**Request for Refund of Matriculation Fee**

To the Chancellor of Sophia School Corporation:

I am requesting a refund for the fee which I have paid as my matriculation fee.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name  (Last, First) |  | Reference Number |  |
| Applied Program |  | | |
| Applied Semester |  | | |
| Status / Degree |  | | |
| Amount you paid as the matriculation fee |  | | |
| Account holder’s name for refund the fee |  | Account holder’s nationality |  |

Please print, sign, and scan the “Request for refund of application fee” (this form). Then, send back by e-mail with one of the forms in below.

For refund fee to a **bank account outside Japan**, please fill out the Notification Sheet for Remittance-Overseas (**only typed form accepted**).

For refund fee to a **Japanese bank account**, please fill out the Notification Sheet for Remittance-Domestic (**only typed form accepted**).

Sophia University Admissions Office:

Undergraduate: admission-u-co@sophia.ac.jp

入学センター使用欄/ Office Use Only

受付番号：

英字氏名：

入金月： 年　月

統計表入力：□

Graduate: admission-g-co@sophia.ac.jp

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Signature** of Applicant |  | Address |  | **Signature** of Guarantor |  | Address |
|  |  |  |  |  |  |  |
| Date |  | Phone Number |  | Date |  | Phone Number |