**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 for refund the fee |  |

Please print, sign and scan this “Request for refund of application fee” (this form). Then, send back by e-mail with one of the forms in below.

For refund fee to a **bank account outside Japan**, please fill out the Notification Sheet for Overseas Remittance (**only typed form accepted**).

For refund fee to a **Japanese bank account**, please fill out the Notification Sheet for Domestic (Japanese) Remittance (**only typed form accepted**).

Sophia University Admissions Office:

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

Graduate: admission-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

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

Date Phone Number