

Academic Certificates Request Form for Alumni

Faculty of Policy Management
Faculty of Environment and Information Studies
Graduate School of Media and Governance

Academic Affairs Office, Shonan Fujisawa Campus, Keio University
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, Japan
Email: sfcgakujireq@info.keio.ac.jp

Please send the following documents to the Academic Affairs Office, Shonan Fujisawa Campus, Keio University:

Request form (see second page of this document)

A copy of alumni's official identification

The University accepts only driver's license, passport, health insurance card, the Certificate of Alien Registration (copy of both sides) and Basic Resident Register card (with a photo). Resident card, employee ID card and student ID card of other universities are not accepted.

Issuance fee

A money order (郵便定額小為替: *yubin teigaku kokawase*) or registered postal cash envelope of total issuance fee. An alumnus/alumna who requests certificates from overseas and cannot obtain *yubin teigaku kogawase*, he/she should enclose an international postal money order on a Japanese yen basis.

Self-addressed stamped envelope or postage for EMS

All certificates are issued in A-4 size. Please enclose a large size self-addressed stamped envelope when requesting sealed certificates or more than ten unsealed certificates. An alumnus/alumna who requests certificates from overseas must enclose the postage for EMS in Japanese stamps or international postal money order on a Japanese yen basis instead of self-addressed stamped envelope.

In addition, an alumnus/alumna who wishes certificates to be mailed to an Attorney-in-Fact must submit the following documents:

Power of Attorney

Must be duly signed by the alumnus/alumna

A copy of Attorney-in-Fact's official identification

The University accepts only driver's license, passport, health insurance card, the Certificate of Alien Registration (copy of both sides) and Basic Resident Register card (with a photo). Resident card, employee ID card and student ID card of other universities are not accepted.

All inquiries concerning certificates for alumni should be addressed to the Academic Affairs Office, Shonan Fujisawa Campus, Keio University.

Academic Certificates Request Form for Alumni

Academic Affairs Office, Shonan Fujisawa Campus,
Keio University

Year / Month / Day

Date of Request / /

Name in Chinese characters and if there is any <i>Katakana</i>			
Name in English	Family	First	Middle
Date of birth	Year / Month / Day	Gender	
Present mailing address (Please print clearly)	Zip code:		
Email address			
Daytime telephone number			
Cell phone number			

	Student ID Number *If you do not remember, leave it blank.	Month and year of graduation/completion/withdrawal
Faculty of Policy Management Faculty of Environment and Information Studies	7	
Master's Program, Graduate School of Media and Governance	8	
Doctoral Program, Graduate School of Media and Governance	8	

Name and Language of Certificate		Issuance fee per copy (JPY)	Number of copies required		
			Under-graduate Program	Master's Program	Doctoral Program
Japanese	Certificate of Graduation / Completion / Academic Degree Acquisition	500			
	Transcript				
	AUD Shutoku Shomeisho (Please tick the box)	1000			
	<input type="checkbox"/> Graduated in 2008 or before				
	<input type="checkbox"/> Graduated in 2009 or after	500			
	Certificate of Doctoral Candidate and Withdrawal	500			
Certificate of Withdrawal					
Others ()					
English	Certificate of Graduation / Completion / Academic Degree Acquisition	500			
	Transcript				
	Certificate of Doctoral Candidate and Withdrawal				
	Certificate of Withdrawal				
	Request Form for study abroad				
	Others ()				
Total amount (JPY):		Total number of copies:			

Special request for sealed certificates

Please provide concrete instructions for sealed certificates. Certificates will not be sealed if no instructions are given here.