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)[x] 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

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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 |
|[x]  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 |
|[x]  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　　[x]  No 不要

4. Method of receipt 受け取り方法:[x]  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