

# Request for Issuance of Certificate(s)

Date \_\_\_\_\_

To the President of the University of Aizu

(Date) \_\_\_\_\_ Graduation/Completion

Student Number \_\_\_\_\_

Name \_\_\_\_\_

(TEL : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_)

For the reason listed below, I hereby request the following certificates to be issued in the number I have specified.

## 1 Type and Number of Certificates Requested

[For Undergraduate]

(1) Academic transcript (JP)        copies (EN)        copies※SEAL UP Yes  / No (2) Certificate of graduation (JP)        copies (EN)        copies(3) Certificate of enrollment (JP)        copies (EN)        copies

[For Graduate]

(4) Academic transcript (JP)        copies (EN)        copies※SEAL UP Yes  / No (5) Certificate of completion (JP)        copies (EN)        copies(6) Certificate of enrollment (JP)        copies (EN)        copies

[Others]

(7) Other certificate(s) ( \_\_\_\_\_ )

(JP)        copies (EN)        copies

## 2 Reason for Request

( \_\_\_\_\_ )

## 3 Charge (Cash or fixed-rate postal money order)

300 JPY per copy × the number of copies        copies = \_\_\_\_\_ JPY

※When purchasing money orders, leave the recipient name field blank.