

Academic Certificates For Alumni Request Form

Please fill out this request form, and submit by post to the address below with the following documents enclosed.

Required Documentation: <ul style="list-style-type: none"> ▪ A copy of passport ▪ Money orders (郵便定額小為替) or cash ▪ 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 <small>*Please circle the relevant faculty or school below.</small>	Student ID Number <small>*Leave blank if unknown.</small>	Month and Year of graduation/completion/withdrawal
【Faculty】 ▪ Letters ▪ Economics ▪ Law ▪ Business and Commerce	Major Class	year month /
【Graduate School】 ▪ Letters ▪ Economics ▪ Law ▪ Business and Commerce	Major	/
▪ Human Relations ▪ Law school	【Master】 【Doctor / Law school】	/

Type of Certificate <small>*Please write the date of award and circle the relevant item if you are requesting an Academic Degree Certificate.</small>	Fee	Undergraduate		Master		Doctor	
		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 = ¥						

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