

UNOFFICIAL TRANSCRIPT REQUEST FORM

(ENGLISH ONLY) (成績証明書) 英文のみ

DATE: _____ / _____ / _____ MAIL / PICK UP

TUId number.: _____

NAME: _____, _____

DATE OF BIRTH: _____ / _____ / _____

CURRENT ADDRESS: _____

_____ 〒 _____

CONTACT PHONE #: _____

CONTACT E-MAIL ADDRESS: _____

1. Are you currently enrolled at TUJ? _____ Yes, _____ No, _____ Graduated

2. How many transcripts do you want? _____

(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 academic records 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: Unofficial Transcript,

Date: _____ / _____ / _____

Name: _____ Student ID#: _____

Total fee: ¥525 X _____ = _____ (Please add postal fee ¥80, if you need to be mailed.)

Note: The fee is not refundable at any reason.

OFFICE USE ONLY : Unofficial Transcript

Date: _____ / _____ / _____ Received by _____

Name: _____ Student ID#: _____

Received: ¥525 X _____ = _____