

Exchange Students Certification Request Form

Osaka University provide prescribed academic certification upon current/former exchange student's request. While these documents are free of charge, postage applies if you wish them to be mailed. For mailing fees and how you pay for it, please see "Postage and how to pay".

To request a certificate, please fill out and sign this form and submit to the International Student Affairs Division, IC Hall, Suita, or alternatively, please email the filled and signed form to [exchange<at>ciece.osaka-u.ac.jp](mailto:exchange@ciece.osaka-u.ac.jp). Documents will be issued and posted off within five working days **after we receive a complete request form and postage (if applicable)**. You will receive an email when the certification is ready for collection or mailing.

STUDENT INFORMATION

OU Student ID: _____ (Former students may leave blank) Full name: _____

Date of Birth: _____ Home university: _____

Email: _____

Period of exchange study at OU: From _____ To: _____
month/year month/year

CERTIFICATION REQUEST

***Please tick the appropriate boxes and put the number of copies.*

Document Type	No. of copies requested	Does it need to be sealed?
<input type="checkbox"/> Academic Transcripts 成績証明書*		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Enrolment verification 在籍証明書		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Scholarship award certificate 奨学金受給証明書		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Others ()		<input type="checkbox"/> Yes <input type="checkbox"/> No

*Official transcripts available for collection in mid-September for Spring and mid-March for Fall under normal schedule

METHOD OF DELIVERY AND PAYMENT

Method of Delivery	Method of Payment
<input type="checkbox"/> Collection in person	No fees
<input type="checkbox"/> PDF file with password *	
<input type="checkbox"/> Standard airmail / domestic mail	International Reply Coupon (IRC) or Japanese postage stamps only – cash and cheques NOT accepted
<input type="checkbox"/> EMS (trackable courier service)	

* Official transcripts cannot be sent by PDF file due to the university policy.

MAIL TO ADDRESS

If you want your document to be mailed or couriered, please specify the full postal address and contact number. **Please type or print clearly and legibly.** Chinese, Taiwanese and Japanese address should be written in Kanji/Chinese characters to ensure delivery. (This section is not relevant if you will collect the document in person – please leave blank.)

#1: TO	
Address Line 1	
Address Line 2	
Address Line 3	
ZIP Code	
Country	
Phone	
Which Document?	

#2: TO	
Address Line 1	
Address Line 2	
Address Line 3	
ZIP Code	
Country	
Phone	
Which Document?	

#3: TO	
Address Line 1	
Address Line 2	
Address Line 3	
ZIP Code	
Country	
Phone	
Which Document?	

Certification Request – Postage and how to pay

If you are not able to collect the certification in person at the office and/or would like it mailed or couriered to your own address or to a higher education institution etc., please pay the postage following the instructions below.

I. Contact

International Student Affairs Division, Osaka University (IC Hall, ground floor, Suita Campus)

Office hour: 8.30am – 5.15pm (12:00-13:00 lunch break) , Monday to Friday - national/university holiday closure

1-1 Yamadaoka, Suita, Osaka 5650871, JAPAN

Email: exchange<at>ciee.osaka-u.ac.jp Phone: 06 68794026

II. Standard mail & EMS (Express Mail Service)

i) Payment method

Please submit/mail us **International Reply Coupon (IRC)** or **Japanese postage stamps** (cash not accepted) . If you cannot submit them by yourself, a current student at Osaka University can bring to our office on behalf of you.

ii) Postage

The following postage applies **for each mail-to address**.

INTERNATIONAL STANDARD AIRMAIL				
	Asia	Oceania, N. & C. America, Europe	South America, Africa	
1 to 2 copies of certification (gross weight 50g)*	¥220 (stamps)	¥260 (stamps)	¥300 (stamps)	
3 to 7 copies of certification (gross weight 100g)	¥330 (stamps)	¥400 (stamps)	¥480 (stamps)	
8 to 20 copies of certification (gross weight 250g)	¥510 (stamps)	¥670 (stamps)	¥860 (stamps)	
INTERNATIONAL EMS**				
	Asia	Oceania, N. & C. America, Europe	Europe	South America, Africa
1 to 21 copies of certification (gross weight 500g)	¥1,400(stamps)	¥2,000 (stamps)	¥2,200 (stamps)	¥2,400 (stamps)
JAPAN DOMESTIC MAIL				
1 to 3 copies	¥120(stamps)	4 to 8 copies	¥140(stamps)	9 to 18 copies ¥210(stamps)

*A copy of certification with envelope weighs c.10g.

**"EMS is an international postal Express Mail Service, for documents and merchandise, offered by postal operators of the Universal Postal Union (UPU)." <https://www.ems.post/en>