

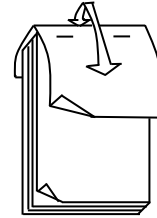
How to submit

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.

<Sample>

Manuscript paper

Report paper



(Bound in a double-leaved format.)

Fold back along the dotted line, place your paper/report into this cover sheet and staple them together.

Fold

Fold

← Staple here →

Subject of paper/report

Grade

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) / /

The Institute for the Liberal Arts							
Student ID <small>(left-aligned)</small>							
<i>Katakana</i>							
Name							

Cut



Tear off here before submission and hand in the bottom section together with your paper/report.



Cut

1. You must submit your paper/report in person. Be sure to bring your student ID card with you.
2. No papers/reports that are overdue will be accepted.
3. Keep the receipt of paper/report until you receive your grade for the subject.

Receipt stamp

Receipt of paper/report (Copy for student)

Course title - Class
Name of Instructor

Student ID <small>(left-aligned)</small>							
Name							

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