

# 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) Certificate of enrollment | (JP) <u>      </u> copies | (EN) <u>      </u> copies |
| (2) Academic transcript       | (JP) <u>      </u> copies | (EN) <u>      </u> copies |
| (3) Certificate of graduation | (JP) <u>      </u> copies | (EN) <u>      </u> copies |

[For Graduate]

- |                               |                           |                           |
|-------------------------------|---------------------------|---------------------------|
| (4) Certificate of enrollment | (JP) <u>      </u> copies | (EN) <u>      </u> copies |
| (5) Academic transcript       | (JP) <u>      </u> copies | (EN) <u>      </u> copies |
| (6) Certificate of completion | (JP) <u>      </u> copies | (EN) <u>      </u> copies |

[Others]

- |                                    |                           |                           |
|------------------------------------|---------------------------|---------------------------|
| (7) Other certificate(s) ( _____ ) | (JP) <u>      </u> copies | (EN) <u>      </u> 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.