

# Academic Certificates Request Form for Alumni

Graduate School of System Design and Management (SDM)  
Graduate School of Media Design (KMD)

Office of Student Services (Graduate Schools), Hiyoshi Campus, Keio University

4-1-1 Hiyoshi Kohoku Yokohama Kanagawa 223-8526, Japan

email: [info@sdm.keio.ac.jp](mailto:info@sdm.keio.ac.jp) (for SDM)

email: [info@kmd.keio.ac.jp](mailto:info@kmd.keio.ac.jp) (for KMD)

Please send the following documents to the Office of Student Services (Graduate Schools), Hiyoshi 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*) 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 Office of Student Services (Graduate Schools) Hiyoshi Campus, Keio University.

