

## Application Form for Certificate Issuance

Please enter the necessary information in the form below. Any personal information filled in this application as well as additional information submitted will only be used to the extent necessary for the purpose of certificate issuance.

<b>Japanese Kana</b>					<b>(Previous name) *</b>	
<b>Name</b>					<b>Date of Birth</b>	/ / (Month/Day/Year)
<b>Contact Info.</b>	TEL - - E-mail				<b>Nationality</b>	
<b>Master's Course</b>	Enrollment (Month)	(Year)	/	Completion (Month)	(Year)	➔ <b>Student ID Number</b>
<b>Doctoral Course</b>	Enrollment (Month)	(Year)	/	Completion (Month)	(Year)	➔ <b>Student ID Number</b>
<b>Research Students, etc.</b>	Enrollment (Month)	(Year)	/	Completion (Month)	(Year)	➔ <b>Student ID Number</b>
<b>Receiving Method</b>	<input type="checkbox"/> In-person Those who make a request through a proxy, please submit a letter of proxy (prescribed form).		<input type="checkbox"/> Mail ( <input type="checkbox"/> Standard <input type="checkbox"/> Express) ※Self-Addressed stamped envelope is required. Mailing Address Postal Code 〒 -			
<b>Purpose of Use</b>	<input type="checkbox"/> Part-time Job <input type="checkbox"/> Job Hunting <input type="checkbox"/> Study Abroad <input type="checkbox"/> Entrance Examination <input type="checkbox"/> Scholarship Application <input type="checkbox"/> Application for Visa/Extension of Status of Residence <input type="checkbox"/> Others( )					
<b>Recipient</b>	<input type="checkbox"/> Immigration Bureau <input type="checkbox"/> Company/Employer( ) <input type="checkbox"/> School( ) <input type="checkbox"/> Scholarship( ) <input type="checkbox"/> Others( )					

\*If you have changed your name (i.e., for marriage), please enter the name which was registered in school records.

Types of Certificates	Master's Course 【in Japanese】	Doctoral Course 【in Japanese】	Master's Course 【in English】	Doctoral Course 【in English】	Non-degree Students 【in Japanese】	Non-degree Students 【in Japanese】
Academic Transcript	通	通	通	通	Auditing Students and Special Auditing Students Only	
Certificate of Graduation	通	通	通	通	通	通
Certificate of Expected Graduation	通	通	通	通		
Certificate of Withdrawal	通	通	通	通		
Certificate of Enrollment	通	通	通	通	通	通
Certificate of Research Activities (Research Students and Special Research Students Only)					通	
Certificate of Academic Record (Research Students and Special Visiting Trainees Only)					通	通
Others( ) <small>※If you wish to order other certificates from those categorized above, please contact the Academic Affairs Office in advance.</small>						通

◆ Certificates must be placed in sealed envelopes :      Yes      or      No      \*Please circle one.

If your answer is "Yes", please tick the appropriate box below.


All copies must be individually sealed.

A portion of the copies must be sealed. (Please specify the method below.)

e.g., Academic Transcript and Certificate of Graduation must be placed in a sealed envelope together.

( )

**\* Certificates are printed on anti-counterfeit paper, thus are not placed in sealed envelopes unless instructed to do so.**

◆ Required documents for applying for certificates • Applicant's ID (For applications through mail, a copy is accepted.) e.g., student ID, driver's license, health insurance card, or residence card • (For applications through a proxy) Letter of proxy and the proxy's ID (For applications through mail, a copy is accepted.)
◆ Receiving Method :                    In-person    or    Mail (Standard, Express) <b>*Please circle one.</b> Additional documents (Mail order)  • A copy of the applicant's ID • (For applications through a proxy) A copy of the proxy's ID • Self-addressed envelope • Postage stamps *Please refer to the chart for envelope sizes and costs for postage stamps on the GSICS website.
【Mailing Address】 : Academic Affairs Office, Graduate School of International Cultural Studies, Tohoku University 41 Kawauchi, Aoba-ku, Sendai 980-8576

**以下教務係記入欄**

受付日:	年	月	日 ( 窓口・郵送 )
発送日:	年	月	日 ( 普通便・速達便 )
発行番号:			