor | Affiliation |  | | | | |
| (Signature) | | | | | |
| **Remarks** |  | | | | | | |

Contact Information

* After the application form is received at the library, an email will be sent to you and your faculty supervisor (Cc). After that, the book will be available for borrowing. (You can check out books at the counter or by using the automatic check-out/return machine.)
* The due date is March 31. You cannot borrow books across the fiscal year.
* You can also submit a scanned copy of the application form as an e-mail attachment.

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| 課長 | 係長 | サービス担当 | 受付 |
|  |  |  |  |