2005.4

Request Form for Certificate (if you cannot pay the fee in Japanese Yen)

Keio University, Center for Japanese Studies
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FEE: 3 IRCs (International Reply Coupons) per copy 1.Complete Form; **2.** Return form to the Center for Japanese Studies with the copy of your identification and the required number of IRCs. Official transcripts must be requested in writing, with the student's genuine signature. Faxed requests are not accepted.

INFORMATION TO IDENTIFY YOUR RECORD: Please complete all information requested.

Student ID Number	Nationality	Date of Birth (Year/Month/Date)
Name (Last/First/Middle)	Telephone	
Name while enrolled (if different from above)	E-mail	
Address (including country name, if outside of Japan)		
Are you a currently enrolled student? Yes☐ No☐	Period of enrollment From to	

Privacy Act: To Protect your right to privacy, transcripts or/and certificates are released only with your signature.
You must sign this form

Student's Signature **Date of Request**

*Please allow 3-5 business days for processing. If you were enrolled in the Japanese Language Program before Spring Semester 1992, additional time may be necessary.

Please print

Name of Certificate	Language	Fees	Number of copies	Required copies of IRC
Transcript of Academic Record	Japanese	3 IRCs per copy		
	English	3 IRCs per copy		
Transcript of Academic Record with attendance record	Japanese	3 IRCs per copy		
	English	3 IRCs per copy		
Certificate of Enrollment	Japanese	3 IRCs per copy		
	English	3 IRCs per copy		
Certificate of Completion	Japanese	3 IRCs per copy		
	English	3 IRCs per copy		
Certificate of Withdrawal	Japanese	3 IRCs per copy		
	English	3 IRCs per copy		
Other Certificate; Please specify ( )	Japanese	3 IRCs per copy		
	English	3 IRCs per copy		
Special Express Postage (if necessary)	EMS	10 IRCs		**+ 10 IRCs**
Total number of requested certificates and IRCs **• The required number of the IRCs should be enclosed with this form.**				

For office use only
Received on
Date of issue
Fees
Yen
Postage
Yen

***Please check below:**

☐Send ☐Pick-up at the Center for Japanese Studies by proxy (Name of Proxy:)

Mailing Label (if mailing): Please print name and mailing address clearly. Delays may occur due to incomplete or illegible addresses

For office use only

Date of Receipt