ENROLLMENT CONFIRMATION LETTER（在学確認証明書）
REQUEST FORM

Choose from the following options:

◯ **Confirmation in English**

◯ **Confirmation in Japanese**

Processing Time: 3 Business Days

◯ **Receive by Mail**
(Please include mailing address below.)

◯ **Pick Up**

◯ **Receive by Email**

Date of Request:

TUID #:

Last Name:

First Name:

Current Address:

Zip Code:

Contact Phone #:

Date of Birth:

Email Address:

How many letters do you need? _____ Copies @ 550 yen per copy.

Why are you requesting this letter?
(If this letter is required for a visa application/renewal, please also indicate the visa type – student, job hunting, work visa, etc…)

Please tick if required:

☐ Expected Graduation Date

OFFICE USE ONLY: ENROLLMENT CONFIRMATION LETTER

Date of Request:_____/_____/_____ Received By_____

Name:_____,_____ TUID#:_____

Bursar's Check: *<Paid Stamp Here Please>*