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| Required Documentation: <ul style="list-style-type: none"> ▪ A copy of passport ▪ Cash (in Japanese yen) ▪ A return-mail envelope | Address: General Affairs and Inquiries Group (certification services) Office of Student Services Keio University 2-15-45 Mita, Minato-ku, Tokyo 108-8345 JAPAN |
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| | | |
|--|--------------------|-------------------|
| | Date / / | |
| Name in English | Family | First Middle |
| Date of Birth | / / | |
| Current postal address (Please print clearly) | Postal code: | |
| Email address | | |
| Daytime telephone number | | |

| Affiliation *Please circle the relevant faculty or school below. | | Student ID Number *Leave blank if unknown. | Month and Year of graduation/completion/withdrawal |
|---|-----------------------------------|--|--|
| 【Faculty】 <div> <div>•Letters</div> <div>•Economics</div> </div> <div> <div>•Law</div> <div>•Business and Commerce</div> </div> | <div>Major</div> <div>Class</div> | <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <div>year</div> <div>month</div> <div>/</div> |
| 【Graduate School】 <div> <div>•Letters</div> <div>•Economics</div> </div> <div> <div>•Law</div> <div>•Business and Commerce</div> </div> <div> <div>•Human Relations</div> <div>•Law school</div> </div> | <div>Major</div> | 【Master】 <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <div>/</div> |
| | | 【Doctor / Law school】 <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <div>/</div> |

| Type of Certificate | Fee | Undergraduate | | Master | | Doctor | |
|---|------------------|---------------------|---------|----------|---------|----------|---------|
| *Please write the date of award and circle the relevant item if you are requesting an Academic Degree Certificate. | | Japanese | English | Japanese | English | Japanese | English |
| Certificate of Graduation | ¥500 per copy | copies | copies | | | | |
| Transcript of Academic Record | | copies | copies | copies | copies | copies | copies |
| Certificate of Completion | | | | copies | copies | copies | copies |
| Notification of Withdrawal upon Completion of Course Requirements | | | | | | copies | copies |
| Certificate of Doctoral Degree Conferment (Date of Award: / /) (completion of • coursework and dissertation •dissertation only) | | | | | | copies | copies |
| Certificate of Withdrawal | | copies | copies | copies | copies | copies | copies |
| Request Form() | | | copies | | copies | | copies |
| Others() | | copies | copies | copies | copies | copies | copies |
| Total amount(JPY) | | copies × @ ¥500 = ￥ | | | | | |

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|--|---|
| Request for sealed certificates | |
| *Certificates will not be sealed if blank. | |
| <input type="checkbox"/> Unsealed | : <input type="checkbox"/> Sealed(copies) |