

Certificate Request Form

Student ID									Status	<input type="checkbox"/> Regular <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Study Abroad
Surname								Birth Date	yyyy / mm / dd	
Given Name(s)								Phone Number		
								Email address		

Should the envelope be sealed and stamped?	(Examples: seal and stamp on envelope or individually packaged transcripts)
<input type="checkbox"/> No <input type="checkbox"/> Yes ⇒	

Type	Fee	How many?			Subtotal
		JAPANESE	ENGLISH	Total	
Tuition Certificate					
<input type="checkbox"/> Tuition Paid <input type="checkbox"/> Enrollment fee Period: 20__yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester ~ 20__yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester	¥200 each				¥
<input type="checkbox"/> Tuition Estimated <input type="checkbox"/> IMAT fee Period: 20__yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester ~ 20__yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester	¥200 each				¥
Scholarship Certificate					
<input type="checkbox"/> Tuition Reduction: (ex.) 100% Scholarship Name ()	¥200 each				¥
<input type="checkbox"/> Other APU scholarships:(ex.) Academic Merit *Please contact your private scholarship foundation. Scholarship Name () Period:____yr____semester~ ____yr____semester	¥200 each				¥
<input type="checkbox"/> Honors Scholarship / MEXT Scholarship ____yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester	¥200 each				¥
<input type="checkbox"/> Others <i>*Check with the Student Office before applying for a special request.</i>	¥200 each				¥
Method of Receipt : Student Office counter pick-up		TOTAL		¥	

*You must pay with a certificate stamp when you pick up the certificate at the Student Office counter.

*Please submit a copy of an ID (student ID, passport, residence card, etc.) along with the Certificate Request Form by e-mail.

Email address: shoumei@apu.ac.jp

Note: We do not accept cancellations or refunds after payment has been made. Please make sure that your application does not contain any errors before applying.

For office use					窓口使用	
ID		発行	W チェック	受付印	領収印	交付印
種類						
部数						
言語						
嚴封						