

Lost and Found Property

Lost Property found on Tokyo Campus and handed into the Academic Service Office for the Business Sciences Area will be treated as followings.

【Valuables】

Any valuables unknown ownership (e.g. wallet, key, mobile phone, cash card etc.) will be handed into the police station which has jurisdiction over this area. If you have lost any valuables on campus, please visit the Academic Service Office immediately.

【Except for Valuables (Retention Period: One Year)】

If the retention period has passed and an item is not collected by the owner, we may discarded it.

- If the ownership of a lost property is proved, we may contact the owner.
- Claimant is required to verify their identity by providing the student ID card. (Photographic identification shall be accepted if the claimant is not the student of the University of Tsukuba.)
- If you find any property on Tokyo Campus, please hand the property into the Academic Service Office for the Business Sciences Area.
- Found property may also be kept at the offices listed below.

**1F: Security Guard Room / 2F: Service Office for Open University /

3F: #335 Division of Services for Laboratory Schools at University of Tsukuba

February, 2016
Academic Service Office
for the Business Sciences Area,
University of Tsukuba
(Tel: 03-3942-6918)