### **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 (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 certificate is issued. | | | | | | | | | |
| Required　 No. | | English　　（　　　　　） | | | | | | Japanese　　（　　　　　） | | | |
| Purpose | |  | | | | | | | | | |
| Submitted　to: | |  | | | | | | | | | |
| Certified Period  \*Within the period approved by the University Senate | | MM/DD/YYYY ～ MM/DD/YYYY | | | | | | | | | |
| 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 Across  Wing, BKC/3F Research Center for Disaster Mitigation System/5F Building  B, OIC | | | | | | |
| Notes | |  | | | | | | | | | |
| \*The following columns are for office use only | | | | | | |
| **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.  To be submitted to: [gairyu@st.ritsumei.ac.jp](mailto:gairyu@st.ritsumei.ac.jp)  Submission format: PDF or Word | | | | | | |  | Sent out | | Request for seal/signature | Received by Office of Research Planning and Development | Received by Research Office | |
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