

Agreement on the Handling of Names on the Doctorate Diploma at the Graduate School of Engineering and Science

January 29, 2014

Decision by the Graduate School of Engineering and Science Committee

1. The name to be displayed on the doctoral diploma shall be, in principle, the full name as it appears in the family register; if the student has applied to use his/her former family name, this shall be permitted also. However, if the student wishes to have both his/her current and former family names, the student shall complete and submit to the Graduate School Dean a Diploma Family Name Request Form (Form 1) (hereinafter the "Form").

2. The Graduate School Dean shall state the student's former family name in parenthesis provided that the student has been granted conferral of a degree and has submitted the Form.

3. Documents other than the doctoral diploma such as the Certificate of Degree Conferred shall be issued with the family name as it appears in the family register; if the student has requested to use his/her former family name, the document shall be issued with the former family name.

4. If those who had their doctoral diplomas made to display only their former family name or their current and former family name request an explanation concerning the consistency of names on the diploma and other various documents, a copy of certificate entitled Concerning the Name on the Doctoral Diploma (Form 2) shall be issued, and the University shall not bear any responsibility beyond the issuance of this certificate.

Supplementary Provision

This Agreement shall be enforced from March 31, 2014, and its application shall begin from October 1, 2013.

## Diploma Family Name Request Form

Date: \_\_\_\_\_

To Dean of the Graduate School of Engineering and Science

*To be completed by a student of the University only	Student No.	
	Graduate School	
	Major	
Name	Signature	

I hereby request that my current and former family names to be displayed on my doctoral diploma as stated below, and submit this form with my family register attached.

Name	Furigana		Furigana	
	New Family Name		First Name	
	Furigana			
	Former Family Name			

(Example)

Name	Furigana	• • • •	Furigana	• • • •
	Current Family Name	○ ○	First Name	□ □
	Furigana	• • • •		
	Former Family Name	▲ ▲		

\*If the student requests both his/her current and former family names to be displayed, it shall be rendered as the following: ○○ (▲▲) □□

Note:

1. The Certificate of Degree Conferral (Certificate of Completion) shall be issued with the student's university-registered family name (family name as it appears on the family register). If an outside organization requests to confirm the consistency of a student's family register name and his/her former family name, the University can issue a document to state that the institution grants the use of the former family name or both current and former family names. The University shall not bear any responsibility beyond the issuance of this document.
2. If the request is granted, ensure that all documents related to diploma review request to be submitted to the University shall state both the applicant's current and former family names.
3. When a doctoral diploma is issued, confirm that the name is stated correctly.

## Concerning the Name on the Doctoral Diploma

The Graduate School of Engineering and Science granted the applicant's request to display not the full name as it appears on the family register, but both the current and former family names on the doctoral diploma.

Former family name:

Current family name:

Full name on doctoral diploma:

Date: \_\_\_\_\_

Dean, Graduate School of Engineering and Science  
University of the Ryukyus

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