

Online Application (Off Campus Issuance Service) <Graduates>



After applying for your certificate to be issued through the dedicated Website, you can print out your certificate using a multi-function copier at a convenience store, or request a copy by postal mail from the university.

*Students who have been removed, who have withdrawn, and non-regular students are not allowed to use this service.



Please refer to [the link](#) for information about out of service or maintenance timing.

1. Procedure from Application to Receipt

It will take about 7 days (printing out at a convenience store) to 14 days (using domestic postal mail) to carry out the procedure. Please allow sufficient time to apply for your certificate.

STEP
1

Applying to use the service ***Only for the First Application**

To apply to use the service, please input the necessary items through the dedicated [Website](#).

After verifying your identity, the university will approve applicants using the service.
*It will take about 2 business days from application to approval.

STEP
2

Application for a Certificate

After receiving an approval email allowing you to use the service, please apply for your certificate to be issued after clicking the URL provided and logging in.

Receipt: At a convenience store / By postal mail

*Depending on your year of admission, there are some limitations on Convenience Store Issuance.

Payment: By credit card/ By convenience store payments

STEP
3

At a Convenience Store

Please print out your certificate using a multi-function copier at a convenience store after you have received an email saying your certificate issuance preparation has been completed.

*After the expiration date (mentioned in email), your certificate cannot be issued.

Available Convenience Stores

***Only in Japan**

- 7-ELEVEN
- FamilyMart
- LAWSON

STEP
3

By Postal Mail

Your certificate will be sent from the university in the order of when applications are received.

It will take about 3 business days from the approval of your application to shipment.

Sending by standard postal mail, Letter Pack Light, or EMS.

***Only EMS can be used for sending overseas.**

*Please select Letter Pack Light for a non-folded certificate or a certificate with an official seal.

For applying to use the service for the first time, you will be asked to upload images of your official documents.

*All ID need to be valid.

- Please upload an official document which includes a photo of your face, and which certifies your “name and address” or “name and date of birth”.

For example: driver’s license, passport, residence card

- More than 2 documents are necessary to upload, if those documents do not include photos of your face.

For example: insurance card, residence certificate, pension handbook

- Please cover your personal number on your Individual Number Card or insurance card, and your Basic Pension Number on your Pension Handbook by using something such as masking tape.
- Please refer to section “4”, if you have a new (family) name different from the one you used at the university.

Required Fees

Certificate Issuance Fee	300yen (per letter)
System Usage Fee	300yen (per application)
Postage (By Postal Mail)	Actual Expenses
Printing Fee (Convenience Store Issuance)	60yen (per copy)



Once you have applied for certificates, you cannot cancel, change your request, or get a refund.

Special Notes

- For Off Campus Issuance Service, you need to set up an account (user ID, password) for each past history of enrollment.

For example: After graduating from the School of Law, you entered the Graduate School.

1. If both your graduation certificate (of the School of Law) and the completion certificate (of the Graduate School) are needed, please make separate accounts for the school and the graduate school and apply for certificates separately. You cannot apply for certificates of the school and the graduate school at the same time.
 2. If only a graduation certificate (of the School of Law) is needed, please make only 1 account (for the School of Law) and apply for the certificate.
- When using postal mail, we normally send a certificate to the applicant’s address. If you request us to send a certificate to another address, please be sure to indicate the reason in the remarks column when you apply.
 - The Ministry of Foreign Affairs and Overseas Diplomatic Offices do not currently accept certificates issued from a multi-function copier at a convenience store. If you submit your certificate to the Ministry of Foreign Affairs or Overseas Diplomatic Offices, please select “Postal Mail” to receive your certificate, and indicate “for submitting to the Ministry of Foreign Affairs (or Overseas Diplomatic Offices)” in the purpose of use column on your Online Application.
 - If the system is out of service because of holidays, exams, or maintenance, we will inform you through [the top page](#), so please check it out.
 - As for Off Campus Issuance Service, we cannot give you a receipt. If you need your receipt, please issue your certificate at your school/ graduate school office.

2. List of Certificates Available through Online Application

- All issuance fees are 500yen per letter.
- Depending on your year of admission, there are some limitations on the way of receipt.
- If the Convenience Store Issuance Service is not applicable to you, please select Postal Mail Service when you apply.

University Junior College		Convenience Store Issuance	Postal Mail
Graduation Certificate (Japanese/ English)	Admitted before AY1990	×	○
	Admitted after AY1991	○	○
Transcript (Japanese/ English)	Admitted before AY1994	×	○
	Admitted after AY1995	○	○

Graduate School Professional Graduate School		Convenience Store Issuance	Postal Mail
Completion Certificate (Japanese/ English)	Admitted before AY1990	×	○
	Admitted after AY1991	○	○
Transcript (Japanese/ English)	Admitted before AY1996	×	○
	Admitted after AY1995	○	○

Special Notes

- Your full name that you used when attending the university will be printed on your certificate.
- Certificates not listed in the table above are not available. For Professional Course Certificates (prospective teachers, social education specialists, curators, librarians, and licensed librarians), please refer to [the link](#).

For a Certificate in English

- Your romanized full name that you used when attending the university will be normally printed on your certificate.
- <At applying to use the service> Please upload your passport as your ID to verify your identity. *If you have already uploaded another ID, or if you do not have your passport, you are not applied.
- <At Application for Certificates> Please apply by mail and indicate your romanized full name (same as on your passport) in the remarks column.

3. For a Sealed Envelope

When applying online, please select the following items.

- Receipt Method: Postal Mail
- Sealed Envelope Request: Yes
- **Sending Method: Letter Pack Light**



Often applicants select standard Postal Mail incorrectly. Please be sure to select Letter Pack Light if you are requesting a sealed envelope

- The Remarks Column: Please indicate which certificate you would like to be sealed.
*If there is no mention, all certificates you apply for will be sealed.

4. If you have changed your last (or first) name after graduation

At applying to use the service

Please upload an official copy of your family register (or the family register itself) (issued within the last 3 months) to verify your identity using your full name that you used when attending the university. In addition, an official copy of your family register (or the family register itself) is not necessary if you have already uploaded your driver's license or Individual Number Card with your maiden name on it.

For a certificate with your current name on it

When applying online for your certificate, please select "Postal Mail" as the method of receipt and indicate that you want a certificate with your current name on it in the remarks column.

*A certificate with your current name on it cannot be issued at any convenience stores. If you incorrectly apply for your certificate to be issued at a convenience store, your certificate will be issued with your maiden name on it. Furthermore, please note that you cannot cancel, change your request, or get a refund.

5. Further Information

If you use a convenience store to issue your certificate, we advise you to agree with the user policies of the stores as stated in the following links for "netprint" and "Network Print Service".

[User Policy of netprint \(7-ELEVEN\)](#)

[User Policy of Network Print Service \(FamilyMart, LAWSON\)](#)

6. For Inquiries

First, please click [here](#) and check FAQ.

If this does not solve your problem, please contact the dedicated Help Desk regarding the issuance system, and contact your school or graduate school offices regarding your certificates.