

On Campus Issuance <Graduates/ Students who have been removed, who have withdrawn, and Non-Regular Students>



For your certificate to be issued, you need to apply to your school or graduate school office where you can receive it directly.

*For regular students, online application is more convenient to get their graduation and completion certificates, or transcripts.



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

1. Procedure from Application to Receipt

STEP 1	<p>Application for a Certificate at a School or Graduate School Office Please bring the required items to your school or graduate school office. <u>Please be sure to check the office hours of your school or graduate school office on the Website in advance.</u></p> <p>What You Need for Application *Please refer to below for details. 1. ID 2. Issuance Fee 3. Certificate Issuance Application Form</p>
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STEP 2	<p>Getting your Certificate from the Office Please wait while the office issues your certificate.</p> <p>It takes about 20 minutes normally. *However, it may take up to 3 hours depending on your graduated year or the type of your certificate. Especially, for those who enrolled before than AY1990, please contact your school or graduate school office in advance, so that you can get your certificate smoothly.</p>
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What You Need for Application

1. Your ID

Please bring your ID which includes a photo of your face and verifies your “name and address” or “name and date of birth”.

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

*More than 2 documents are necessary if your ID has no photo attached.

For example: insurance card, residence certificate, pension book

*If you have changed your name after graduation, please bring an official copy of your family register (or the family register itself) (issued within the last 3 months) in order to verify your identity, using your full name that you used when attending the university. (An official copy of your family register (or the family register itself) is not necessary if you bring your driver’s license or Individual Number Card with your maiden name on it.)

2. Certificate Issuance Fee

Please pay the exact amount in cash. We cannot give change.

3. Certificate Issuance Application Form

Please download this document, and bring it with you, after filling out the necessary information.

Special Notes

- Please be sure to check the office hours of your school or graduate school office on [the Website](#) in advance. There will be no service outside of the office hours.
- Offices will be closed during the summer (8/10-8/16) and winter (12/26-1/7) holidays.
- Office hours may change depending on the circumstances such as the entrance exams periods and so on.

2. List of Certificates Available through On Campus Issuance Service

Types of Certificate		Certificate of Graduation	Certificate of Completion	Transcript
SAMPLE	Undergraduate Schools	Japanese English	—	Japanese English
	Graduate Schools	—	Japanese English	Japanese English
Issuance Fee		500yen (per letter)		

Types of Certificate		Certificate of Withdrawal	Certificate of Removal
SAMPLE	Undergraduate Schools	Japanese English	Japanese English
	Graduate Schools	Japanese English	Japanese English
Issuance Fee		500yen (per letter)	

Types of Certificate		Non-Degree Student Certificate	Auditing Student Certificate
SAMPLE	Undergraduate Schools	Japanese English	Japanese English
	Graduate Schools	Japanese English	Japanese English
Issuance Fee		500yen (per letter)	

Special Notes

- Please contact [your school or graduate school office](#) if you need certificates not listed in the table above.
- Please refer to [the Website](#) for certificates for Certification Courses (Prospective Teachers, Social Education Specialists, Curators, Librarians, Licensed Librarians).

3. For a Sealed Envelope

For those who would like a certificate in a sealed envelope, please check the appropriate box on the application form.

4. How to apply through a representative

Notes for application through a representative

- If you apply through a representative, you will need to authorize the details of your application.
- If you apply for your certificate from abroad, please use Off Campus Issuance Service (you will receive it by postal mail) or apply through a representative living in Japan.

Procedure to apply through a representative

1. In addition to the 3 required items (mentioned above), please bring the following documents.
 - Proxy form completed by the applicant.
(Please click [here](#) for the format.) (Please submit the original.)
 - A copy of the applicant's *ID
 - *The representative's ID
*The ID needs to include a photo of their face and verifies their "name and address" or "name and date of birth".
For example: driver's license, passport
More than 2 documents are necessary if the ID has no photo attached.
For example: insurance card, residence certificate
2. When applying through a representative, the applicant needs to send an email to their school or graduate school office in advance. Please refer to item 5. for the email address of each office.
3. Please bring the 6 required items in total to your school or graduate school office.

5. For Inquiries

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