

DD/MM/YY

## Refund Request Form

(For Applicants of Research and Non-degree Programs)

<Attached documents>

“**収納証明書 (Certificate of Payment)**”  
or “**Form C**” or “**a copy of your bank’s  
foreign remittance request form**”

To the President of Tokyo University of the Arts,

I hereby request a refund of the screening fee paid as described below.

### 【Description】

Program	
Reference Number(5 digit) or Payment Processing number (12 digit)	(Note1)
Name	Signature
Address	
Telephone number	
E-mail	
Reason for refund request (Choose a reason from the list)	<input type="checkbox"/> Application rejected <input type="checkbox"/> Lack of application documents <input type="checkbox"/> Made double payment of the examination fee
Refund amount (Choose the program you applied to)	<input type="checkbox"/> Research           9,800 yen <input type="checkbox"/> Non-degree       9,800 yen

(Note 1) If you are a Research applicant and have paid the screening fee at a convenience store or credit card, please enter the 12-digit Payment Processing number on your “**収納証明書 (Certificate of Payment)**”. Other applicants are required to provide a 5-digit reference number, which can be found in Form AB, and C.

\*Provide your bank details in one of the following sections

**【Refund to Japanese Bank Account】** (Provide information exactly(i.e., in Kanji and furigana, or in

alphabet) as you declared at your Japanese bank. Where there are options, choose one. )

Bank Name	Bank(銀行) ・ Shinkin Bank(信用金庫) ・ Kumiai(組合)						
Branch	Main office(本店) ・ Branch(支店) ・ Sub-branch(出張所)						
Deposit Type	Savings(普通) ・ Checking(当座)						
Account No.							(Right-aligned)
Account Holder's Name	フリガナ 名前 Name	Relationship to the applicant ( )					
<p>* When the account holder is different from the applicant, tick the following box.</p> <p><input type="checkbox"/> I hereby designate the above mentioned account holder to receive my refund.</p>							

**【Refund to International Bank Account】**

Account Holder	
Address	
Country	
Account No.	
Bank Name	
Branch	
Bank Address	
Location of Bank(Country)	
ABA NO./ROUTING NO./ SORT CODE/BIC CODE etc.	
<p>* When the account holder is different from the applicant, tick the following box and provide the relationship to the applicant.</p> <p><input type="checkbox"/> I hereby designate the above mentioned account holder to receive my refund. (Relationship to the applicant _____)</p>	

Send the completed form to:

Accounting Section, Strategic Planning Division, Tokyo University of the Arts

12-8 Ueno-Koen, Taito-ku, Tokyo 110-8714, Japan