

13	Seal off *Note (2)	<input type="checkbox"/> Not necessary	
		<input type="checkbox"/> Necessary	<input type="checkbox"/> Each certificate in one envelope
			<input type="checkbox"/> () sets of academic transcript & certificate of graduation
		<input type="checkbox"/> Others (identify specific document)	
14	Receipt of certificates	<input type="checkbox"/> Visit Educational Affairs Division in person	<input type="checkbox"/> Application by proxy [letter of proxy, etc. required] *Note (3)
		<input type="checkbox"/> By postal mail <input type="checkbox"/> Desire direct delivery abroad	
15	Remarks		

● This application form is for faculty use only. Those who request graduate school certificates are advised to use an application form of each school.

● Certificate issuance is free of charge.

*Note (1) An applicant who requests certificate issuance in his/her new surname is required to submit a [notification of change in name, etc.] and an [extract of his/her family register] issued within the past 3 months, both for the first application only.

*Note (2) "Seal off" means tightly sealing this University's official envelope--containing a certificate--with an official seal affixed.

In case you need a tightly sealed envelope, please enclose a self-addressed stamped return-mail envelope a little larger than a standard-size envelope so that it can enclose a sealed-off envelope of rectangular size type 3.

*Note (3) In case you entrust the procedure of certificate issuance to a third party, please submit a [letter of proxy], a [copy of the proxy mandator's ID] and a [copy of the proxy's ID] as well as an [application for certificate issuance]. IDs include a driver's license, a passport, a health insurance card, and a student ID issued by Hitotsubashi University.