### **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 AcrossWing, 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.jpSubmission 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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