

Certificate Application Form

Example

1. Applicant (Student) Information

 Application Date (YYYY/MM/DD): **2019 / 00 / 00**

Full Name (Passport Name)	SHIZUOKA Taro	Name at the Time of Enrollment (if different)	HAMAMATSU Taro
Date of Birth	(YYYY/MM/DD) 1991 / 04 / 15	Name for English Certificates	HAMAMATSU Taro
Contact	TEL : (+1) 000-000-0000 E-mail : shizuoka.taro@xxxxxx.com		
Address	0000 00 XXXX St. Edmonton, AB, Canada, 000 000		
Purpose of Certificate	Purpose : For university entrance exam Destination : Faculty of XXX, XXXX University		

2. Faculty

	Undergraduate Course	Master Course	Doctor Course
Faculty / Graduate School	Faculty of XXXX	Graduate School of XXXX	
Department	XX course, Department of XX	XX course, Department of XX	
Enrolled Month	(YYYY/MM) 2009 / 04	(YYYY/MM) 2013 / 04	(YYYY/MM) /
Graduated Month	(YYYY/MM) 2013 / 03	(YYYY/MM) 2015 / 03	(YYYY/MM) /
Student ID (if known)	20910000	20910000	

3. Desired Certificate(s)

Certificate	Number of Copies		Per-copy Fee	Subtotal
	JP	EN		
Certificate of Graduation and Diploma	Undergraduate		JP @400JPY EN @800JPY (*Note)	JPY
	Master	2		0 JPY
	Doctor			JPY
Transcript of University Record	Undergraduate			JPY
	Master	2		0 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	<input checked="" type="checkbox"/> Yes (Certificate of diploma and transcript are sealed in same envelopes.) <input type="checkbox"/> No <input type="checkbox"/> Other (_____)	Grand Total	0 JPY
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4. Fee Exemption (Check applicable items.)

<input type="checkbox"/>	Applications by the last day of graduation or withdrawal month. (For mail applications, a date of postmark is used as the application date.)
<input checked="" type="checkbox"/>	The applicant is living abroad. (Fill a foreign address in the "Address" field. Applications via proxies living in Japan also meet exemption.)
<input type="checkbox"/>	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).

Official Use	区分	発行願受領日	発送(交付)日	本人確認	担当者
	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.>>