

Graduate School of Agricultural and Life Sciences,  
The University of Tokyo  
Requests for Certificates from abroad

(1) Kind of Certificate

Certificate of Completion (Master Course), Certificate of Degree (Doctoral Course),  
Certificate of Withdrawal/ Transcript (Master and Doctor)

(2) Procedure

1. You can send your request for certificates by sending the following documents (by air mail or EMS) to the mailing address given below.
2. In case you request someone to apply or receive the certificate on your behalf at the counter in the Students Service Center 1<sup>st</sup> floor Bldg.No.3 in Yayoi Campus, then please send a letter of attorney to him/her.

(3) Documents to be sent along with the request letter:

1. Application Form (Free format. Must include the following information)
  - a. Name (Name in full. If possible, write in Japanese also)
  - b. Date of birth
  - c. Address and Telephone number
  - d. Date of Entrance and Graduation/Withdrawal (Year and Month)
  - e. Your Department and Course
  - f. Student ID number (if possible)
  - g. What kind of certificate do you want? (Number of copies, Language: Japanese or English)
  - h. Purpose: Where are you going to submit the certificate?
2. Photocopy of your identification card (passport, driving license, etc.)
3. Self-addressed envelope (Return envelope)
4. Return postage (Japanese postal stamps, or International Reply Coupon)

(4) Mailing Address:

The Graduate Student Section  
Graduate School of Agricultural and Life Sciences,  
The University of Tokyo  
1-1-1, Yayoi, Bunkyo-ku, Tokyo, 113-8657, Japan  
Yayoi Campus Students Service Center 1<sup>st</sup> floor Bldg. No.3

E-mail for enquiries: daigakuin.a@gs.mail.u-tokyo.ac.jp