

Certificate Request Form

Student ID								Dates of Enrollment	From ____ / ____ To ____ / ____ yyyy mm yyyy mm
Surname								Birth Date	____ / ____ / ____ yyyy mm dd
Given Name(s)								Phone Number	_____
								Email address	_____

Should the envelope be sealed and stamped? <input type="checkbox"/> No <input type="checkbox"/> Yes ⇒	(Examples: seal and stamp on envelope or individually packaged transcripts)
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Type	Fee	How many?			Subtotal	
		JAPANESE	ENGLISH	Total		
<input type="checkbox"/> Certificate of Tuition Payment	¥ 300 each				¥	
Scholarship Certificate						
<input type="checkbox"/> Tuition Reduction: (ex.) 100% Scholarship Name (_____)	¥ 300 each				¥	
<input type="checkbox"/> Other APU scholarships:(ex.) Academic Merit *Please contact your private scholarship foundation. Scholarship Name (_____) Period: ____yr ____semester~ ____yr ____semester	¥ 300 each				¥	
<input type="checkbox"/> Honors Scholarship / MEXT Scholarship _____yr <input type="checkbox"/> spring • <input type="checkbox"/> fall semester	¥ 300 each				¥	
Others *Check with the Student Office before applying for a special request.	¥ 300 each				¥	
Delivery Method	<input type="checkbox"/> Domestic Mail	Letter Pack 370			370 yen	¥
	<input type="checkbox"/> Overseas Mail (EMS)	1st Zone	China, South Korea, Taiwan		1,450 yen	¥
		2nd Zone	Asia (excluding China, South Korea, Taiwan)		1,900 yen	
		3rd Zone	Oceania, Canada, Mexico, Middle East, Europe		3,150 yen	
		4th Zone	U.S. (including Guam and other U.S. territories)		3,900 yen	
		5th Zone	Central and South America (excluding Mexico), Africa		3,600 yen	
TOTAL				¥		

***How to apply for other certificates**

***A separate system usage fee (250 yen) will be charged.**

STEP1: Send the application by e-mail. (Send to: shoumei@apu.ac.jp)

STEP2: Complete the application procedures (payment) through the Certificate Issuance Service.

★If this is your first time using the Certificate Issuance Service

→Apply to use the certificate issuance service and login to the service after you obtain a user ID and password.

★Those using the certificate issuance service for the second time or more

→Login with your user ID and password

STEP3: Please select "Postal Mail" as the method of receipt from the Certificate Issuance Service and complete the payment procedures.

*Select "Other" for the certificate type and the number of copies you need on the certificate selection screen.

Note: We do not accept cancellations or refunds after payment has been made. Please make sure that your application does not contain any errors before applying.