

GRADUATION CONFIRMATION LETTER REQUEST FORM(卒業確認証明書)

Please be aware that this letter serves a cover page for your official transcript. Your official transcript is the only means of confirming your graduation.

Choose one: Confirmation in English? Confirmation in Japanese?*

Choose one: Receive by mail? Pick up?

Date of request: _____/_____/_____

*NAME: _____, _____ TUID#: _____
Last name First name

*氏名 : _____

CURRENT ADDRESS: _____
_____〒_____

CONTACT PHONE #: _____ DATE OF BIRTH: _____/_____/_____

CONTACT E-MAIL ADDRESS _____

1. You _____ graduated, or _____ expect to graduate in;

_____ Summer I or II _____; _____ Fall _____; _____ Spring _____

2. Degree (expected): _____ AA _____ BA _____ Master _____ Doctor

3. How many graduation confirmation letters do you want? _____

4. Reason for issuing the letter: _____

(Please note that this letter may not be used to directly apply for a Japanese student visa. Please discuss any visa-related matters with the Academic Advising Center. Also, the personal data you provide in this form will be kept confidential and not disclosed to unauthorized third parties without your consent. We may use your personal data to: (i) contact you through direct mail, e-mail, telephone, or other means about your graduation or relationship with the University; (ii) assist you with your request; (iii) update your contact information in our records, (iv) contact you about alumni events, and (v) compile statistics and conduct internal operations. We may share your personal data with Temple University in Philadelphia, Pennsylvania and its respective vendors. Upon request, we will revise or delete your data from our records.)

RECEIPT: GRADUATION CONFIRMATION LETTER REQUEST FORM

DATE of request: _____/_____/_____

NAME: _____, _____ ID#: _____
Last name First name

Total Fee: ¥1,050 x _____ = ¥_____ Extra: _____

(Please add postal fee ¥80, if this will be mailed. Note: The fee is not refundable at any reason.)

OFFICE USE ONLY: GRADUATION CONFIRMATION LETTER REQUEST FORM

DATE:..... RECEIVED BY.....

RECEIVED: ¥1,050 X= ¥..... EXTRA:.....

Student name ID#: _____