How to submit

1. Fill out this cover sheet in pen.
2. Staple your paper/report and this cover sheet together.
3. Detach the receipt from this sheet along the lower dotted line with scissors, and staple it to your paper/report.
4. Submit your paper/report and the detached receipt together with your student ID card.

Fill out all sections below in pen. (PENCIL NOT ACCEPTED)

Course title – Class (E.g.: Religion 1 – 3)

Name of Instructor

Date of submission (MM/DD/YY) / /

Faculty
Graduate School

Department
Major

Student ID
(Left-aligned)

Katakana

Name

Subject of paper/report

Grade

receipt stamp

Receipt of paper/report (Copy for student)

Course title – Class

Name of Instructor

Student ID
(Left-aligned)

Name

Fill out all sections above in pen. (PENCIL NOT ACCEPTED)