



OCSI Records Request Form

To order, complete and sign this form. School records requests are not accepted via telephone and will be available for pickup/mailling after 7 business days (up to 2 weeks for multiple requests).

[Requester]

Student's Full Name	Student ID	Student Date of Birth
_____	A _____	_____
Email Address:	Phone number	Current Grade
_____	_____	_____

[Documents]

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

- _____ (¥500) Certificate of Enrollment in English
- _____ (¥500) Certificate of Enrollment in English & Japanese
- _____ (¥1000) Official School Records (Kindergarten - 8th)
- _____ (¥500) Certificate of Expected Graduation for current 12th graders
- _____ (¥500) Certificate of Graduation (within 6 months of graduation)
- _____ (¥500) Official Transcript (Certificate of high school credit)*

**First time requests are free for 12th; this is only for current students & within 6 months of after graduation students; other requests should be made through Parchment (see website "Records Request").*

[Receiving Method] Please check one:

- Pick up at OCSI school Office
- Email (To be official, they must be addressed directly to the third-party)
- _____ (¥400) Japan domestic mail (per a direction)
- _____ (¥2500) EMS overseas mail (per a direction)

Send to (if multiple, please list all):

[Payment Method]

- Pay at the OCSI Office (in Japanese yen cash)
- Bank Transfer ****Please note that you will be responsible for the bank transfer fee; please include the student's name on your bank payment note and send us a copy of the payment slip***

Okinawa Bank, Yomitan Branch
 Account Number: 1424856
 Gakko Hojin Okinawa Christian School
 Swift code: BOKIJPJZ

Parent/Guardian Signature

Student Signature

*** for Office Use Only ***

Fee Paid/Accts. Receivable: