

海外現地校からの成績証明書の取り寄せ方について

出願書類として、外国の学校が発行した成績証明書（厳封）が必要な場合、海外滞在時の中学・高校から成績証明書を取り寄せる際には、記入例を参考にして、下側の用紙を切り取りご利用ください。なお、2つ以上の学校に在学していた場合は、この用紙のコピーを取り、全ての学校から成績証明書を取り寄せてください。

記入例 (SAMPLE)

To Whom It May Concern:

Please provide the following information which is being requested by International Christian University High School to screen applicants for admission. Please give the official transcript to the parent or send it to the following address:

Mr. Taro Kokusai 1-1-1 Nishino, Koganei-shi, Tokyo 184-8503, Japan

Student's Name: Hanako Kokusai

Address of student while attending your school:

111 West Place, Boston, MA 10583, U. S. A.

School years (Grades) attended:

Dates attended:

Grade 7th to 8th

September 2009 to June 2011
(month/year) to (month/year)

Parent's signature: Taro Kokusai

Date: December 1, 2011

下のフォームをキリトリセンから切り取って上の記入例を参考にご記入のうえ、海外の学校へご依頼ください。

To Whom It May Concern:

Please provide the following information which is being requested by International Christian University High School to screen applicants for admission. Please give the official transcript to the parent or send it to the following address:

Student's Name: _____

Address of student while attending your school:

School years (grades) attended:

Dates attended:

_____ to _____

_____ to _____
(month/year) to (month/year)

Parent's signature: _____

Date: _____

1. Please provide an official transcript or a certified copy (with signature or school stamp) of the record of academic grades achieved by the above named student during his/her time in your school.
2. Please enclose the **official transcript or certified copy** in an envelope with an official signature or stamp across the seal.
3. If possible, please indicate which, if any, of the classes are Honors, or Limited English Proficiency classes.
4. It would be very helpful if any explanation of abbreviations and/or codes used on the transcript could be provided. Also, if available, please enclose your school profile with the official transcript.

Thank you very much for your cooperation.