

Transcript Request Form

Summer Session for Japanese Language (and Culture)

Date:

Name:

Sex: Female Male

Last

First

Name during the session (if different from your current name):

Last

First

Date of Birth:

Matriculated Year:

Month/Day/Year

E-mail Address:

Entered From:

Your Home Institution

Necessary Number of Copies:

Fee : 500 JPY per copy

Mailing Address 1:

Name of Receiver (include Office if institution):

Address:

Postal Code or Zip Code:

Country:

Tel:

Postal Method:

Standard

EMS

Means of Payment: International Postal Money Order (payable to Sophia University)

Bank Transfer(See the Bank Information on the Web Site.)

*Bank Money Order is not acceptable.

Sum of 500 yen times the number of copies and postage will be the total amount of your payment. Please do not make a payment until we send you an invoice for your request.

If you need your transcripts to be sent to multiple destinations, fill in the blanks below.

Mailing Address 2:

Name of Receiver (include Office if institution):

Address:

Postal Code or Zip Code:

Country:

Tel:

Mailing Address 3:

Name of Receiver (include Office if institution):

Address:

Postal Code or Zip Code:

Country:

Tel:

Mailing Address 4:

Name of Receiver (include Office if institution):

Address:

Postal Code or Zip Code:

Country:

Tel:

Regular mail postage

Quantity	Weight	Asia, Guam, Midway etc.	Oceania, Near & Middle East, N. America, Central America, Europe	Africa, South America	Japan
1 transcript	up to 30g	90 yen	110 yen	130 yen	90 yen
2 transcripts	up to 40g	90 yen	190 yen	230 yen	100 yen
3 transcripts	up to 50g	160 yen	260 yen	300 yen	120 yen
4 -7transcripts	up to 90g	330 yen	400 yen	480 yen	140 yen

EMS charge

Weight	Asia	Oceania, N. America, Central America, Near & Middle East	Europe	Africa, South America
up to 500g	1,400 yen	2,000 yen	2,200 yen	2,400 yen
up to 600g	1,540 yen	2,180 yen	2,400 yen	2,740 yen

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