For Former Students

Certificate Request Form

Student Office Ritsumeikan Asia Pacific University

Student ID								Dates of Enrollment	From	/ yyyy mm	То	/ mm
Surname							Birth Date	/ / yyyy mm c			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)

	□No	□Yes ⇒							
		Туре		Fee	How ma		<i>i</i> ?	Subtotal	
		Турс		1 66	JAPANESE	ENGLISH	Total		
	Certific	ate of Tuition Paymen		¥300 each				¥	
		Scholarship Cert	ficate						
		n Reduction: (ex.) 100 larship Name ()	¥300 each				¥	
	Schol	APU scholarships:(ex *Please contact your priva larship Name (d:yrsemeste	e scholarship foundation.	¥300 each				¥	
	Honor	s Scholarship / MEXT Sch yr □spring • [olarship	¥300 each				¥	
Othe	*Ch	eck with the Student Office before a		¥300 each				¥	
		☐ Domestic Mail	Let	ter Pack 430	r Pack 430		430 yen	¥	
			1st Zone China, South Korea, Taiwan				1,450 yen		
Del	ivery	☐ Overseas Mail	2nd Zone Asia (excluding	ea, Taiwan)		1,900 yen			
		U Overseas Ividii		da, Mexico, Middle East, Europe			3,150 yen	¥	
Ме	thod	(EMS)	4th Zone U.S. (including 0				3,900 yen		
			,Africa	3,600 yen					
			ΤΟΤΔΙ			¥			

*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.