

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)			
Sub-total (c)			

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

1. Please send certificate(s) to the address on the right.			
2. Please pass certificate(s) to the person on the right.	Name & E-mail		
3. 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. Registered Mail	Domestic	450		
2. Registered Express Mail	Domestic	750		
3. Registered Air Mail	International	700		
4. Express Mail Service (EMS)	International			
	(Africa/South America)	2400		
	(Asia)	1400		
	(Europe)	2450		
	(Others)	2400		
Sub-total (f)				

Grand Total (¥) (c + f)	
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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)	Please indicate who will make payment and how.	Name	How	In person	By post

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 (for GSIR Graduates) or 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・教務事務局)