

# (DBS) Guideline for Graduating Students

## 1. How to request to receive your Degree Certificate by mail

If you are unable to attend the graduation ceremony, we can send your Degree Certificate to you upon request. Please note that Doshisha University will not be responsible for any loss, damage, delay, or misdirected mail that may occur during delivery. **Doshisha University will not reissue the Degree Certificate under any circumstances.**

### Please send the following items to the DBS Office:

1. Completed 'Request for Degree Certificate' Form (please see page 2)
2. Student ID Card
3. Commuter Pass Certificate
4. For requests from overseas: International Reply Coupons (IRCs) for shipping cost
  - \* The package will weigh approximately 700g. Please check the shipping cost from Kyoto to your destination using EMS (<http://www.post.japanpost.jp/english/index.html>)
  - \* The package you will receive includes:
    - 1 copy of Degree Certificate in English
    - 1 copy of Degree Certificate in Japanese
    - 1 copy of certificate of graduation in English
    - 1 copy of transcript in English
  - \* 1 IRC will be exchangeable to 130 yen worth stamps at a post office in Japan.Please enclose a sufficient amount of IRCs to cover the entire cost of shipping.

**If the post office in your country isn't able to issue International Reply Coupons, you are required to wire transfer the shipping cost to the University. In this case, please contact the DBS Office at [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp) .**

### ◆ Requests from within Japan:

We will send the package to you by Takkyubin as collect on delivery (宅急便着払い). You do not need to pay the postal fee in advance. However, if you would like to receive additional copies of certificates with your Degree Certificate, please send us the request form and the required amount of Japanese stamps (please see 'How to Request Certificates after Graduation') in addition to the above items from No.1 to 3.

### Contact information:

Doshisha Business School	TEL: +81-75-251-4600
Doshisha University	FAX: +81-75-251-4710
Karasuma-Imadegawa,	Email: <a href="mailto:ji-gmba@mail.doshisha.ac.jp">ji-gmba@mail.doshisha.ac.jp</a>
Kamigyo-ku, Kyoto, 602-8580 JAPAN	Web: <a href="http://gmba.doshisha.ac.jp">http://gmba.doshisha.ac.jp</a>

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## Request for Degree Certificate

To: The Graduate School of Business, Doshisha University,

I am requesting to receive my Degree Certificate by postal mail. I understand and agree that Doshisha University shall not be responsible for any loss, damage, delay, or misdirected mail that may occur during delivery. The Degree Certificate will not be reissued under any circumstances.

**Date of submission:** \_\_\_\_\_

**Name:** \_\_\_\_\_

(Full Name)

(Signature)

**Student ID:** \_\_\_\_\_

3D

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

Please fill in your full address with the correct street, city, state/province and postal code.

**Tel: +** \_\_\_\_\_

Please start with the country code.

**E-mail**

**Address:** \_\_\_\_\_

Please fill in your personal email address.

I would like to receive the Degree Certificate by:

- EMS (Express Mail Service)    Air Mail    Takkyubin (Within Japan only)

I am enclosing the following items along with this form for my Degree Certificate. (Please check the box):

1. Student ID Card  
 2. Commuter Pass Certificate  
 3. International Reply Coupon (IRC): \_\_\_\_\_ sheet(s) (For EMS or Air Mail only)  
(Please include the number of IRC instructed by the office.)

(Office use only)

受付日	返却物確認	送料確認	発送日 : 年 月 日
		宅急便着払い <input type="checkbox"/>	伝票番号 :
備考			