



On Campus Issuance <Enrolled Students>

Your certificate will be issued by the automatic certificate issuing machines on campus, or by applying to your school or graduate school offices.

1. Procedure from Application to Receipt

STEP 1	Application for a Certificate at the Automatic Certificate Issuing Machines Please apply for your certificate to be issued by the automatic certificate issuing machines on campus.
	<u>What you need to use the automatic certificate issuing machines</u> ① Student ID ② Issuance Fee ③ Authentication Account ("KYOTSU-NINSHO" Account) and Password



STEP 2	Getting a Certificate at the Automatic Certificate Issuing Machines Please follow the instructions from a machine to get your certificate issued.
	It will take about 5 minutes.

2. List of Certificates Available through On Campus Issuance Service

Types of Certificate		Certificate of Student Status	Transcript	Certificate of Expected Unit Acquisition
SAMPLE	Undergraduate Schools	Japanese English	Japanese English	Japanese English
	Graduate Schools	Japanese English	Japanese English	—
Issuance Fee		300yen (per letter)		

Types of Certificate		Certificate of Expected Graduation	Certificate of Expected Completion	Medical Certificate
SAMPLE	Undergraduate Schools	Japanese English	—	Japanese
	Graduate Schools	—	Japanese English	Japanese
Issuance Fee		300yen (per letter)		

Types of Certificate		Certificate of Expected Acquisition of Teaching Qualification	Student Discounts on Public Transportation ("GAKUWARI")
SAMPLE	Undergraduate Schools	Japanese	—
	Graduate Schools	—	—
Issuance Fee		300yen (per letter)	

Special Notes

- Please contact [your school or graduate school office](#) if you need certificates which are not listed in the table above.
- Those who meet the prescribed conditions may apply for the Certificate of Expected Graduation or the Certificate of Expected Completion.
- Non-degree students and auditing students should apply for their certificates at their school or graduate school offices directly.
- For certificates other than those mentioned as the following, please refer to [the Website](#).

(Certificates for Certification Courses for graduate students or Certificates of Expected Acquisition of a Teaching Qualification for undergraduate students).

*Certification Courses include those for Prospective Teachers, Social Education Specialists, Curators, Librarians, and Licensed Librarians.

- If you are scheduled to graduate/ complete in September and need your Certificate of Expected Graduation/ Completion with the expected graduation date, please apply at your school or graduate school office.

3. Location of Automatic Certificate Issuing Machines

Campus	Location	Operating Hours
Surugadai	<ul style="list-style-type: none"> • Liberty Tower 3rd Floor (3 machines) • Global Front 1st Floor (1 machine) • Building No. 12 1st Floor (1 machine) 	Weekdays: 9:00-19:30 Saturdays: 9:00-14:00 Sundays: Out of service
Izumi	<ul style="list-style-type: none"> • Building No. 1 1st Floor (1 machine) • Media Building 1st Floor (1 machine) 	
Ikuta	<ul style="list-style-type: none"> • Main Building 1st Floor (2 machines) • Center of Collaborative Innovation and Incubation (1 machine) 	
Nakano	<ul style="list-style-type: none"> • Low-Rise Wing 3rd Floor in front of Office (2 machines) 	

*Operating hours may be changed, so please be sure to check [the operating schedules](#) in advance.

4. For a Sealed Envelope

For those who would like a certificate in a sealed envelope, please apply at your school or graduate school office directly. The certificates issued by automatic certificate issuing machines cannot be sealed up. You cannot cancel or get a refund if you make a mistake for issuance and then ask for being sealed.

5. For Inquiries

Please click [here](#) and contact your school or graduate school office.