

To whom it may concern

This form is required for confirmation of business execution.
 Please complete this form or provide equivalent document.
 The university may contact you for clarification of the information provided here.
 However, such clarification shall not affect your rights and obligations.
 Thank you.

Certificate of Attendance

To TOKYO METROPOLITAN UNIVERSITY

This is to certify that the person mentioned below participated in the meeting.

Participant's name :

day month year day month year

Period of the meeting :

_____ / _____ / _____ - _____ / _____ / _____

Location of the meeting :

Business :

Affiliated post/Title :

Signed :

In addition to this form, forms prescribed by conference organizers are also acceptable.

Personal information provided here shall be used only for accounting purposes and shall be destroyed in a responsible manner after the data retention period set by the university has expired.