

OFFICIAL TRANSCRIPT REQUEST FORM

Instructions – please read carefully before proceeding

- All requests for official transcripts must be made with this form. The requests can be made in person at the Registrar’s Office or by sending this request form via e-mail.
- Payment for each request must be made before a transcript will be issued.
- For current students, no transcript will be released until all the outstanding obligations to Kansai Gaidai are met, including the receipt of the fees for transcript requests.

Student Information

Student ID # (if known) _____ Date of birth (mm/dd/yyyy) _____

Name _____ Former Name (if applicable) _____
Last First Middle

Home Institution _____

Dates of attendance in the Asian Studies Program at Kansai Gaidai: from _____ to _____
(year & semester) (year & semester)

E-mail _____ Telephone _____

Delivery Method and Fees

1. Number of copies: 500 yen x _____ copy(s) = (a) _____ yen

2. Mailing charge: via regular airmail (no charge)
 via e-mail (no charge)
 via express mail (DHL) 2,500 yen per address x _____ address(es) = (b) _____ yen

I wish to pick-up transcripts on campus(KGU) _____
(date) mm/dd/yyyy

Total Amount Due (a+b): _____ yen

Payment

Credit Card (Visa/ MasterCard) *Information will be sent to you via e-mail upon receipt of this form.

Postal Mailing Address / E-mail Address

E-mail Attention: _____ E-mail Address: _____

Regular Mail / Express mail (P. O. Boxes are not accepted for DHL.)

[Address1] _____ [Address2] _____
N/A Mr. Ms. Dr. () N/A Mr. Ms. Dr. ()

Name: _____ Name: _____

Number & Street: _____ Number & Street: _____

City: _____ City: _____

State: _____ State: _____

Zip code: _____ Zip code: _____

Country: _____ Country: _____

Telephone: _____ Telephone: _____

Delivery method: Regular airmail Express mail (2,500 yen) Delivery method: Regular airmail Express mail (2,500 yen)

Office Use Only:

受信日 _____ 支払日 _____ 発送日 _____ DHL Airbill No. _____ テーマ保存 _____