

Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

## Request for Certificate of Master's Degree Conferment

To President, Kyoto University

**Name** [Family/first name]: \_\_\_\_\_

**Name on the English certificate:** \_\_\_\_\_

\* Fill this out if you require a Certificate of Degree Conferment in English

**Date of birth:** Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

For the reason listed below, please accept this request for **Certificate(s) of Master's Degree Conferment in Japanese** \_\_\_\_\_, and **in English** \_\_\_\_\_; for a total of \_\_\_\_\_ **certificate(s)**.

**Reason(s) for the request:** \_\_\_\_\_

(To be submitted to: \_\_\_\_\_ )

**Master of** ( \_\_\_\_\_ )

\*Major field of study

**Name of department/division:** \_\_\_\_\_

**Date of degree conferment:** Year \_\_\_\_\_ Month \_\_\_\_\_

**Masterdom No. :** \_\_\_\_\_

\* If unknown, please leave it blank

### Receiving options:

To be picked up at the Education Promotion Department

Receiving date: Month \_\_\_\_\_ Day \_\_\_\_\_ Morning / Afternoon

Receiver: yourself / substitute (name: \_\_\_\_\_ )

\*Receiver: Please show your identification when receiving the certificate.

To be delivered by the University mail system to the following address:

\_\_\_\_\_  
\* For the University mail delivery, a self-addressed envelope must be included with the request form.

To be delivered by regular Post Office mail system to the following address:

\_\_\_\_\_  
\* For the Post Office mail delivery, a self-addressed envelope (stamped) must be included with the request form.

**Contact:** Phone - - (Home or Office)

E-mail

Where to submit: Kyoto University, Student Affairs Department, Educational Planning Division