

Application for Certificates (Please print out for use)

Name in Katakana							
Name							
	Please write down your name in alphabet if you apply for English certificates.						
Birthdate	/	/	(In western calendar year, e.g. 1990/01/01)				
	Year	Month	Day				
Graduated/ Left Degrees	Bachelor's	(Year) /	(Month)	Dept.		Graduated · Left	
	Master's	(Year) /	(Month)	Major		Graduated · Left	
	Doctoral	(Year) /	(Month)	Major		Graduated · Left with credit · Left	
Current Address (Send to)	(〒 -)						
	TEL (- -) ※Please indicate phone number that can be contacted from 8:30am to 5pm on weekdays.						
	Certificate type and number of copies needed				Division(Major) of Graduation(Completion)		Year/Month of Graduation (Completion)
	Transcript		Graduation		Degree Conferral		
	Japanese	English	Japanese	English	<small>Written both in Japanese and English</small>		
Undergraduate					Dept.:		/
					(※Student ID)		Year Month
Master's Course					Major:		/
					(※Student ID)		Year Month
Doctoral Course					Major:		/
				Diploma Number	(※Student ID)		Year Month
Other certificates:							
(※Please consult with Academic Affairs Office if you need other than the followings: 011-706-6707)							
<ul style="list-style-type: none"> • Credit Transcript [Electrical engineer · Explosives(Explosives safety manager)] ※Circle the ones needed. • Certificate for academic abilities related to teaching licenses. ※Following information must be filled out. [Type of license and subject: Domicile of origin:] (e.g. Senior high school, Science) • Others (Please indicate name/description of the certificate needed) 							
Number of copies needed: _____							
Submitting Place and Purpose (e.g.: To the embassy of _____ for visa application)							

- Please submit this application by mail with a return envelope that has international reply coupon or JP Post stamps.
- After receiving the application, it will take about three days (for Japanese) or one week (for English) for certificates before dispatching.
- Please request "Transcript" for the followings:
 - Credit Transcript of classes related surveyors/assistant surveyors
 - Credit Transcript of chemistry related classes to certify eligibility for Class A hazardous materials engineer's qualification.

<Applications and Inquiries>
 Student Support "Certificates",
 Academic Affairs Office of Engineering, Hokkaido University
 Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628 Japan
 Tel: 011-706-6707

- Required Documents Check List:**
- A completed application form
 - A photocopy of a personal ID
 - International reply Coupon or JP Post stamps
 - A self-addressed return envelope