

# GRADUATION CONFIRMATION LETTER REQUEST FORM(卒業確認証明書)

Please be aware that this letter serves a cover page for your official transcript. Your official transcript is the only means of confirming your graduation.

Choose from the options below:

- Confirmation in English  
 Confirmation in Japanese

- Receive by mail  
 Pick up  
 Receive by email

Processing Time: 3 business days except winter closure

Fill out the following fields:

Date of request:

TUId#:

Last name:

First name:

氏名 :

(和文希望の場合は漢字/カナでも表記してください)

Current Address:

Zip Code:

Contact Phone #:

Date of Birth:

Email Address:

Graduated in  or  expect to graduate after --

Degree (expected):  A.A.  B.A.  B.S. in

Minor  Certificate

How many graduation confirmation letters do you want?

copies @ 1,080yen per copy

Why are you requesting these letters?

(Please note that this letter may not be used to directly apply for a Japanese student visa. Please discuss any visa-related matters with the Academic Advising Center. Also, the personal data you provide in this form will be kept confidential and not disclosed to unauthorized third parties without your consent. We may use your personal data to: (i) contact you through direct mail, e-mail, telephone, or other means about your graduation or relationship with the University; (ii) assist you with your request; (iii) update your contact information in our records, (iv) contact you about alumni events, and (v) compile statistics and conduct internal operations. We may share your personal data with Temple University in Philadelphia, Pennsylvania and its respective vendors. Upon request, we will revise or delete your data from our records.)

OFFICE USE ONLY: GRADUATION CONFIRMATION LETTER

Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by \_\_\_\_\_

NAME: \_\_\_\_\_

TUId#: \_\_\_\_\_

**Bursar's Check:** PAID STAMP HERE PLEASE.