

Application Form for Issue of Certificates

			Date (yyyy-mm-dd)	
Student No.	1EC ()	2EC ()	Name (<i>furigana</i>)	
	3EC ()	5EC ()		
Date of birth	() (yyyy-mm-dd)			
Name of department	() department		Contact tel. no.	
Month/year of graduation, etc.	(-) (yyyy-mm) Specify: <input type="checkbox"/> graduated <input type="checkbox"/> expected graduation <input type="checkbox"/> completed <input type="checkbox"/> expected completion <input type="checkbox"/> withdrawal			
<u>Type of certificate</u>			<u>No. of copies</u>	
Certificate of Enrollment (*If you are not a research student, please use an automatic issuing machine to obtain certificate.)			<input type="checkbox"/> J <input type="checkbox"/> E	copy(ies)
Certificate of Undergraduate (Expected) Graduation		*If you are a current student, please use an automatic issuing machine to obtain certificate (Japanese ver. only). *Certificates of Expected Graduation can only be issued from April of the final year of study.		<input type="checkbox"/> J <input type="checkbox"/> E
Certificate of Master's (Expected) Completion		*If you are a current student, please use an automatic issuing machine to obtain certificate (Japanese ver. only). *Certificates of Expected Completion can only be issued from April of the final year of study.		<input type="checkbox"/> J <input type="checkbox"/> E
Certificate of (Expected) Withdrawal after earning credits in Doctoral Program			<input type="checkbox"/> J <input type="checkbox"/> E	copy(ies)
Transcript (*If you are a current student, please use an automatic issuing machine to obtain certificate.)			Undergraduate <input type="checkbox"/> J <input type="checkbox"/> E	copy(ies)
			Master's <input type="checkbox"/> J <input type="checkbox"/> E	copy(ies)
			Doctoral <input type="checkbox"/> J <input type="checkbox"/> E	copy(ies)
Other ()			<input type="checkbox"/> J <input type="checkbox"/> E	copy(ies)
Purpose (please specify)	*If you request more than one copy, please indicate all places where submissions are made. Submit to prospective employer () (name of company) Sit for an examination () (name of examination) Apply for a scholarship () (name of scholarship) Other purpose ()			

How will you receive the certificate/s? (<input type="checkbox"/> In person <input type="checkbox"/> Postal mail)	If you wish to receive the certificate/s by postal mail, please include a stamped, self-addressed envelope with this application.
---	---

Cost of stamps for reply (postage as of April 1, 2014)

Standard envelope	up to 25 g	82 yen
	Max. 23.5 cm (L) × 12 cm (W) × 1 cm (H)	up to 50 g
Non-standard envelope	up to 50 g	120 yen
	up to 100 g	140 yen
	up to 150 g	205 yen
	up to 250 g	250 yen

* Certificates are 5 g each (9 g if officially sealed)

* Add 280 yen for express delivery.

- * For certificates in English, make sure to mark the "E" box under the "No. of copies" column with a circle.
- * If you need an officially sealed certificate, please indicate this clearly.
- * It takes approximately 3 working days to issue certificates in Japanese and one week in English.
- * Certificates that are not collected within six months of issue will be destroyed.