

Request for the Issue of Documents Related to School Fees

Student ID No.		Date	
Division	Faculty / Graduate school / Research institute of		
Student Name			
Applicant	<input type="checkbox"/> The student named above <input type="checkbox"/> Other than the student named above ()		
Phone No.			

1. Please check ☒ all required items.

☐ **Reissue of bank transfer form**

Academic Year: _____ ☐ Admission fee ☐ Tuition for 1st semester ☐ Tuition for 2nd semester

* If you request the reissue of a bank transfer form by post, the form will be sent to the "address for sending tuition-related documents" registered in KULASIS.

(Only regular undergraduate/graduate students can choose "by post" below.)

☐ **Issue of payment certificate**

Academic Year: _____ ☐ Admission fee ☐ Tuition for 1st semester ☐ Tuition for 2nd semester

Academic Year: _____ ☐ Admission fee ☐ Tuition for 1st semester ☐ Tuition for 2nd semester

Language ☐ Japanese ☐ English

Your name on the English certificate (_____)

Reason for request ☐ Application for education loan from a bank
☐ Application for scholarship, grant, or student loan
☐ Other

Have you attached a copy of your student ID card or other ID document? ☐ Yes

Has payment been completed? ☐ Yes

* If you pay by direct debit, please apply for the certificate to be issued after the date of direct debit.

2. Please check ☒ to indicate how you would like to receive the documents.

☐ 1. From the office of your faculty, graduate school, or research institute.

☐ 2. By post
Mailing address: 〒 _____

☐ 3. From the office of the Accounting Division, Department of Financial Affairs
(2nd floor, University Head Office building)

部局使用欄 ※必ずご記入ください

部局名		
担当者		内線:

會計管理部經理課使用欄

出納第一掛

【振込依頼書の再発行】本依頼書をワークフローでご提出ください。電話でも受付いたします。

【納付証明書の発行】本依頼書と身分証明書(学生証等)の写しをワークフローで提出してください。