**証明書申込書 （郵送用）
Application Form for Certificates (Only by Mail)**

申込日 Application date (YYYY/MM/DD) / /

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| --- |
| 氏名Full Name 　  |
| 学籍番号　Student ID No. \*\*Please fill this out if you remember | 生年月日 Date of Birth (YYYY/MM/DD)　 |
| 住所 Contact Address | ZIP CODE: |
| 証明書送付先 Shipping Address |  \*\*Only if it is different from above. |
| 電話番号 Phone Number |  |
|  メール Email Address |  |
|  |

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| 証明書種類Items | 日本語Japanese | 英語English |
| 成績証明書 Transcript |  |  |
| GPA証明書 (2010年4月入学以降の学生に限る)　Certificate of GPA (from 2010 enrollees) |  |  |
| 在学証明書 Certificate of Enrollment |  |  |
| 卒業証明書 Certificate of Graduation |  |  |
| 卒業見込証明書 Certificate of Expected Graduation |  |  |
| その他 other Certificates（　　 　　　　　　　　　　 　　　 ） |  |  |
| 合計 Total |  |  |

厳封が必要ですか？　Does each certificate/transcript need to be sealed?

 \*無記入の場合は厳封しません Documents will not be sealed if blank.

はい いいえ ／ Yes or No

**添付書類（以下の書類を同封のうえ、国際教養学部事務所宛にご郵送ください）
Please enclose the following documents and send to the SILS/GSICCS office.**

**□ 証明書申込書 / Application form for certificates**

**□ 身分証明証のコピー（学生証両面、パスポート、運転免許証等）/C****opy of your ID (student ID, passport, driver license, etc.)**

**□ 手数料（卒業生¥300 在校生¥200/一通）/Issuance Fees (Alumni ¥300, Current students ¥200 per copy)**

**□ 国内申請の場合、返信用封筒（宛先明記、切手添付）/** **In case domestic application, return-mail envelope with mailing address and stamps**

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| 支払方法**Payment****Method** | **【国内申請/Domestic application】** | **【国外申請/Application from overseas】**  |
| **定額小為替/Teigaku-kogawase****＜定額小為替＞** | **INTERNATIONAL REPLTY COUPON (one (1) sheet = 130 yen)****\*NOT ACCEPTABLE - Check, International BANK money order, Cash** **＜International Reply Coupon＞ One (1) sheet equivalent to 130 yen** |

**お問い合わせ先/Contact Tel: (+81) 3-5286-1727 Email: sils-ac@list.waseda.jp**