

Request for Official Transcripts

This is to request official transcripts or certified true copies of academic records, which are required for admission to International Christian University High School in Tokyo, Japan.

Student's Personal Information

Last name: _____ First name: _____
Date of birth (dd/mm/yyyy): _____
Phone number: _____
E-mail address: _____
Home address while attending school: _____
Grade(s)/Year(s) attended: From _____ to _____
Dates attended (mm/yyyy): From _____ to _____

Transcript Information

Requested Grade(s)/Year(s): ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
Delivery method:
☐ Parent will pick up.
☐ By mail to the name and address below:
Name: _____
Address: _____

Important Notes

1. Please enclose the official transcripts or certified copies in an envelope with an official school stamp or signature of the issuer across the seal.
2. Please indicate which, if any, of the classes are Honors or Limited English Proficiency classes.
3. Please provide, if possible, explanation of abbreviations and/or codes used on the transcripts.

Thank you for your cooperation.

Parent Signature

Date