**Form A:** Certificate of Graduation / Expected Graduation

**Applicants must ask their secondary/high school to process this document.**

The electronic data of the completed document must be uploaded to the Online Application System by the applicant (alternatively, it can also be uploaded to the Online Application System by the school) between **November 1 and December 4, 2023 (5 p.m. JST)**.

**The original of this form must be kept until the applicants’ screening results are announced.** The original must also be submitted if the applicant is shortlisted.

Please note that this document must be:

* Prepared on school letterhead stationery or an official seal/stamp
* Produced by the school
* Signed by the school principal/head

The school must be that which the applicant currently attends or most recently attended for secondary education.

If the school has its own format for the document, that is also acceptable. A copy of an original certificate of graduation or high school diploma may be submitted instead of Form A. The document must include the date of graduation/expected graduation and the name of the school. If the document is in a language other than English, the original and its English translation must be submitted together. The English translation must be certified by the school or by a notary office.

Thank you for your cooperation.

Kyoto iUP Admissions Office

**Certificate of Graduation / Expected Graduation**

(Form A)

This form must not be altered in any way, except for adjustments to the width/height of the entry fields and deletion of the cover page. The school letterhead must be inserted into the document file (not considered an alteration of the form).

|  |  |  |  |
| --- | --- | --- | --- |
| SCHOOL/INSTITUTION INFORMATION | | |  |
| Name of school/institution | |  | |
| Address |  | | |
| Phone |  | | |
| Email |  | | |
| URL |  | | |

|  |  |  |
| --- | --- | --- |
| APPLICANT INFORMATION | |  |
| Name of applicant |  | |
| Date of birth |  | |

|  |
| --- |
| This is to certify that the student named above enrolled at  on / /  (Name of School / Institution) (Month)　 (Date) 　(Year)  and [is expected to complete / has completed] all of the requirements for secondary/high school education and [graduate / graduated] from the  school on / / .  (Month) (Date) (Year) |

|  |  |
| --- | --- |
| Date of issue: | (Month) 　 (Date) (Year)  ) (Month) (Year) |
| Principal’s signature: |  |
| Principal’s name in block letters: |  |