

TO: All Faculty and Staff

FROM: Takashi Osanai, Head of General Affairs Division Suzukakedai

SUBJECT: The Unification of Three Postal Codes Used on Suzukakedai Campus (Notice)

Currently, there are three individual postal codes used for the Oguchi Offices on Suzukakedai campus: "226-8501," "226-8502," and "226-8503." No matter the postal code, mail is delivered in bulk from the post office to the mail-sorting room on the campus, where it is delivered to the mailboxes of each laboratory, etc. So, there is no need to use multiple postal codes. In addition, having multiple codes caused some confusion as faculty members and students who started working in research labs were unsure of their postal codes.

Due to this situation, we would like to inform you that at a meeting of Suzukakedai district department heads held on September 7, 2023, it was decided that postal codes used on Suzukakedai campus will be unified to one: "226-8501."

For the time being, in order to avoid further confusion, we will maintain the status quo so that mail can be delivered to any postal code, but especially for those who live on Suzukakedai campus, we will be updating our business cards and our website using the new postal code. Please write your postal code as "226-8501".