

**ENROLLMENT OF PAST VERIFICATION REQUEST**

Return to: Hawaii TOKAI International College

91-971 Farrington Hwy

Kapolei, HI 96707

Email: htic@tokai.edu

Phone :(808) 983-4100

 Today’s Date: / /

 Time Received by OSS:

**PLEASE PRINT CLEARY**

Print Full Name

 LAST FIRST MIDDLE

Your name in Kanji

Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth

Student signature

 (Verification will not be processed without student’s signature)

Phone number Email

Are you currently registered/enrolled at HTIC? **YES□ NO□** School

If no, last attended HTIC: □Fall □Spring □Summer □Winter

□Past Attendance □CP　　 □LA

Please check one:

 □Pick-up (Please allow two business days for processing)

 □Mail to:



**PLEASE PRINT CLEARY**

Total Number of certificate requested:

 Japanese copies $10 each = (For mailing 7days business days by regular air mail)

 English copies $10 each = (For mailing 7days business days by regular air mail)

**Postage charge :**( Note: Prices are subject to change. Your payment will be adjusted on current postage rate without notification.)

□Regular air mail within the U.S. there is **no charge** (delivery within 14-21 business days)

□For regular air mail outside U.S. **add $2.00 per document** (delivery within 10-14 business days)

□Priority mail within U.S. add **$9** (delivery within 4-5 business days)

□Express mail within the U.S. add **$30**(delivery within 2-3 business days)

□For Priority mail outside U.S. add **$40**(delivery within 7 business days)

□For Express mail outside the U.S add **$78**(delivery within 3-5 business days)

**Certificate Amount Due:** **Postage Amount Due:** **Total Amount Due:**

**Credit Card Payment**

Type of CC: CC#

Exp. Date: Name on Card: 3-Digit Security code:

Signature:

Email: Telephone:

**Mail request and payment to:**

Register, Hawaii Tokai International College 91-971 Farrington Highway, Kapolei HI 96707

Email to: studentservices@tokai.edu or Fax to: 808-983-4173

For in person payment see the Accounting office on the 1st floor. (Room A119)