

Application Form for IUJ Certificates for Current Students

Date of Application	/ /	IUJ E-mail Address	
Student ID		Date of Birth	/ /
Name of Applicant			
Intended Use			

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

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

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

1 At OAA in person
2 By post: Please indicate the postal address below and fill out Section III. Method of Shipping below.

III. Method of Shipping (If you chose No. 3 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				
Sub-total(f)				

Grand Total(¥) (c + f)	
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I agree that the fee will be withdrawn from my bank account on the designated date.

I hereby apply for my certificate(s) in writing.

To be filled out by administration

Issue Date
/ /
month day year

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)