

Sophia University

Center for Global Education and Discovery Sophia Short-term Programs

Transcript Request

Fill out the form, email to ssprgrm@cl.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 postal mail or EMS. It will take 7-10 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:

PAYMENT INFORMATION

Fee: 500 JPY per transcript

Sum of 500 JPY times number of copies and postage will be the total amount of your payment.

Please refer to postage fees at the bottom of the form.

Postal Method: Standard EMS

Means of Payment: International Postal Money Order (payable to Sophia University)

Bank Transfer

*Bank Money Order and Credit card are NOT acceptable.

RECIPIENT INFORMATION:

Mailing Address 1:

Name of Person or Institution:

Address:

Postal Code or Zip Code:

Country:

Tel:

If you need transcripts to be sent to multiple destinations, fill in the blanks below.

Mailing Address 2:

Name of Person or Institution:

Address:

Postal Code or Zip Code:

Country:

Tel:

Mailing Address 3:

Name of Person or Institution:

Address:

Postal Code or Zip Code:

Country:

Tel:

Mailing Address 4:

Name of Person or Institution:

Address:

Postal Code or Zip Code:

Country:

Tel:

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	90 yen	110 yen	130 yen	90 yen
2 transcripts	up to 40g	90 yen	190 yen	230 yen	100 yen
3 transcripts	up to 50g	160 yen	260 yen	300 yen	120 yen
4 -7 transcripts	up to 90g	330 yen	400 yen	480 yen	140 yen

EMS charge

Weight	Asia	Oceania, N. America, Central America, Near & Middle East	Europe	Africa, South America
up to 500g	1,400 yen	2,000 yen	2,200 yen	2,400 yen
up to 600g	1,540 yen	2,180 yen	2,400 yen	2,740 yen

Contact:

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