Certificate Application Form

1. Applicant (Student) Information

Application Date (YYYY/MM/DD): / /

Full Name (Passport Name)		Name at the Time of Enrollment (if different)	
Date of Birth	(YYYY/MM/DD) / /	Name for English Certificates	
Contact	TEL :	E-mail :	
Address			
Purpose of Certificate	Purpose :		
	Destination :		

2. Faculty

	Undergraduate Course	Master Course	Doctor Course
Faculty / Graduate School			
Department			
Enrolled Month	(YYYY/MM) /	(YYYY/MM) /	(YYYY/MM) /
Graduated Month	(YYYY/MM) /	(YYYY/MM) /	(YYYY/MM) /
Student ID (if known)			

3. Desired Certificate(s)

Certificate		Number of Copies JP	Number of Copies EN	Per-copy Fee	Subtotal
Certificate of Graduation and Diploma	Undergraduate			JP @400JPY EN @800JPY (*Note)	JPY
	Master				JPY
	Doctor				JPY
Transcript of University Record	Undergraduate				JPY
	Master				JPY
	Doctor				JPY
Transcript for License Application (License Name :)					JPY
Other ( )					JPY

(*Note) Per-copy fees are 400 JPY after the second of exactly same certificates.
(e.g. Applying 3 same English transcripts: 800 + 400 * 2 = 1600 JPY)

Sealing	☐ Yes (Certificate of diploma and transcript are sealed in same envelopes.) ☐ No ☐ Other ( )	Grand Total	JPY

4. Fee Exemption (Check applicable items.)

- ☐ Applications by the last day of graduation or withdrawal month. (For mail applications, a date of postmark is used as the application date.)
- ☐ The applicant is living abroad. (Fill a foreign address in the "Address" field. Applications via proxies living in Japan also meet exemption.)
- ☐ Currently enrolled in Shizuoka University as graduate school or non-regular students. (Student ID:)

** Personal information on the submitted documents will be used only for the issuance of the certificate(s).

	区分	発行願受領日	発送(交付)日	本人確認	担当者
Official Use	郵送・持参	年 月 日	年 月 日	運転免許、保険証、パスポート ( )	

<< Please paste confirmation documents of fee payment (statement slips from ATM, etc.) on the reverse side.>>