

DOCUMENT REQUEST FORM



Instructions: Please complete this form and submit it with payment to IPU New Zealand Administration.
Requests from off campus should be mailed to: IPU New Zealand, C/ Academic Registry, Private Bag 11021,
Manawatu Mail Centre, Palmerston North 4442, New Zealand. Email: AReg@ipu.ac.nz
IPU New Zealand's bank account is 03 0726 0390941 00 (SWIFT Code: WPACNZ2W)

Student Name	Family Name	First Name	Student ID
			Date of Birth
Enrolled Programme(s)	1		
	2		

Any official documents will not be issued if you have outstanding money owed to IPU New Zealand. Documents will be issued within 5 days. Please allow additional time for delivery.

Applicant Signature: **Date of Request:**

I hereby authorise IPU New Zealand to provide the documents as requested below.

Document Requested (Please tick)	No. of Copies		Price (inc. GST)	Subtotal
	English	Japanese Translation		
<input type="checkbox"/> Academic Transcript			\$13.50 (the first copy)	\$
<input type="checkbox"/> Additional Copies			\$6.00 per additional copy	\$
<input type="checkbox"/> Letter of Enrolment			\$6.00 each	\$
<input type="checkbox"/> Letter of Graduation (Prospective)			\$6.00 each	\$
<input type="checkbox"/> Letter of Graduation (Completion)			\$6.00 each	\$
<input type="checkbox"/> Leave of Absence (LOA)/Withdrawal Letter (JASSO)			\$6.00 each	\$
<input type="checkbox"/> Programme Confirmation (JASSO)			\$6.00 each	\$
<input type="checkbox"/> JASSO Cover Letter (3 Documents)			no charge	
<input type="checkbox"/> Other (Please Specify)			\$	\$
<input type="checkbox"/> Standard Mail			no charge	
<input type="checkbox"/> Domestic Courier			\$10.00	\$
<input type="checkbox"/> International Courier			\$50.00	\$
			TOTAL	\$

Please indicate for what purpose this request is being made and where the document(s) will be submitted.

Purpose: **To submit to:**

If you require a transcript and are enrolled in the current semester, do you want IPU New Zealand to:

☐ forward the current academic record. or ☐ hold for inclusion of grades in the current semester.

Delivery Instructions (Please tick)	
<input type="checkbox"/> Please email me a PDF digital copy only	
<input type="checkbox"/> Please deliver to me at IPU New Zealand	
<input type="checkbox"/> Please mail directly to this address	Postcode
Phone:	Email :

OFFICE USE ONLY		
Received by Academic Registry	on	by
Document Issued	on	by
		Receipt #

INSTRUCTION ON DOCUMENT REQUEST

I) Please print and complete the attached form (PDF document) and send it to us by email or post.

- Email: AReg@ipu.ac.nz (scan and email your completed form as an attached file)
- Post: See below

II) Please deposit document fees.

- If you pay through internet banking, it is best if you could include a copy of the bank fund transfer page to confirm the payment in an email, or you can email us a copy of your pay-in slip.
- Alternatively you may send us a cheque.
- We do not accept credit cards.

BANK TRANSFER	CHEQUE
<p>Bank: Westpac</p> <p>Branch: 43 Broadway Ave</p> <p>Address: 43-45 Broadway Avenue, Palmerston North, New Zealand</p> <p>Account Number: 03 0726 0390941 00</p> <p>BSB Number: 03-0726</p> <p>SWIFT Code: WPACNZ2W</p> <p>Payee: IPU New Zealand</p> <p>Payee's address: 57 Aokautere Drive, Fitzherbert Palmerston North 4410 New Zealand</p> <p>Phone: +64 6 354 0922</p> <p>Reference: Your name and/or IPU New Zealand student ID</p>	<p>Payee: IPU New Zealand</p> <p>Postal address: IPU New Zealand Attn: Academic Registry Private Bag 11021, Manawatu Mail Centre, Palmerston North 4442 New Zealand</p> <p>Street address for courier: IPU New Zealand Attn: Academic Registry 57 Aokautere Drive, Fitzherbert Palmerston North 4410 New Zealand</p>

Please remember to include your name and/or student ID number as a reference in the bank transfer.

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Postage

- No charge for standard mail (domestic) or air mail (international)
- Domestic Courier: NZ\$10.00
- International Courier (signature on delivery and traceable online): NZ\$50.00