

Appointment Number in V-CHAT

1. Appointment Number for Each Category

1) Hokkaido University

Category	Appointment Number	Remarks
Faculty or Staff Member	AA + Employee ID number (8 digits)	
Student	HG + Student ID number (8 digits)	
Part-Time Lecturer	HK + 00030001~	Notified through their affiliated department
Other (excl. faculty and staff)	HJ + 00030001~	
Other (Hokuyaku)	HY + 00030001~	

2) Otaru University of Commerce

Category	Appointment Number	Remarks
Faculty or Staff Member	OS + Employee ID number (8 digits)	
Student	OG + any 8-digit number of your choice	
Part-Time Lecturer	OK + 00030001~	Notified through Administration Bureau of Otaru University of Commerce
Other (excl. faculty and staff)	OJ + 00030001~	

3) Family members of the faculty and staff members, and students of Hokkaido University (18 years of age or older)

You need to apply to get an appointment number. [For more information.](#)

[Important]

Enter your Appointment Number (2 alphabets + 8-digit number) in the blank space in the upper right corner of the Screening Questionnaire.

How to Fill Out Screening Questionnaire

*Please fill in or check the boxes inside the bold frame

Address on the resident card	Prefecture	City
	Address	
Furigana		
Name	Take your temperature on the morning of your appointment and enter it here.* *No vaccination is given if the temperature is 37.5 °C or higher.	
Date of birth	Year / Month / Day	
	Body temperature before examination	Degrees Celsius

Enter your Appointment Number (2 alphabets + 8-digit number) in the blank space in the upper right corner of the Screening Questionnaire.

【Remarks】

(1) Definition of Category (applies to both Hokkaido University and Otaru University of Commerce)

① Faculty or Staff Member : All faculty and staff members with employee ID number (both regular and non-regular employees)

② Student : All students with student ID number registered with Student Academic Information System

③ Part-Time Lecturer : Those on the list compiled based on the request to each department, etc.

④ Other (excl. faculty and staff) : Those on the list compiled based on the request to each department, etc.

Note: Those who fall under ① and ② are already registered in the Appointment Scheduling System (V-CHAT) based on the data as of April 1, 2022.

(2) Employee and Student ID number (applicable to Hokkaido University)

• Employee ID number is the same as your SSO (Single Sign-On) System Login ID.

• Student ID number is on your Student ID card.

Note: If you do not know your ID number, please contact the administrative office of your affiliated department (General Affairs/Personnel Unit for faculty and staff; Student Affairs Unit for students).

2. Example of Appointment Number (applicable to Hokkaido University)

1) If you are in the third year at Department A and your student ID number is 12345678:

Your Appointment Number is "**HG12345678**".

2) If you are a faculty or staff member and your employee ID number is 99999999:

Your Appointment Number is "**AA99999999**".

3) Part-Time Lecturer and Others (excl. faculty and staff):

You will receive your Appointment Number through your affiliated department.

Note: For the Otaru University Commerce members, your Appointment Number starts with two alphabets shown in section 1. 2) in the table above.