

Please submit the completed application form and a copy of the ID page of your passport to the International Exchange Group by email (ustep-office.adm@gs.mail.u-tokyo.ac.jp), and wait for the acknowledgement of receipt of the application from the International Exchange Group.

【USTEP form】

Application for Issuance of Certificate

Request Date: _____

To: The Director General of Division for Global Campus Initiatives

Name		Student ID	
Course	USTEP TYPE U (University-Wide Exchange Program)	Birth Date (Year, Month, Date)	
Period of Enrollment	From _____ to _____		
Address			
Phone Number			
E-mail Address			
Requested Certificates *Please check boxes and fill in the number of copies you need in ().	<input type="checkbox"/> Transcript ()		
Purpose of Use			
Place to submit the documents			
Desired Date of Submission of issued documents		Envelope need to be sealed with a stamp	Yes / No
If yes, please specify how.	(e.g. one copy of transcript in a sealed envelope and make 3 sets of it.)		

—For office use only—

Issuance Date		No.		Stamp	
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