

# Certificate Application Form

Application Date: Year 2019 Month 2 Dat

Faculty/Graduate School from which you graduated	Department/Course from which you graduated	Course from which you graduated (for non-degree-seeking students)	Student ID number when you enrolled (If unclear, please leave blank.)	Year and Month of Graduation			
Faculty of Humanities	Department of Social Sciences	History Course		Year	2005	Month	3
Graduate School of Humanities (Master's Course)	Regional Culture major	History and Culture Course		Year	2007	Month	3
Graduate School of (Doctoral Course)	Course of			Year		Month	
Your name at graduation	TARO YAMAGUCHI			If your name has changed, please write your current name in the column below.			
※ If you need a certificate in English, please write your name exactly in English as shown in your passport.							
Date of Birth	Year	1982	Month	6	Date	1	Remarks
Nationality	Japan			Research Student			
Your phone number	Phone number +81 (0)83-933-5000 E-mail: taroyama@yamaguchi-u.ac.jp			(1st.April.2016 ~ 30th.September.2016)			
				※Please write if you were Research Student , Special Auditing Student or Special Research Student.			
※ Please provide a phone number where you can be reached during the day on weekdays since we may contact you regarding the issuance of certificates.							

Prepared	Types of Certificate	Certificates in Japanese		Certificates in English		Seal required	
		copy	yen	copy	yen	necessary	unnecessary
Undergraduate	Graduate Certificate	1	300yen	1	500yen	500	<input checked="" type="checkbox"/> / <input type="checkbox"/>
	Transcript	1	300yen	1	500yen	500	<input checked="" type="checkbox"/> / <input type="checkbox"/>
Graduate	Graduate Certificate (Master's Course)	1	300yen	1	500yen	500	<input checked="" type="checkbox"/> / <input type="checkbox"/>
	Graduate Certificate (Doctoral Course)	1	300yen	1	500yen	0	<input type="checkbox"/> / <input type="checkbox"/>
D	Transcript (Master's Course)	1	300yen	1	500yen	500	<input checked="" type="checkbox"/> / <input type="checkbox"/>
	Transcript (Doctoral Course)	1	300yen	1	500yen	0	<input type="checkbox"/> / <input type="checkbox"/>
Others	Certificate of Academic Ability (To obtain a teacher's license in Japan)	1	300yen	0	0yen		<input type="checkbox"/> / <input type="checkbox"/>
	Types of license : <small>i.e., First category teacher's license for junior high school, in Japanese; Specialized teacher's license for high school, in geography and history</small>						<input type="checkbox"/> / <input type="checkbox"/>
s	( Certificate of period of enrollment(Master))	1	300yen	1	500yen	500	<input checked="" type="checkbox"/> / <input type="checkbox"/>
	( )	1	300yen	1	500yen	0	<input type="checkbox"/> / <input type="checkbox"/>
		Total for Japanese		Total for English		Total 2,500 yen	
		0 yen		2500 yen			

Intended use	( for job hunting ) e.g., for job hunting or to obtain some qualification
Place submitted	( Yamaguchi University )
Certificate sealing method (if applicable)	<input type="checkbox"/> All certificates (one copy each) must be sealed separately. <input type="checkbox"/> All certificates (one copy each) must be sealed together. <input checked="" type="checkbox"/> Graduate certificates and transcripts (one copy each) must be sealed together. <input type="checkbox"/> Others (Please be specific.) ( )

- ◆ Please paste proof of payment (Transfer Payment Bill and Receipt issued by Japan Post Bank) in the designated column for confirmation of payment.
- ◆ Certificates are dispatched in approximately five days (excluding Saturday, Sunday, and National holidays). The time to issue a certificate in English or a Certificate of Academic Ability is approximately 10 days (excluding Saturday, Sunday, and National holidays).
- ◆ Certificates required for obtaining teaching licenses differ according to purpose, so please contact the authorized department if you need a Certificate of Academic Ability. Please contact the prefectural or municipal board of education of the place where your license was issued regarding the Verification Letter for Issuance of a Teachers License.

Attachment field for "Transfer Payment Bill and Receipt"

**Regarding handling of personal information**

This application form is to be submitted for issuance of certificates; therefore, obtained information is not used for any purpose other than the issuance of certificates and is not provided to third parties, except in cases prescribed in Section 2 of Article 9 of the Act on the Protection of Personal Information Held by Independent Administrative Agencies.

**Check column before dispatch**

**【Check column by the applicant】**

Certificate Application Form                       Reply envelope (Applicant's address and name are mentioned. Stamps are affixed.)

Copy of Identification                                       Proof of Payment

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**【Check column in case of application by proxy】**

Letter of Attorney     Copy of Identification of Delegate