**Exchange Students Certification Request Form**

Osaka University provides 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> ciee.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

Program name: □FrontierLab □iExPO □OUSSEP □others( )

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| --- |
| Document Type  |

 | No. of copies requested | Does it need to be sealed? | Purpose of use |
| [ ]  Academic Transcripts 成績証明書\* |  | [ ]  Yes [ ]  No |  |
| [ ]  Enrollment Verification 在籍証明書 |  | [ ]  Yes [ ]  No |  |
| [ ]  Scholarship Award Certificate 奨学金受給証明書 |  | [ ]  Yes [ ]  No |  |
| [ ]  Others（　　　　　　　　　　　　　　） |  | [ ]  Yes [ ]  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 |
| [ ]  Collection in person | No fees (Students who are currently enrolled in OU will be “Collection in person”.) |
| [ ]  PDF file with password \* |
| [ ]  EMS (trackable courier service) | International Reply Coupon (IRC) or Japanese postage stamps only – cash and cheques NOT accepted |

\* Official transcripts cannot be sent by PDF file due to the university policy.
For PDFs, the word "copy" is automatically inserted in the background as we use copy-protection paper.

**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? |  |

**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) , Sat., Sun. and holidays are closed.

* 1. Yamadaoka, Suita, Osaka 5650871, JAPAN

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

**II. EMS (Express Mail Service) and Domestic mail**

**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-EMS\*\* |  |
|  | China, South Korea, Taiwan | Asia (excluding China, South Korea, Taiwan) | Oceania, Canada, Mexico, Middle East, Europe | U.S.(including Guam and other U.S. territories) | C &.S. America　(excluding Mexico), Africa |
| Gross weight 500g | ¥1,450(stamps) | ¥1,900(stamps) | ¥3,150 (stamps) | ¥3,900 (stamps) | ¥3,600 (stamps) |
| JAPAN DOMESTIC MAIL\*  |  |
| 1 to 3 copies | ¥140(stamps) | 4 to 8 copies | ¥180(stamps) | 9 to 18 copies | ¥270(stamps) |  |

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

The specified size is within 34cm length, 25cm width, 3cm thickness, and within 1kg weight.

\*\*”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>

Please be sure to check the latest postage by yourself, as they vary depending on the situation.

<https://www.post.japanpost.jp/index_en.html>