

Request for Certificate of Receipt

Application Date : / /
Year / Month / Day

To Director of Financial Affairs Office, Kyoto Institute of Technology

[Applicant Information]

Student ID :

Full Name :

✖If you write by hand, please use block letters.

TEL:

I hereby apply for following certificate.

1. Content of Payment

- ☐ : Tuition Fee (FY : _____ , Semester : ☐ First ☐ Second)
- ☐ : Admission Fee (Enrollment year : _____ Examinee ID : _____)
- ☐ : Examination Fee (Examinee ID : _____ Application Category : _____)

2. Purpose of Receipt

- ☐ : Proof of delivery to destination for scholarship
☐ : Submitted to the place of employment for
☐ : Proof to the bank for the education trust fund donation
☐ : To apply for tax return
☐ : Other (

3. Certificate Language

- : Japanese □ : English

4. How to receive

- ☐ : Pick up at Cash Flow Management Financial Affairs Office (We will contact you as soon as it is ready.)
- ☐ : Sending by mail (Please submit a 460-yen stamped, long 3 envelope with your name, postal code, and address along with this form.)

※The following is written by the staff

※□ 受領時学生証確認

※納付方法の確認

- ☐ : 口座振替
- ☐ : 振込用紙
- ☐ : マイペイメント
- ☐ : クレジットカード
- ☐ : コンビニエンスストア

課長	副課長	出納係	受領印