

## 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