TransPacific Hawaii College TRANSCRIPT REQUEST FORM

Identification Verification is Required	Checklist
Valid ID such as a copy of driver's license or passport is required to verify your identity before issuing the requested documents due to privacy laws.	☐ Handling and Shipping Fee by: Stamps, Cash or Money Order ☐ A Copy of Your Valid ID ☐ Transcript Request Form Please mail all the required documents above to Center for International Education, Kansai Gaidai University.

Please fill out all rquired information below. Your information will only be used to issue the requeste Date Requested: 年 月 日

フリガナ 氏 名 Name	(LAST) (FIRST)	生年月日 Date of Birth	month day year
在学期間 Dates of Enrollment	(mm/yyyy – mm/yyyy)	性別 SEX	男 / 女 male / female
現住所 Address	(POST –)		
電話 Phone		携帯電話 Cell Phone	
Email	@		

送 付 先 / FORWARDING ADDRESS

	成績証明書☐ or 卒業証明書☐ TRANSCRIPT CERTIFICATE OF GRADUATION	国 内 ☐ or 海 外 ☐ IN JAPAN OVERSEAS	普通☐ or 速達☐ STANDARD OVERSEAS
NAME:			
ADDRESS:			Use one form per address
PHONE:			

証 明 書 種 別	枚 数 Number	手 数 料 Handling Fee	計 Total
成績証明書 TRANSCRIPT	通	500円/1通・US$5/copy	=
卒業証明書 CERTICIFATE OF GRADUATION	通	300円/1通・US$3/copy	=
送 付 方 法 Shipping Method		送 料 Shipping Fee	計 Total
国内 Shipping in Japan	普通 Standard	100円/1通・US$1/copy	=
	速達 Express	500円/1通・US$5/copy	=
海外 Shipping Overseas	普通 Standard	500円/1通・US$5/copy	=
	速達 Express	2000円/1通・US$20/copy	=
		合計手数料(送料含む)	

Student's Signature/本人署名 *Date/日付*

Please mail the form and fee to:

Kansai Gaidai University
Center for International Education
16-1 Nakamiyahigashino-cho
Hirakata, Osaka, JAPAN
ATTN: Daisuke Mushiga

関西外国語大学
国際交流部
〒573-1001
大阪府枚方市中宮東之町16-1
担当: 虫賀 太亮

◆ **Use one form per address**
◆ The requested documents will be issued in the name that was used during your attendance at the college.
◆ Please include your payment for handling and shipping in the form of stamps, cash or money order.
◆ Please do not provide return envelopes.
◆ Please contact Center for International Education at +81-72-805-2831 for any questions.

国 際 交 流 部 記 入 欄 (Official Use Only)

Kansai Gaidai University, CIE