

# Request for Verification of ICU Summer Courses in Japanese Grade

## Personal Information

Full name at the time of attendance (alphabet)	ID No.
Your Attendance Year	Date of Birth (Year/ Month/ Date)
Home Address	
Telephone No.	E-mail Address

Contact will be made primarily via E-mail: scj@icu.ac.jp. PLEASE NOTE: If your request is urgent, and you wish to use EMS, please contact the office directly. Charges will differ according to the country.

## Certificate Request Information

Items		Cost	Quantity	Charge
Verification of SCJ Grade	Domestic (In Japan)	300JPY/ 3.00USD		
	Overseas (Outside Japan)	500JPY/ 5.00USD		
	EMS is available at an extra cost.			
TOTAL				

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(Please Tick)

I will pick up my certificate(s) at the SCJ Office (ERB2-104).

Mail me certificate(s) to my home address above.

Mail me certificate(s) to the name and address below.  
(Write down the name and address within this box)

## Payment

<Notice> Please submit this form together with required payment, or proof of payment (IPMO, IRC or copy of bank transfer), as described on the reverse section 'HOW TO PAY.'

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

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Signature Date (Year/ Month/ Date)

### OFFICE USE

受付	領収	作成	サイン	発送

## **HOW TO PAY**

There are four ways to pay certificates fees. Instructions are shown below for these methods  
Please fill in the REQUEST FORM to send to SCJ office.

Note: Fees once paid to SCJ Office will not be refunded with whatever reason.

### **A. INTERNATIONAL POSTAL MONEY ORDER (Issued in the United States Only)**

Send an International Postal Money Order made in US Dollars, payable to INTERNATIONAL CHRISTIAN UNIVERSITY, to the SCJ office, International Christian University, 3-10-2 Osawa, Mitaka-shi, Tokyo 181-8585.

\*The money order would become invalid with any correction.

### **B. INTERNATIONAL REPLY COUPON**

International Reply Coupons are available at post offices in all countries that are members of the Universal Postal Union. International requests require 4 coupons/each. For domestic requests (that is, within Japan), it is necessary to supply 3 coupons/each.

### **C. TEIGAKU KOGAWASE (Postal Money Order issued in Japan only)**

For persons residing in Japan, please enclose a TEIGAKU KOGAWASE (Postal money order) at the value of the total fee.

DO NOT WRITE anything on the money order (otherwise it will become invalid).

It can be purchased at any Post Office in Japan.

### **D. BANK TRANSFER**

Bank transfer should be made in Japanese Yen, payable to INTERNATIONAL CHRISTIAN UNIVERSITY, account number 0665405, Bank of Tokyo-Mitsubishi UFJ, 3-26-12 Shimo-Renjaku, Mitaka, Tokyo. (Branch Code:222, Swift Code:BOTKJPJT)

If you remit your fees from abroad, add 2,500yen as bank handling charge.

Please write your name and also your ID in the message column on the bank transfer sheet.

A photocopy of your remittance receipt for the fees must be sent to the SCJ office.