

## (卒業生用) 証明書の申請手順について (Excel 用)

### About Procedure for Application of Certificate (for Alumni)

- ① 申請書に記入 (入力) する。

Please fill out the application form

- ② 記入した申請書をMCAにメールで送る。メールアドレス→ [sato@mcaschool.jp](mailto:sato@mcaschool.jp)

Please send the application form you filled out to MCA by email (sato@mcaschool.jp).

- **ビザ更新 (留学ビザ)** の場合は、在留カードの表裏のコピーと、現在通っている学校の学生証の表裏のコピーを添付すること。

In case of Visa extension, please also attach the photo of your residence card (both front side and back side) and the student card (both front side and back side) of your current school.

- **ビザ変更 (就労)** の場合は、在留カードの表裏のコピーと、内定通知書のコピーを添付すること。

In case of visa change for work, please attach the photo of your residence card(both front side and back side) and the job offer notice.

- ③ MCAの返事を受け取る。(必要な手数料等の金額を伝えます。)

Please wait for the answer from MCA. We will let you know the amount of issue fee you have to pay.

- ④ MCAの銀行口座に手数料等を振り込む。又はMCAに来て支払う。

Please send the money to MCA's bank account. Or, you can also come to MCA to pay for it.

- 発行希望日の**一週間前までに**振り込んでください。

Please pay for the issue fee at least one week before your preferable issue date.

- 振り込む際に、振り込み人の英語氏名と学生番号 (分かれば) を必ず書いてください。

When you make a money transfer, please also write your name and student number (of MCA. If you still remember) so that we know who send the money.

- 証明書を**郵送での受け取り**を希望する人は、切手代 (100円)を一緒に振り込んでください。If you want to receive the certificate by mail, please also pay for the post stamp fee (100yen) when you make a money transfer.

- 振り込んだら、そのレシート (**振り込み証明**) を写真にとって、メールで送ってください。

After payment, please take a photo of the receipt (certificate of money transfer), and send it to MCA by email.

- ⑤ MCAに直接来て書類を受け取るか、郵送で書類が届くのを待つ。

Please wait for the certificate to arrive. You can also come to MCA to pick up the certificate.