

# Sophia University

## Center for Global Education and Discovery

### Sophia Short-term Programs

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#### Transcript Request Form

Fill out the form, and email to [ssprgrm-co@sophia.ac.jp](mailto:ssprgrm-co@sophia.ac.jp).

We will send the invoice to you. Please do not send the fee until you receive the invoice for the transcript. After the payment is confirmed, we will send it to the address designated by regular postal mail or express courier service. It will take 2-10 days for the transcript to be delivered.

**Note: Official transcripts are available in hard copy only.**

Date of Application:

Program Attended:

Matriculated Year:

#### STUDENT INFORMATION

Student Name

Last /Family

First/Given

Gender:

Female

Male

Name during the Session (if different from your current name)

Last /Family

First/Given

Date of Birth:

Year/Month/Day

E-mail Address:

Entered From:

Name of University/College

#### TRANSCRIPT INFORMATION

Number of transcripts needed:



Mailing Address 3:

Name of Person or Institution:	
Receiver's Email address:	
Receiver's phone number:	(Country code: + )
Address:	For Express Courier: please provide an address <u>other than P.O. Box</u> . (P.O. Box cannot be designated.)  (City) (State)
Postal Code or Zip Code:	
Country:	

**Regular Mail Postage**

Quantity	Weight	Asia, Guam, Midway etc.	Oceania, Near & Middle East, N. America, Central America, Europe	Africa, South America	Japan
1 transcript	up to 30g	JPY 90-	JPY 110-	JPY 130-	JPY 90-
2 transcripts	up to 40g	JPY 90-	JPY 190-	JPY 230-	JPY 100-
3 transcripts	up to 50g	JPY 160-	JPY 260-	JPY 300-	JPY 120-
4 -7 transcripts	up to 90g	JPY 330-	JPY 400-	JPY 480-	JPY 140-

**Express Courier Charge**

\*P.O. Box cannot be designated.

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up to 500g	JPY 1,200-	JPY 1,400-	JPY 1,700-	JPY 2,000-

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