

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 (valid and issued in Japan), Driving History Certificate (issued on or after April 1, 2012), Passport, Individual Number Card (valid, only the front side, may be submitted in its original case, no notification cards allowed), Health Insurance Card or Confirmation of Eligibility Certificate (redact the insurance numbers), Residence card (copy of both sides). Those who are currently living outside of Japan must use their passport as identification. We cannot accept Certificates of residence, employee ID cards, or student ID cards from other universities.

☐ **Issuance fee**

Please send by registered mail only. A fixed-amount postal money (郵便定額小為替: yubin teigaku kokawase) and stamps will not be accepted.

☐ **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.

Alumni 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, alumni who wishes certificates to be mailed to a representative must submit the following documents:

☐ **A letter of attorney from the applicant granting permission to complete these procedures**

Must be duly signed by the alumni

☐ **A copy of the applicant's proof of identification**

☐ **The proxy's proof of identification**

The University accepts only Driver's license (valid and issued in Japan), Driving History Certificate (issued on or after April 1, 2012), Passport, Individual Number Card (valid, only the front side, may be submitted in its original case, no notification cards allowed), Health Insurance Card or Confirmation of Eligibility Certificate (redact the insurance numbers), Residence card (copy of both sides). Those who are currently living outside of Japan must use their passport as identification. We cannot accept Certificates of residence, employee ID cards, or student ID cards from other universities.

Note: If there are incomplete contents or documents, we cannot issue the certificate until confirmation is received. If no confirmation can be obtained for more than three month after the application arrives, all documents will be returned.

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 20 / /

Name in Chinese characters and if there is any <i>Katakana</i>			
Name in English	Family	First	Middle
Date of birth	Year / Month / Day		
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)	☐ Graduated in 2008 or before	1000			
		☐ Graduated in 2009 or after				
	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.

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