

Used for postal request only.
Phone, FAX and emails are unaccepted.
●Fill in the thick-bordered boxes.

Name	Date of Request		Year	Month	Day
	Date of Birth		Year	Month	Day
(Name while enrollment, if changed : ※Certificate issued with the name while enrollment. If your name is changed, please show a certificate of name change.					
Contact Address	E-Mail				
	Mobile phone				

Privacy Policy (※for Alumni only) Waseda University controls private information for Alumni (Koyu). Please
✓ in the box if you permit the University to reflect the information (address, phone No, Email Address)
indicated here to Koyu-database. This will be used for Notification from University, etc. ☐ Accepted

●Fill in your student ID number/affiliation, etc. ※If you are not sure about your student ID number, leave it blank.

	Student ID Number※	Dept., Faculty	Admission	Left School Register
Undergraduate		Dept. School of	Year Month	Year Month
Master		Dept. Graduate School of	Year Month	Year Month
Doctor		Dept. Graduate School of	Year Month	Year Month
Non-Degree Student		Dept. Graduate School of	Year Month	Year Month

●Fill in the boxes for certificates you want. ※You can obtain currently enrolled certificates by automatic issuing machines.

Certificates	Undergraduate		Master		Doctor	
	Japanese	English	Japanese	English	Japanese	English
Certificate of Graduation (Completion)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)
Transcript※	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)
Transcript & Certificate of Graduation(Completion) Available to issue ; Undergraduate : for graduated after 1984 Mar Master / Doctor : for students completed after 1987 Mar	Sheet(s)		Sheet(s)		Sheet(s)	
Certificate of Withdrawal from School	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)
Certificate of Period of Enrollment (for Non-Degree Student only)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)
Others	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)
	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)	Sheet(s)

Notes : If requested to be confidentially enclosed, please indicate ①English or Japanese envelope ②Name of Certificate, Number of copies, and combination of Certificates ③Total number of confidential envelopes

●Before posting, please check✓ the boxes ☐ and confirm your enclosures.

☐①Certificate Request Form ☐②Copy of ID ☐③Fixed-denomination Postal Orders ☐④Self-addressed and stamped envelope
For application with Proxy
☐⑤Letter of Proxy ☐⑥Copy of ID of Proxy

Send to ⇒Waseda University, Center for Science and Engineering, Academic and Student Affairs Section
3-4-1 Okubo, Shinjuku-ku, Tokyo 〒169-8555 (2017.01)