

OCSI School Records Request Form

To order, complete and sign this form, then email to the school office at info@ocsi.org.

Please note: School records and other documentation requests are not accepted via telephone calls. Requests will be available for pick up 7 business days after payment (up to 2 weeks for multiple requests)

Requester

Student's Full Name (At time of attendance)

Date of Birth

Email Address:

Phone number

Grade/ Graduation year

Documents

Please check which records you want to request and indicate quantity on the line.

- Official School Records; Quantity: _____
- Certification of Graduation; Quantity: _____
- Certification of Expected Graduation; Quantity: _____
- Certification of Enrollment; Quantity: _____

Receiving Methods

Please check:

- Pick up at OCSI school office
 - Mail: Mailing Address _____
 - Email: Email address _____
- Name of School/ organization _____

Fees

School Records ¥2,000(mail)
School Records ¥1,000 (Pick up or Email)
Certification of Enrollment ¥200
Certification of Expected Graduation ¥200
Certification of Graduation ¥200

Payment Method

- Bank Transfer
Bank Information:
Okinawa Bank, Yomitan Branch
Account Number: 1424856
Gakko Hojin Okinawa Christian School
Swift code: BOKIJPJZ
- Pay at the OCSI office

Parent's/Guardian's Signature (if student is under 18)

Student's Signature



Email requests to: info@ocsi.org
Mail Requests to: Okinawa Christian School International
1835 Zakimi, Yomitan, Okinawa 904-0301 Japan

*** for Office Use Only ***

Fee Paid/Accts. Receivables: