St. Luke's International University

Request Form for Certificates

聖路加国際大学　証明書申込書

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year of Admission  入学年（西暦） | Year: | Affiliation | | College of Nursing (看護学部)  Graduate School of Nursing Science  (看護学研究科)  Graduate of School of Public Health  (公衆衛生学研究科) | |
| Student ID No.  学籍番号 |  | | | | |
| Student Name  在籍時の氏名 | \*As written on your student ID card during your enrollment | | | | |
| Date of Birth  生年月日 | / /  Year Month Day | | | | |
| Phone No.  電話番号 | ( ) - | | Email  メールアドレス | | @ |

Date: / /

記入日 Year Month Day

\*All personal information provided here shall only be used for issuing certificates.

本申込書にご記入いただいた個人情報は、証明書の作成上の必要事項としてのみ利用します。

1. Choose the certificate(s) you would like to order. 申込証明書の種類

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check | Type of Certificate  証明書の種類 | Japanese (和文)  \500/per copy | | English (英文)  \700/per copy | |
|  | Certificate of Enrollment  在学証明書 |  | 通  copies |  | 通  copies |
|  | Certificate of Expected Graduation  修了見込証明書 |  | 通  copies |  | 通  copies |
|  | Certificate of Graduation  修了証明書 |  | 通  copies |  | 通  copies |
|  | Transcript (1,000 yen fee is charged for English transcripts)  成績証明書（英文成績証明書は1,000円） |  | 通  copies | (1,000 yen) | 通  copies |
|  | Letter of Recommendation 推薦書  (Thesis supervisor 論文指導教員: 　 ) |  | 通  copies |  | 通  copies |
|  | Other その他　(　　　　　　　　　　　　 ) |  | 通  copies |  | 通  copies |
| Issuance Fee 発行手数料 | |  | Yen |  | Yen |

2. Purpose of Use 証明書の使用目的

3. Would you like the certificate in a sealed envelope? 証明書の厳封:  Yes 必要　　 No 不要

4. Method of receipt 受け取り方法:  At the university counter 窓口　　 Postal mail 郵送

(Postage郵送料: 　 　　　　)

**------------------------------------------- (If applying by postal mail)** 【郵送申込の場合】**-------------------------------------------------**

Please enclose the following with your application. 同封物をご確認ください

Certificate Fee(s) 証明書料金　  Self-addressed stamped envelope 返信用封筒（切手貼付）

A copy of your ID本人確認書類

St. Luke's International University

**Sample**

Request Form for Certificates

聖路加国際大学　証明書申込書

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year of Admission  入学年（西暦） | Year: **2024** | Affiliation | | College of Nursing (看護学部)  Graduate School of Nursing Science  (看護学研究科)  Graduate of School of Public Health  (公衆衛生学研究科) | |
| Student ID No.  学籍番号 | **24MP000** | | | | |
| Student Name  在籍時の氏名 | \*As written on your student ID card during your enrollment  **SEIRUKA CHRISTOPHER** | | | | |
| Date of Birth  生年月日 | **1989** / **10** / **04**  Year Month Day | | | | |
| Phone No.  電話番号 | ( **080** ) **1111** - **0000** | | Email  メールアドレス | | **24mp000** @ **slcn.ac.jp** |

Date: **2024** / **04** / **01**

記入日 Year Month Day

\*All personal information provided here shall only be used for issuing certificates.

本申込書にご記入いただいた個人情報は、証明書の作成上の必要事項としてのみ利用します。

1. Choose the certificate(s) you would like to order. 申込証明書の種類

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check | Type of Certificate  証明書の種類 | Japanese (和文)  \500/per copy | | English (英文)  \700/per copy | |
|  | Certificate of Enrollment  在学証明書 | **1** | 通  copies |  | 通  copies |
|  | Certificate of Expected Graduation Date  修了見込証明書 |  | 通  copies |  | 通  copies |
|  | Certificate of Graduation  修了証明書 |  | 通  copies |  | 通  copies |
|  | Transcript (1,000 yen fee is charged for English transcripts)  成績証明書（英文成績証明書は1,000円） |  | 通  copies | **1** | 通  copies |
|  | Letter of Recommendation 推薦書  (Thesis supervisor 論文指導教員: 　 ) |  | 通  copies |  | 通  copies |
|  | Other その他　(　　　　　　　　　　　　 ) |  | 通  copies |  | 通  copies |
| Issuance Fee 発行手数料 | | **500** | Yen | **1,000** | Yen |

2. Purpose of Use 証明書の使用目的

**Visa extension application**

3. Would you like the certificate in a sealed envelope? 証明書の厳封:  Yes 必要　　 No 不要

4. Method of receipt 受け取り方法: At the university counter 窓口　　 Postal mail 郵送

(Postage郵送料: 　 　　　　)

**------------------------------------------- (If applying by postal mail)** 【郵送申込の場合】**-------------------------------------------------**

Please enclose the following with your application. 同封物をご確認ください

Certificate Fee(s) 証明書料金　  Self-addressed stamped envelope 返信用封筒（切手貼付）

A copy of your ID本人確認書類