



# OCSI Records Request Form

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

**[Requester]**      Date of request: \_\_\_\_\_

\_\_\_\_\_      A \_\_\_\_\_      \_\_\_\_\_  
Student's Full Name                      Student ID                      Student Date of Birth

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Email Address                      Phone number                      Current Grade

## [Documents]

Please check which record/ item you want to request, indicate the quantity on the line and period.

- \_\_\_\_\_ (¥500) Reissue of Student ID Card (Bulk Order end of March, Receipt mid-April)
- \_\_\_\_\_ (¥2000) Reissue of Student ID Card (Individual Order, takes about 2-3 weeks)
- \_\_\_\_\_ (¥1000) Official School Records (Kindergarten - 8th) \_\_\_\_\_
- \_\_\_\_\_ (¥500) Certificate of Enrollment in English
- \_\_\_\_\_ (¥500) Certificate of Enrollment with Japanese       with Attendance report \_\_\_\_\_
- \_\_\_\_\_ (¥500) Certificate of Expected Graduation for current 12th graders
- \_\_\_\_\_ (¥500) Certificate of Graduation (within 3 months of graduation)
- \_\_\_\_\_ (¥500) Other Certificate \_\_\_\_\_
- \_\_\_\_\_ (¥500) Official Transcript (Certificate of high school credit)\*

*\*First time requests are free for 12th; this is only for current students & within 3 months of after graduation students; other requests should be made through Parchment (see website "Records Request at **Parchment**").*

**[Receiving Method]** Choose from the following

- Pick up at OCSI school Office
- \_\_\_\_\_ (¥400) Japan domestic mail (per direction)
- Email - Note: to be official, must be addressed directly to the third-party (school/ public institution)  
It will be sent via email or domestic mail after your payment is confirmed.

**Send to** (If multiple, please list all and use the back side or email the principal):

## [Payment Method]

- Pay at the OCSI Office (Cash, JPY only)
- 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**

Please write **Receipt Date/ Signature** below

\*\*\* for Office Use Only \*\*\*

Fee Paid/Accts. Receivable:
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