Certificate Application Form

1　Details regarding the applicant　　　　　　　　　　　　Date Applied Year (　　　　) Month (　　) Day (　　)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name in Kana |  | Date  Of  Birth | Year | Month | Day |
| Name |  |  |  |  |
| Name in English  (For English certificates) |  | | | | |
| Contact Information | E-mail  TEL　　　　　‐　　　　　‐ | | | | |

Fill in the following columns for only occasion in which a proxy requests.

|  |  |  |
| --- | --- | --- |
| Proxy’s name |  | Relationship with the applicant |
| Proxy's Contact Information | 〒　　　‐　　　　　　　　　　　　　　　　TEL　　　　　‐　　　　　‐ | |

2　Records of school register (Fill in only columns related to a necessary certificate.)

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Duration of Education (Please circle an appropriate item.) | Faculty／Department | Student I. D. No |
| Under-  graduate | (Y　　　　) (M　　　　)　Matriculated  (Y　　　　) (M　　　　)　Graduated / Future Graduation  (Y　　　　) (M　　　　)　Withdrew / Future withdrawal |  |  |
| Graduate  (MC) | (Y　　　　) (M　　　　)　Matriculated  (Y　　　　) (M　　　　)　Graduated / Future Graduation  (Y　　　　) (M　　　　)　Withdrew / Future withdrawal |  |  |
| Graduate  (DC) | (Y　　　　) (M　　　　)　Matriculated  (Y　　　　) (M　　　　)　Graduated / Future Graduation  (Y　　　　) (M　　　　)　Withdrew / Future withdrawal |  |  |
| Non-regular  student | (Y　　　　) (M　　　　)　Matriculated  (Y　　　　) (M　　　　)　Being enroiled | □ Undergr aduate Research Student  □ Undergraduate Credited Auditor  □ Graduate research Student  □ Graduate Credited Auditor |  |

3　Type of the necessary certificate (Please check all that apply.)

|  |  |  |
| --- | --- | --- |
| Type of certificate | Number of certificates | Note |
| □ Graduation (Undergraduate) | Japanese (　　　) ／ English (　　　) | Students in the last year of the course can issue a certificate of expected graduation or completion through an Automatic Certificate Issuance Machine.  If you wish, the certificate can be prepared in a sealed envelope.  Please check the below box if you wish.  　□　sealed envelope |
| □ Graduation (Master's program) | Japanese (　　　) ／ English (　　　) |
| □ Graduation (Doctoral program) | Japanese (　　　) ／ English (　　　) |
| □ Records (Undergraduate) | Japanese (　　　) ／ English (　　　) |
| □ Records (Master's program) | Japanese (　　　) ／ English (　　　) |
| □ Records (Doctoral program) | Japanese (　　　) ／ English (　　　) |
| □ Enrollrnent (Non-regular student) | Japanese (　　　) ／ English (　　　) | |
| □ Others【　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　】  Japanese (　　　) ／ English (　　　) | | Fill out the name of necessary document in the space provided. Please attach a prescribed form if you have. |

4　Purpose of use / All organizations to which a certificate will be submitted.

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**※Please submit a copy of your ID.**

**Please attach a copy of your ID here and send it with**

**the Certificate Application Form.**

**【Proxy】(If applicable)**

**Please attach a copy of the proxy’s ID as well as**

**a copy of the applicant’s ID.**

**・Passport**

**・Residence Card**

**・Student ID Card　etc.**

**【Applicant】**

**・Passport**

**・Residence Card**

**・Student ID Card　etc.**