

Certificate Issuance Request Form (University)

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|---|--|---|---|
| Date of application | yyyy mm dd / / | Address | 〒 |
| Furigana | | | |
| Student name at the time of enrollment | <input type="checkbox"/> Male . <input type="checkbox"/> Female | Email | |
| | | Cell | |
| | | *Please include your email address and cell phone number where we can contact you. | |
| Date of birth | yyyy mm dd / / | Furigana | |
| Date of entrance | yyyy mm dd <input type="checkbox"/> entrance / / <input type="checkbox"/> transfer: year ____ | Current name | |
| Date of graduation (or removal from register) | yyyy mm dd <input type="checkbox"/> graduation / / <input type="checkbox"/> withdrawal <input type="checkbox"/> removal from register | Department | |
| | | class | |
| | | Student ID No. | |
| | | *If you do not know your Student ID No., you may leave it blank, but it may take longer to issue the certificate. | |

| Type of certificate | | Fee for one copy | Copies |
|---------------------|---|------------------|--------|
| 1 | Certificate of Graduation [Japanese] | 250 yen | |
| 2 | Certificate of Graduation [English] | 250 yen | |
| 3 | Academic Record (Grade Transcript) [Japanese] | 250 yen | |
| 4 | Academic Record (Grade Transcript) [English] | 250 yen | |
| 5 | Letter of recommendation [Japanese] <For entering higher education> (Please specify the faculty member: _____) | 250 yen | |
| 6 | Letter of recommendation [English] <For entering higher education> (Please specify the faculty member: _____) | 250 yen | |
| 7 | Another specificate not listed here *please specify (_____) | 250 yen | |

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| Stamp | Issuance fee (total) Return postage fee Total fee enclosed yen + yen = yen |
| *Enclose the total amount: the issuance fee (total) plus return postage fee. | |

| Return postage/collection method (check one) |
|--|
| <input type="checkbox"/> Standard postage <input type="checkbox"/> Express postage <input type="checkbox"/> Letter Pack <input type="checkbox"/> Courier Service (overseas) <input type="checkbox"/> In person pick up (date / , time :) |

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|--|-------------------------|
| Why are you requesting these certificates? | *Please give specifics: |
|--|-------------------------|

e.g.) xxx Corporation (For a career change) / Embassy of xxx (For VISA)

- *Make sure to enclose **a copy of your passport (photo page)**
- *Certificates are issued in the name of the student at the time of enrollment.
- *Enclose **stamps** or **International Reply-Paid coupons** equal to the total amount including the issuance fee and return postage fee.
- *If you would like to the certificates to be sent by track and trace mail within Japan, please enclose a Letter Pack instead of stamps for return postage.

Postage fee (standard postage)
 *For express postage, add 260 yen to the above fees.

| | | | | | |
|-------------|--------|---------|---------|---------|---------|
| | 94 yen | 120 yen | 140 yen | 210 yen | 250 yen |
| Certificate | 1 | 2 | 3-6 | 7-9 | 10 |

Please specify the destination address (used for return envelope)

Mr. / Ms.

ZIP Code: _____

Cell #: _____