

Application for Issuance of Certificates

Date:

Name	<input type="checkbox"/> request for use of new name		Original name :
Date of Birth			
Date of entrance	Normal student <input type="checkbox"/> Transfer student <input type="checkbox"/>		
Date of graduation			
Student number	*if not known write "not known"		
Address	〒 -		
Telephone number	Home	Cell phone	
Document use	Employment • Education • Other ()		
Document to be submitted to			
How document will be received	school office • postal service • express post • EMS		

※As a rule, student name at time of graduation will be the name used on the documents.
 If the use of a new name is desired, check "request for use of new name" above.
 ※All information on this application will only be used for confirmation purposes for the issuing of the requested document.

Name of document	Number	Japanese	English/ Korean	Name of document	Number	Japanese	English/ Korean
Certification of graduation		¥200	¥500	Certification of credits earned		¥200	¥500
Academic transcript		¥200	¥500	Inquiry		¥200	¥500
Certification of study abroad		¥200	¥500	Other ()			

※If a document not listed above is required, please consult with the school office.
 ※If this application is sent by postal service, a photocopy of some ID document(example:driver's license or health insurance card, passport)must be attached.

Postage fee to send documents		
1 ~ 4 documents	¥120	※If in hurry, add ¥280(express mail) fee
4 ~ 7 documents	¥140	※For all deliveries outside of Japan, EMS will be used.(All Asian countries
8 ~ 10 documents	¥205	¥1400 up to 20 documents)

If applying from outside of Japan please include postage fee(EMS).
 (For Japanese documents include 2 international postal reply coupons per document and for English/
 Korean documents include 4 international postal reply coupons per document.)

Cheonggu Hagwon Tsukuba Junior and Senior High School
 Office TEL:+ 81-0299-56-3266

※事務記載欄

受付日		本人確認書類		受付	発行
領収日		確認書類番号			
発行日		郵送日			
備考欄					