

## Application Form for Certificates / Transcripts (証明書申込票)

Application Date (申込日付)	
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### Personal Information (申込者情報)

Full Name (氏名) at Sophia	
Telephone Number (電話番号)	
E-mail Address (Eメール)	
Date of Birth (生年月日)	
Student ID (学生番号)	
Year and month of graduation (卒業/修了年月)	
Faculty/Graduate school (学部/研究科)	
Department / Program (学科/専攻)	

### Request Information (申込情報)

Target (対象者)	Items (証明書の種類)	Fees (単価)	Numbers(通数)		Amount (金額)
			English	Japanese	
Graduates and student who leaves school before graduation	Graduation (卒業 / 修了 証明書)	¥300			
	Transcript (成績証明書)	¥300			
	Certificate of Enrollment (在籍証明書)	¥300			
Current students	Certificate of Enrollment (在学証明書)	¥200			
	Transcript (成績証明書)	¥200			
	Expected graduation(卒業見込証明書)	¥200			
Postal method (郵送方法)	<input type="checkbox"/> Standard (普通) <input type="checkbox"/> Express (速達) <input type="checkbox"/> Airmail <input type="checkbox"/> EMS (国際スピード郵便)				
Total Amount (合計) Certificate fees and postage					
Do the certificate / transcript need to be sealed ? (厳封が必要ですか?) <input type="checkbox"/> Yes or <input type="checkbox"/> No					
Note 備考					

Mailing Address (送付先)	
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Postal Code (郵便番号) or ZIP Code

Country (国名)

TEL / FAX

\*For Summer Session certificates, please visit Summer Session web site;

<https://www.sophia.ac.jp/eng/admissions/summer/index.html>

<Application by domestic mail> Please purchase a "Yubin Teigaku Kogawase" (郵便定額小為替) at a post office and enclose it in the envelope.

<Application from outside Japan> Please purchase an "International Postal Money Order" (国際郵便為替) at a post office, or let your bank issue a personal check in JPY or U.S dollars, which should be made payable to "Sophia University" and enclose it with the Application form.

**If you have any questions, please contact the Academic Records Section. (問い合わせ先)**

Certificates / Transcripts, Academic Records Section

Center for Academic Affairs

**Sophia University**

7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554

Tel: +81-3-3238-3519

上智大学学事センター証明書係

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