**Request for Refund of Matriculation Fee**

To the Chancellor of Sophia School Corporation:

I am requesting a refund for the fee which I have paid as my matriculation fee.

|  |  |
| --- | --- |
| Applicant’s Name  (Last, First) |  |
| Applied Program |  |
| Applied Semester |  |
| Status / Degree |  |
| Amount you paid as the application fee |  |
| Account holder’s name which you wish to refund |  |

■If you want to refund the fee to a **bank account outside Japan**, please fill out the Notification Sheet for Overseas Remittance (**Only typed forms are accepted**).

■If you want to refund the fee to a **Japanese bank account**, please fill out the Notification Sheet for Domestic (Japanese) Remittance (**Only typed forms are accepted**).

You must print, sign and scan the “Request for refund of application fee” (this form). Then, email it together with the completed “Notification Sheet for Overseas Remittance” or “Notification Sheet for Domestic (Japanese) Remittance” to the Admissions Office.

Sophia University Admissions Office:

Undergraduate: admapp-u-co@sophia.ac.jp

Graduate: admapp-g-co@sophia.ac.jp

Check the box below after confirming the information.

* I understand that refund cannot be made to postal saving accounts
* I hereby certify that the information on the attached file is true and correct.

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Signature of Applicant Address

入学センター使用欄

受付番号：

英字氏名：

入金月：

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Phone Number