

# Request for Certificate of ICU Summer Courses in Japanese Grade

## 1) Personal Information (Please write your name at the time attended the SCJ.)

FAMILY NAME, First name Middle name e.g. EDISON, Thomas Alva	ID No.	Attendance Year
E-mail Address (to receive notification from Digitary CORE)	Date of Birth (Year/ Month/ Day)	
Home Address	Telephone No.	

Contact will be made primarily via E-mail (scj@icu.ac.jp)

## 2) Receipt of Certificate: Please check the corresponding checkbox.

<input type="checkbox"/>	<b>Preferable</b> Digital Certificate <u>Only</u> : Download E-certificate through Digitary CORE.																
<input type="checkbox"/>	<b>Digital Certificate plus paper copy(ies) of certificate</b> (Please fill in the destination and quantity below.) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">Recipient's name</th> <th style="width: 45%;">Postal Address</th> <th style="width: 15%;">Telephone No.</th> <th style="width: 15%;">Quantity</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th>Recipient's name</th> <th>Postal Address</th> <th>Telephone No.</th> <th>Quantity</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Recipient's name	Postal Address	Telephone No.	Quantity					Recipient's name	Postal Address	Telephone No.	Quantity				
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## 3) Fee

### **【Mandatory】 SCJ Certificate Processing Fee**

Certificate	Item	Fee
SCJ Certificate	Your Name, SCJ ID, Name of the course, Course period, Course level, Grade, Classroom hours, Units	300 yen

- **SCJ office issues official SCJ certificate digitally online through Digitary CORE.**
- The SCJ Certificate Processing Fee includes access and use of the certificate on Digitary CORE.

### **【Optional】 Postage Fee (If you also wish to receive by postal mail)**

If you wish to receive a certificate by postal mail, the following postage is required in addition to the SCJ certificate processing fee.

[Postage to Overseas (per each address)]	Fee	Number of destinations	Subtotal (A)
Standard	300 yen		yen
EMS* to Asia	1400 yen		yen
EMS* to Oceania, North America, Central America, and Near and Middle East	2000 yen		yen
EMS* to Europe	2200 yen		yen
EMS* to South America and Africa	2400 yen		yen
[Postage within Japan (per each address)]	Fee	Number of destinations	Subtotal (B)
Standard	200 yen		yen
Express	490 yen		yen

\*For sending a certificate overseas quickly and as registered mail, please use the Express Mail Service (EMS). EMS is recommended to avoid problems that may arise when confirmation of dispatch, status, and delivery is required.

### **【Fee Calculation Chart】** ※Please be sure to fill in the total fee. If you are not sure, contact SCJ office before making payment.

SCJ Certificate Processing Fee <u>300 yen</u> + (optional) postage fee A + B =	yen(★)
Bank Handling Charge 2500 yen (If you remit fee from abroad)	yen(▲)
<b>TOTAL ( ★ + ▲ ) =</b>	<b>yen</b>

Please submit this form together with a proof of payment (e.g. a copy of bank transfer receipt), as described on the next page 'HOW TO PAY.'

I certify that I am the above named person requesting this certificate(s) in writing accompanied by the fee required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Year/ Month/ Day)

## HOW TO PAY

Payment should be made by wire transfer as per the following guidelines.

\*Personal checks, traveler's checks and international postal money orders (IPMO) will NOT be accepted.

\*Bank transfers should be made in JAPANESE YEN.

\*Bank details for Bank Transfer

MUFG Bank, Ltd.

Bank address: 3-26-12 Shimo-Renjaku, Mitaka, Tokyo

Payable to: International Christian University

Regular Account Number: 0665405

Branch Code: 222(Mitaka Branch)

SWIFT Code: BOTKJPJT

- If you remit fees from abroad, please add 2,500 yen for bank handling charge.
- Please write your name and SCJ student ID in the message column on the bank's transfer request form.
- A proof of payment such as a photocopy of your remittance receipt must be sent with your request form.

**Note:** Once you paid fee to SCJ Office, it will not be refunded with whatever reason.