

**KIST Documentation Request Form (G12 Graduates)**

書類発行依頼書 (G12 卒業生用のみ)

For KIST G12 graduates who wish to request documentation for university entrance application purposes only.

Graduate's name: \_\_\_\_\_ Year graduated: \_\_\_\_\_  
(Given name/s) (Family name/s)

University/School name\*: \_\_\_\_\_

\* Separate requests should be submitted for each individual university or individual schools/departments within the same university.

Please check (☑) the type of documentation you require and complete the details as appropriate.

<input type="checkbox"/> <b>Statement of graduation</b> <i>Indicates date/grade of initial enrollment as well as date of graduation.</i>	Quantity	
Date of birth (e.g. Jan./1/2000): _____ / _____ / _____		
Date of initial enrollment and grade (e.g. Jan./1/2000): _____ / _____ / _____ (Grade: _____)		
Date of graduation ceremony (e.g. Jan./1/2000): _____ / _____ / _____ (Grade: 12)		
<input type="checkbox"/> <b>Transcript of school results</b> <i>One-page summary of semester results. Available from 2011-2012 school year and later.</i>	Quantity	
Year and grade of results required: From _____ (Grade: _____) to _____ (Grade: _____) Semester results required: <input type="checkbox"/> End of semester 1 <input type="checkbox"/> End of semester 2		
<input type="checkbox"/> <b>Letters of recommendation (maximum of 3)</b> <i>Available from specific teachers as requested.</i>	Quantity (each)	Quantity (total)
1) Name of recommender 1: _____		
2) Name of recommender 2: _____		
3) Name of recommender 3: _____		
<input type="checkbox"/> <b>Other documentation requests</b> <i>For special requests not covered by the above documents.</i>	Quantity	
Documentation requested: _____		

**Delivery method:**

- I will pick up the document/s when ready. Please inform me by e-mail.  
E-mail address: \_\_\_\_\_
- I request the documents be submitted to the university directly by e-mail/online.  
University e-mail/URL: \_\_\_\_\_
- I request the documents be posted to the university directly via the method below. I agree to pay the charges.  
Domestic delivery:  Japan Post letter pack  
International delivery:  Regular airmail (tracking not possible)  EMS (tracking possible)  
University address: \_\_\_\_\_

**Conditions:**

- All requests for documentation must be made using this form. Requests via other methods are not accepted.
- The content and format of each type of documentation is fixed and non-negotiable.
- Two weeks' notice is required to prepare letters of recommendation and special documents. For all other documentation, one weeks' notice is required.
- A flat rate of ¥2,000 applies to each set of documents prepared for individual applications for separate universities or within the same university. We will contact you by e-mail to confirm the cost. Please do not pay until you have been notified. Payment must be received before documentation can be issued.

Graduate's signature: \_\_\_\_\_

Date (e.g. Jan./1/2000): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Office use only

Received	Paid	未納付	Issued
		有・無	