

Application Form for Certificate

○Where to apply for certificates depends on the alumnus' date of graduation and undergraduate school/graduate school/school. **See the Application List for details.**

○Alumni data will be updated with your personal information such as the address that you had filled out.

Regarding personal information handling by WUAA, please refer to the website of WUAA.

Please fill in the items within the areas in bold.

Name:	Date of Birth(year/month/day): / /
Address, Phone Number and E-mail of Applicant or his/her Legal Representative. : 〒 -	
TEL :	E-mail: @
Student ID:	School / Department / Major (Please fill in your school name):
Date of Admission (year/month/day): / /	
Date of Graduation (Expected) / Completion, or Withdrawal (year/month/day): / /	

Certificates	Japanese (No. of Copies)		English (No. of Copies)	
Transcript	sheet(s)	※No	sheet(s)	※No
Certificate of Graduation	sheet(s)	※No	sheet(s)	※No
Certificate of Withdrawal	sheet(s)	※No	sheet(s)	※No
() Certificate	sheet(s)	※No	sheet(s)	※No

Does each certificate/transcript need to be sealed? Yes or No

*Documents will not be sealed if blank.

<ul style="list-style-type: none"> • Please enclose following documents. <ul style="list-style-type: none"> <input type="checkbox"/> Identifying document (Passport, driver licence, etc) <input type="checkbox"/> Application Form <input type="checkbox"/> A self-addressed and stamped return envelope <input type="checkbox"/> Certificate Fee (Alumni ¥300 per a copy) • If applying as a representative on behalf of an alimnus. <ul style="list-style-type: none"> <input type="checkbox"/> Letter of proxy (bearing the alumnus's signature) <input type="checkbox"/> Copy of the representative's ID 	<p>《Pay Method》</p> <p>[When mailing from inside Japan] Purchase (from the post office) a fixed-amount postal money for the total amount. *Leave the money order blank on both sides</p> <p>[When requesting from outside Japan] Enclose an international postal money order or international reply coupons for the sum of the certificate fee amount and the return postage. (Bank-issued documents and checks are not accepted.)</p>
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-----For Office Use Only-----

証明書料金	円		確認者
送料	円		
受領	カ @ × @ × 円 ゲ 円 キ 82 92 120 140 円 362 372	返却：為替 円/切手 円 / 抄本	作成者
不足 (No.) 月 日受領	円	受付： 年 月 日 (郵送・窓口) 発送： 年 月 日 (普・速・航空)	