

# Certificate Request Form

Date: \_\_\_\_\_  
yyyy-mm-dd

Dean of the Graduate School of Arts and Sciences, the University of Tokyo,

Name		Change in Family Name	<input type="checkbox"/> No <input type="checkbox"/> Yes (Former if different: _____)
Student ID number		Date of Birth	(yyyy-mm-dd)
Department (Program)	Department: (GSP / GPES)	Degree	Ph.D.                      Masters
Date of Enrollment/ Advancement	Enrolled/ Advanced on (yyyy-mm-dd)	Date of Completion/ Withdrawal	Expect to Complete/ Completed/ Withdrawn on (yyyy-mm-dd)
Address	〒 _____ Tel: _____		
Submitted to		Purpose of Use	

Certificate	Degree	Number of copies	
		English	Japanese
Certificate of Enrollment * (Current students only)	Ph.D. / Master		
Academic Transcript **	Ph.D. / Master		
Certificate of Program Completion	Master		
Certificate (Expected Program Completion) *	Master		
Certificate ( Program Withdrawal)	Ph.D. / Master		
Certificate (Program Withdrawal with Satisfaction of Credit and Enrollment Requirements)	Ph.D.		
Certificate (Expected Program Withdrawal with Satisfaction of Credit and Enrollment Requirements) 博士満期退学見込証明書	Ph.D.	/	
Certificate of Academic Degree	Ph.D. / Master		
Other:	Ph.D. / Master		

\* Use automatic certificate issuing machine for Japanese/English certificates.  
\*\* Enrolled students must use automatic certificate issuing machine for Japanese certificates.

Mail delivery requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature by Recipient	Date of Receipt (yyyy-mm-dd)

- Please fill in the required items and submit the form to the PEAK/ GPEAK Section.
- When receiving the certificate, please bring your student ID card if you are a current student, or identification if you are an alumnus. If someone else will be picking up your certificate(s) for you, please make sure they bring a Letter of Proxy written by you.
- Please allow 3 working days for Japanese certificate and 5 working days for English certificate for processing.
- Be sure to receive your certificates within one month from the date of your request.
- If you wish to receive your certificate by postal mail, please also submit the self-addressed stamped envelope when requesting the certificate issuance.