### **Sabbatical Leave Program: Request form for certificate of dispatch (English/Japanese)**

MM/DD/YYYY

To: President, Ritsumeikan University

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| --- | --- | --- | --- |
| Affiliation/Position |  | Name |  |

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| --- | --- | --- | --- |
| For English certificate | NAME | Title | Dr.　／　Mr.　／　Ms.　　\*Please circle one. |
| Name |  |
| MAJOR (Select one specialty field: concise in English) |  |
| Currency\*Circle all you need\*If not stated, JPN\ only | JPN\　・ US$ ・　Euro　・　Other（　　　　　　　　　　　　　）\*If not stated, only Japanese yen will be used.\*The rate conversion date will be the day before the application form for certificate issuance is submitted. |
| Required　 No. | English　　（　　　　　） | Japanese　　（　　　　　） |
| President’s signature/sealRequired/Not required\*Please circle one of the above. | President’s signature | President’s seal |
| Required/Not required | Required/Not required |
| Purpose |  |
| Submitted　to: |  |
| Certified Period(Research period in Japan or overseas) | MM/DD/20YY ～ MM/DD/20YY |
| Receiving Method・Circle a desired method.・State address for mailing.・Circle a desired location for pickup. |  | Intra-mail | 　 |
|  | Mail | Mail to:〒 |
|  | Pickup | [Pickup locations] 5F Suzaku/1F Shugakukan Hall, Kinugasa/5F AcrossWing, BKC/3F Research Center for Disaster Mitigation System/5F Building B, OIC |
| Notes |  |
| **Time required for issuance: About two weeks**\*However, since it may take longer during entrance examinations and the summer vacation, earlier submission would be advisable. |
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