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 | | Per-copy  Fee | Subtotal |
| JP | EN |
| 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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.>>**