

# DOCUMENT REQUEST FORM



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. You will need to pay additional fees as priced for Japanese translated documents.

Student Name <small>Family Name</small>	..... <small>First Name</small>	Student ID
		Date of Birth
Enrolled Programme(s)	1	.....
	2	.....

**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"/> Academic Transcripts 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"/> Domestic Standard Mail			no charge	
<input type="checkbox"/> International Standard Mail			\$5.00	\$
<input type="checkbox"/> Domestic Courier			\$10.00	\$
<input type="checkbox"/> International Courier			\$50.00	\$
			<b>TOTAL</b>	\$

Please specify how you want the requested documents to be signed:  Digital  Original  Either

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"/> Pick up at reception	<input type="checkbox"/> Please email me a PDF digital copy .....
<input type="checkbox"/> Please mail directly to this address (Fees apply)	.....
	Postcode
	Phone: ..... Email: .....

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

## INSTRUCTION ON DOCUMENT REQUEST

**I) Please fill in the form and send it to us by email or post.**

**Please include a scan of your student ID or photo ID (drivers licence, passport)**

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

**II) Please let us know if you require an original signed copy or a digitally signed copy of the document.**

**III) 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.
- If you wish to pay by credit card, please email: AReg@ipu.ac.nz

<b>BANK TRANSFER</b>
<p><b>Bank:</b> Westpac <b>Branch:</b> Terrace End <b>Address:</b> 312/318 Broadway Ave, Palmerston North 4414, New Zealand <b>Account Number:</b> 03 0726 0390941-00 <b>BSB Number:</b> 03-0726 <b>SWIFT Code:</b> WPACNZ2W <b>Payee:</b> IPU New Zealand (Soshi Gakuen NZ Incorporated trading as) <b>Payee's address:</b> 57 Aokautere Drive, Fitzherbert Palmerston North 4410 New Zealand <b>Phone:</b> +64 6 354 0922 <b>Reference:</b> Your name and/or IPU New Zealand student ID</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 domestic standard mail
- International standard mail: NZ\$5.00
- Domestic Courier: NZ\$10.00
- International Courier (signature on delivery and traceable online): NZ\$50.00