



**Certificate Request Form (Additional)**

Ritsumeikan Asia Pacific University Student Office

Address:  
1-1 Jumonjibaru  
Beppu, Oita 874-8577  
JAPAN  
Inquiries:  
Email:shoumei@apu.ac.jp

**\*One (1) Certificate of Graduation and one (1) Transcript of Academic Record in Japanese and English will be distributed to graduates free of charge on graduation day or will be mailed to you after the graduation ceremony.**  
**\*Please use this form if you need two or more copies of a certificate.**

**APPLICANT INFORMATION**

Student ID		Scheduled Date of Graduation/Completion	March 31, 2025
Surname		Date of birth	/ / yyyy mm dd
Given Name(s)		Phone Number Email address	

Should the envelope be sealed and stamped?	(Examples: seal and stamp on envelope or individually packaged transcripts)
<input type="checkbox"/> No <input type="checkbox"/> Yes	

Type	Fee	Additional Copies			Subtotal
		JAPANESE	ENGLISH	Total	
Certificate of Graduation /Completion	¥300 each				¥
Transcript of Academic Record	¥300 each				¥

Method of Receipt	<input type="checkbox"/> Graduation Ceremony <b>*Receive at the ceremony on Mar.14.</b>			
	<input type="checkbox"/> Domestic Mail      ¥430			¥
	<input type="checkbox"/> Overseas Mail (EMS)	1st Zone China, South Korea, Taiwan	1,450 円	¥
		2nd Zone Asia (excluding China, South Korea, Taiwan)	1,900 円	
		3rd Zone Oceania, Canada, Mexico, Middle East, Europe	3,150 円	
		4th Zone U.S. (including Guam and other U.S. territories)	3,900 円	
5th Zone Central and South America (excluding Mexico), Africa	3,600 円			
<input type="checkbox"/> Pick up at Student Office Counter <b>*Available for pick up on or after Mar.18.</b>				

Payment Method	<input type="checkbox"/> Pay by credit card or at convenience stores (e-apply)	Total	¥
	<input type="checkbox"/> Certificate stamp		

Address **※Please fill out the mailing address only if you are receiving the certificates by mail.**

Zip code	
Address	
Name	
Tel	

**<OFFICE USE>**

住所		部数		発行	確認	交付	受付
ID		言語					
支払い		カバーレター					
種類		厳封					