

## Application Form for IUJ Certificates for Alumni

Date of Application	/ /	Current E-mail Address	
Student ID (if remembered)		Date of Birth	/ /
Name of Applicant		Year/Month of Graduation	/
Intended Use			

### I. Certificate Request Details (Issuance fee of each certificate: ¥ 300/copy)

Title of Certificate	No. of each certificate requested		Issuance Fee
	English version (a)	Japanese version (b)	((a) +(b)) x ¥300
Transcript			
Certificate of Medium of Instruction			
Certificate of Graduation (Bilingual Version Only)			
<b>Sub-total (c)</b>			

### II. Method of Receipt (Please choose one of the following options.)

1. Please send certificate(s) to the address on the right.	
2. I will receive certificate(s) at IUJ by myself.	Date of Receipt / /

### III. Method of Shipping (If you chose No. 1 as the method of receipt, please choose one of the following options.)

Options of Postal Service	Domestic/International	Postal Fee per address (¥) (d)	Number of Addresses (e)	Total Fee (d) x (e)
1. Letter Pack Plus (Face-to-face delivery)	Domestic			
2. Registered Air Mail	International			
3. Express Mail Service (EMS) International				
<b>Sub-total (f)</b>				

<b>Grand Total (¥) (c + f)</b>	
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### IV. Method of Payment (Please choose one of the following options.)

Bank Transfer to IUJ's account (Please see IUJ's bank account information on the right)	<p>The following is IUJ's bank account information for "bank transfer." <u>Please note that the transferred money can be accepted by IUJ only when you send the money from a Japanese bank located in Japan.</u> Please pay the transaction fee yourself. Thank you.</p> <p>第四北越銀行 (金融機関コード bank code : 0140) ダイシホクエツギンコウ                  大和支店 (支店コード branch code : 510) ヤマトシテン                  普通預金 account number : 0096413                  学校法人国際大学 ガッコウホウジンコクサイダイガク</p>
Credit Card	Visa / Master / JCB only
Cash (Japanese Yen only)	At the Office of Academic Affairs in-person

If none of the above payment options are possible, please contact us at the E-mail address below.

I hereby apply for my certificate(s) in writing accompanied with a copy of my passport (or Japanese driver's license) for verification.

Please submit the completed form to [ofcgsir@iuj.ac.jp](mailto:ofcgsir@iuj.ac.jp) (for GSIR Graduates) or [ofcgsim@iuj.ac.jp](mailto:ofcgsim@iuj.ac.jp) (for GSIM Graduates)

Contact address: Office of Academic Affairs, International University of Japan, 777 Kokusai-cho, Minami Uonuma-shi Niigata, 949-7277, Japan (〒949-7277 新潟県南魚沼市国際町 777 番地 国際大学・教務事務室)