

July 14, 2021

To Faculty and Staff

Nagoya University of Foreign Studies

Appointment Procedure for Novel Coronavirus Vaccination (3rd Report)

Please make an appointment for the novel coronavirus vaccination at Nagoya University of Foreign Studies according to the following instructions. We recommend that as many people as possible take this opportunity to receive the vaccine.

How to make a reservation

Please access the web-based reservation system to make a reservation.

(Applications will be accepted from Friday, July 16, 2021, at 10:00AM)

<https://va.apollon.nta.co.jp/nufs-covid19vac/>

- (1) Select "Vaccination Appointment" on the first screen.
- (2) On the next screen, enter your 9-digit number, composed by the 3-digit symbol (ab1: AB in small letters and the number ONE) + your 6-digit staff/affiliation ID number in the "Student ID Number (Employee ID Number)" field, and enter your 8-digit date of birth in the "Password" field to Login.
(*Please note that your staff/affiliation ID number can be found in the "Nakanishi Educational Foundation Pay slip Deliver Services," not on your ID card.)
For example, if your date of birth is July 26, 2002, enter 20020726 (8 digits).
- (3) Confirm your E-mail address and enter your phone number to complete your personal information registration.
- (4) Proceed to the Vaccination Appointment Page and select the date and time of your vaccination.
- (5) After confirming the details of your registration, click the "Register" button to make a reservation.
- (6) You can check the details of your reservation and the time it was received on the "Reservation Confirmation" page.
- (7) A confirmation E-mail will be sent to your registered E-mail address.
For more details, please refer to the "Vaccination Appointment Details Confirmation Manual".

Cancellation of reservations

Reservations cannot be changed or cancelled on the web-based reservation system. If you need to change your reservation due to unavoidable circumstances, you need to cancel it (by telephone) and then make a new reservation on the web-based reservation system. The procedure differs depending on when you want to cancel, so please follow the "Cancellation Procedures".

What to bring on the day of vaccination

On the day of inoculation, please bring the following four items

- (1) ID card (employee ID or residence card)
- (2) Pre-vaccination Screening Questionnaire for COVID-19 vaccine
- (3) Record of Vaccination for COVID 19 or Vaccination ticket (issued by the local government)
- (4) Health insurance card (not required)

Manual (to be posted on the reservation system website)

- (1) Vaccination Appointment Details Confirmation Manual
- (2) Cancellation procedures

Form and Example (to be posted on the reservation system website)

- (1) Pre-vaccination Screening Questionnaire for COVID-19 vaccine (form and example)
- (2) Record of Vaccination for COVID-19 Form (form and example)