

Request Form for English Name Change【For Alumni】

Date of Request(YYYY/MM/DD): / /

Dean of School/Graduate School of _____, Waseda University

I hereby apply for a change of my English name as follows, with a copy of my passport attached.

【Applicant Information】*A stamp or signature is required.

School	School/Graduate School of	Student ID No	
Phone Number		Date of Birth (YYYY/MM/DD)	/ /
E-mail Address			
Katakana Name			
Kanji Name	(stamp/signature)		

【English Name】*Please make sure to fill in the form in block letters.

	Former Name (Name while at university)		New Name (Name in your passport)	
	FAMILY	FIRST	FAMILY	FIRST
English Name				

*If you do not know your name before the change, you may leave “Former Name” blank. However, **the new name must be the same as in your passport.**

【Reason for Application】

Please select one of the following and ☒ it. If none of the following reasons apply to you, you can't change your English name only by this application. Please contact the office of the school/graduate school you graduated from or left.

- ☐ (1) To apply for a VISA
- ☐ (2) To go on to an overseas academic institution
- ☐ (3) To take certification examinations overseas
- ☐ (4) To find a job in an overseas company

*Please make sure to attach a photocopy of the photo page (the page with your English name) of your current valid passport.

*This procedure is not for changing the name itself. In principle, name changes are not permitted for graduating students or students who have withdrawn.

【事務所処理欄】

受付時 記入	発行予定日 Date of Issue		受取方法 Way of Receipt		受付印
	年	月	日	事務所で受け取り At the office ・ 郵送 By post	
	受付日	本人確認書類		入学年度	
	/	□パスポート		<input type="checkbox"/> 1998年度以前 <input type="checkbox"/> 1999年度以降	
	備考:				<input type="checkbox"/> 控えお渡し済 <small>(窓口での申請時のみ)</small>
箇所 記入	作業依頼日	作業完了日	本人への連絡	発行日(必要時のみ)	担当
	/	/	/	/ (□窓口 ・ □郵送)	

【WASEDA-KJ-007】