

**KIST Request for Documentation Form**

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

Please check (☑) the type of documentation you require and complete the details as appropriate.  
必要な書類の欄にチェックマークをつけ、記入してください。

<input type="checkbox"/> <b>Proof of current attendance</b> 在学証明書 <i>Indicates date of first enrollment and current class. 入学日と現在の学年を明記</i>	Quantity	Unit cost
Date of birth 生年月日 (e.g. Jan./1/2012): _____ / _____ / _____ Date of first enrollment 入学日 (e.g. Jan./1/2012): _____ / _____ / _____ Reason for request 使用理由: _____		¥1,000
<input type="checkbox"/> <b>Record of past attendance</b> 過去の在学証明書 <i>Indicates period of attendance and classes completed. 在学期間と学年を明記</i>	Quantity	Unit cost
Date of birth 生年月日 (e.g. Jan./1/2012): _____ / _____ / _____ Date of first enrollment and class 入学日と学年 (e.g. Jan./1/2012): _____ / _____ / _____ (Class: _____) Date of final attendance and class 最終登校日と学年 (e.g. Jan./1/2012): _____ / _____ / _____ (Class: _____) Reason for request 使用理由: _____		¥1,000
<input type="checkbox"/> <b>Re-issuance of school reports</b> 成績表の再発行 <i>Copies of reports as requested stamped with school seal. 学校印のある成績表のコピー</i>	Quantity	Unit cost
Year and class of reports required 必要な学年とクラス: From _____ (Class: _____) to _____ (Class: _____) Type of reports required 必要な成績表の種類: <input type="checkbox"/> All reports issued <input type="checkbox"/> Quarter 1 <input type="checkbox"/> End of semester 1 <input type="checkbox"/> Quarter 3 <input type="checkbox"/> End of semester 2		¥1,000 per report
<input type="checkbox"/> <b>Letters of recommendation (maximum of 2)</b> 推薦状(最大2教員まで) <i>Available from specific teachers as requested. 希望の教員名をお書き下さい。</i>	Quantity	Unit cost
1) Preferred teacher/s 教員名: _____ 2) Other その他: _____ Reason for request 使用理由: _____		¥1,000 per letter
<input type="checkbox"/> <b>Other documentation requests</b> その他の書類 <i>For special requests not covered by the above documents. 上記にない書類の作成依頼</i>	Quantity	Unit cost
Documentation requested 必要書類の内容(名前等): _____ Reason for request 使用理由: _____		¥1,000 per request

**Delivery method:**

- I will pick up the document/s when ready. Please inform me by e-mail. 書類は私が取りに来ます。Eメールで教えてください。  
Live@edu family e-mail address Live@eduの学校保護者メールアドレス: p- \_\_\_\_\_ @family.kist.ed.jp
- Please hand the document/s to my child. 書類は私の子供に渡して下さい。

**Conditions:**

- All requests for documentation must be made using this form. Requests made by other methods will not be accepted. 書類の申し込みには必ずこの用紙を提出して下さい。他の方法では受け付けません。
- Payment must be received by the school before documentation will be issued. 費用のお支払い後に書類を発行いたします。
- The content and format of each type of documentation is fixed and non-negotiable. 書類の内容及び形式は決められたとおりで変更はできません。
- Two week's notice is required to prepare letters of recommendation and special documents. For all other documentation, one week's notice is required. 申込みから発行まで、推薦状は2週間、その他の書類は1週間かかります。

Parent/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(e.g. Jan./1/2012)

Office use only

Received	Paid	Issued