

Year _____ Month _____ Day _____

Request for Certificate of Master's Degree Conferment

To President, Kyoto University

Name [Family/first name]: _____

Your Name on the English certificate: _____

*(Graduates before September 2005) Please fill this out if you require a Certificate in English

Date of birth: Year _____ Month _____ Day _____

For the reasons listed below, please accept this request for Certificate of Master's Degree Conferment.

Certificate in Japanese _____, and **Certificate 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 _____

Master's Degree No. : _____

* If unknown, please leave it blank

Receiving options:

To be picked up at the Education Promotion and Student Support 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 (within campus only) 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 _____ - _____ - _____

E-mail _____

Where to submit: Kyoto University, Education Promotion and Student Support Department, Educational Planning Division

*Your official ID should be photocopied. (ex. passport, driver license)

*If you wish to have certificates in English, the photocopy of your passport is preferred.