Application for certificate issuance

To the President of Hitotsubashi University

				·	Д	application date	e	(yyyy/mm/dd):	
1	Name .	Furigana (phonetic characters) Japanese				Name used while	[Enter of	only when different name is	
		Roman characters	[to be v	vritten only by applicant for E	nglish certificate]	in school	name	quest certificate in used while in school quest certificate in new me *Note (1)	
2	Date o	of birth				(yyyy/mm/do	d)		
3	Faculty you graduated		□Con □Law	nmerce and Managen	nent □Economics □Social Sciences	□Undergradu □Auditing stu		□Exchange student	
4	Student ID Number		[Enter only when you remember it]						
5	Date of enrollment		(yyyy / mm)			enrolled	faculty □Adm	nsferred from another y nitted as graduate from er university	
6	Year/month of graduation		(yyyy / mm) □Graduated □Withdra □Dropped from rolls				Withdrawn s		
7	Currer	nt address	Postal code/address						
8	Teleph	none	[Enter the number which can be reached in daytime on weekdays]						
9	Email address		@						
10	Purpo	se of use	□App	□Employment □Qualification exam □Study abroad □Application for visa, etc. (country name:) □Others (
11	Destination of submission		[Enter destinations of all certificates requested] [Enter the name of the test for qualification exams]						
			□ I agree to allow the University to respond without contacting me in case of fact-checking and other inquiries from the destination of the submission regarding issuance of this certificate. [Signature or seal]						
			Japanese	□Academic transcript	(No. of copies)	□Others (identify specific document)			
				□Certificate of graduation	(No. of copies)			(No. of copies)	
				□Certificate of withdrawal	(No. of copies)				
12	Types of certificates			□Academic transcript	(No. of copies)				
			English	□Certificate of graduation	(No. of copies)	□Others (identify specific document) (No.			
				□Certificate of withdrawal	(No. of copies)			(No. of copies)	
				□Certificate showing not	(No. of copies)				

[Continue to the next page]

13		□Not necessary					
		□Necessary	□Each certificate in one envelope				
	Seal off *Note (2)		□() sets of academic transcript & certificate of graduation				
			□Others (identify specific document)				
14	Receipt of certificates	□Visit Education	onal Affairs Division in person	□Application by proxy [letter of proxy, etc.			
		□By postal ma	il Desire direct delivery abroad	required] *Note (3)			
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 sumame 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.