

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

<input type="checkbox"/> Statement of graduation <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"/> Transcript of school results <i>One-page summary of semester results. Available from the 2011–12 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"/> Letters of recommendation (maximum of 3) <i>Available from specific teachers as requested.</i>	Quantity (each)	Quantity (total)
Name of recommender/s: 1) _____ 2) _____ 3) _____		
<input type="checkbox"/> Other documentation requests <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 e-mail to: _____
- Please e-mail scans of the documents to me at: _____
- 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 (¥600)
- International delivery: Regular airmail (tracking not possible) EMS (tracking possible)
- University address (including postal code and contact telephone): _____

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 (¥1,000 for a single document). 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	Total	Paid	未納付	Issued
			有・無	