

Certificate Request Form

Student ID									Status	<input type="checkbox"/> Regular	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Study Abroad	
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		
Tuition Certificate						
<input type="checkbox"/> Tuition Paid <input type="checkbox"/> Enrollment fee Period: <u>20</u> yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester ~ <u>20</u> yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester	¥ 200 each				¥	
<input type="checkbox"/> Tuition Estimated <input type="checkbox"/> IMAT fee Period: <u>20</u> yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester ~ <u>20</u> yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester	¥ 200 each				¥	
Scholarship Certificate						
<input type="checkbox"/> Tuition Reduction: (ex.) 100% Scholarship Name ()	¥ 200 each				¥	
<input type="checkbox"/> Other APU scholarships:(ex.) Academic Merit *Please contact your private scholarship foundation. Scholarship Name () Period: _____yr _____semester~ _____yr _____semester	¥ 200 each				¥	
<input type="checkbox"/> Honors Scholarship / MEXT Scholarship _____ yr <input type="checkbox"/> spring · <input type="checkbox"/> fall semester	¥ 200 each				¥	
<input type="checkbox"/> Others <i>*Check with the Student Office before applying for a special request.</i>	¥ 200 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 > **250 yen system usage fee will be charged for receipt by mail.*

***Please complete the application (payment) procedure through the Certificate Issuance Service (online system).**

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.