



Student Document

The certificates listed below can be issued to current students.

- Student Registration Certificate
- Commuter pass purchase certificate
- Academic Transcript
- Certificate of Completion
- Certificate of Expected Completion
- Recommendation Letter

Note:

- Any release of student documentation including report cards, graduation certificates, etc. require a completed application release form to be presented to the Administration office one (1) week before the issue.
- In the event of transfer of school or withdrawal during the middle of the semester, school can only provide the report card for the completed semester.

Application Method

1. For Current Student:

Download the 'Certificate Request Form' for issuing the certificate from our website. Please go to >> **Student Document** >> **School Forms** >> '**Certificate Request Form**'

For Graduated Student

Please send email to the school admin to obtain the form (admin@tokyowest.jp)

2. Fill out the form with details needed.
3. After filling the application form, please send it to the admin email (admin@tokyowest.jp) or drop it at Admin Office.
4. School will issue the certificate within a week
5. Parents can come to the school to pick up the certificate or students can pick the certificate by themselves.

※ It takes time to issue the certificate. Please apply it with plenty of time.