### **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/seal  Required/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 to home | | 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 | |  | | | | | |
| **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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