## For Current Students **Special Request Certificate Application**

**Student Office (Certificates)** 

## Ritsumeikan Asia Pacific University

Address:

1-1 Jumonjibaru Beppu, Oita 874-8577

Inquiries only:

Phone +81-977-78-1124 FAX +81-977-78-1125 Email shoumei@apu.ac.jp

payment to the office All unclaimed certification	in person or	r by mail. Certificat	tes will be issued	TWO or more	BUSINESS D	AYS aft	. Please return this form wit er payment has been made le will NOT be refunded.	
<b>IDENTIFICATIO</b>	N *Note: S	tudent ID Card red	quired. A signed le	etter of authoriza	tion is required	for requ	est and pickup by proxy.	
Student ID #	***************************************			Status (chec	k one)		Normal ∟eave of Absence Study Abroad	
ノリガナ Surname				Birth Date (yyyy/mm/dd)				
イリガナ Given Name(s)				Phone Number (or Email address)				
OTHER CERTIF	ICATE R	EQUEST INF	ORMATION					
Special Instructions (Examples: seal and stamp on en				velope or individually packaged transcripts)				
Purpose for (Check)	Request	Request □Tax Deduction □Military Service □Visa □Employment □ Entrance Examination □Other ( )						
Country and Inst	stitution o (Check)	itution □Japan □Korea □Taiwan □Other Country( )						
Name and Add	ress		the destination		•	heet	,	
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①Designated form	*Attach a co	py of guidelines.	¥200 each	- Calpanios	g		¥	
②Other *Prepare a	②Other *Prepare a sample on reverse side.		¥200 each				¥	
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Personal Information on this form shall be used within the original purpose of issuing the above certificate(s).

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For Comment Cts Santa Special Cortificate Poquest	- Clin	Payment Received

	For Curren	t Students,S	pecial Certi	ficate Request Slip		Payment Received Student Advisory Office
Student ID #:		Name:		Total Amount: ¥	[	
Quantity: (①	copies) (②	copies) (③	copies) (4	copies) □Pick Up □Mail		
CER 様 式 ⊮02E Please pick up certificates within three months. Any payments will NOT be refunded.						サイン



## 立命館アジア太平洋大学 スチューデント・オフィス (証明書発行係)

住所: 〒874-8577 大分県別府市 十文字原1-1 間い合わせのみ: 電話 0977-78-1124 FAX 0977-78-1125 Email shoumei@apu.ac.jp

## 国内用証明書送付先記入票 Form for Domestic Address and Name Where Certificates are to be mailed

オフィス使用欄 受付印 EXPACK 発送 備考 For Official Use	
<u>日本国内の住所</u> に証明書の送付を希望する場合は、この用紙を印刷し下記の票に日本語で必要事項	頁を記入し
てください。海外の場合は、記入は不要です。	
郵便番号など必要事項が記入されていない場合は、証明書の発送の遅延につながります。	
In the box below, please write legibly your name and domestic address where you want cert	
Incomplete information could result in a delay in processing your certificates. <i>NIHONGO</i> is pre- Students who require their certificates to be sent to an overseas address are not to use this	
Student ID#:	
Name:	
郵便番号: Postcode	
住所: Address	
ļ	

氏名:Name

電話番号:Telephone