

# Request for Certificate of Receipt

Application Date :        /        /  
Year / Month / Day

To Director of Financial Accounting 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 (Examinee ID :                )

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 Accounting Office (We will contact you as soon as it is ready.)

: Sending by mail (Please submit a 434-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

- : 座振替
- : 振込用紙
- : マイペイメント

課長	副課長	出納係	受領印