

Postal Mail <Graduates/ Students who have been removed, who have withdrawn, and Non-Regular Students>



After applying for your certificate to be issued by postal mail, you can receive your certificate by postal mail from the University.

*For graduates, 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

It will take about 14 days (by domestic postal mail) to carry out the procedure. Please allow sufficient time to apply for your certificate.

STEP 1	<p>Application for a Certificate by Postal Mail</p> <p>Please prepare the required items, and send them to your school or graduate school office.</p> <p><u>Required Items</u> *Please refer to below for details.</p> <ol style="list-style-type: none">1. A copy of your ID2. Issuance Fee3. A self-addressed, stamped envelope4. Certificate Issuance Application Form
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STEP 2	<p>Getting your Certificate by Postal Mail</p> <p>Your certificate will be sent from the university in the order of when applications are received, so please wait until it will arrive.</p> <p>It will take about 3 business days from the approval of your application to shipment.</p>
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What You Need for Application

1. A copy of your ID

Please send a copy of 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 send 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 send a copy of 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. A self-addressed, stamped envelope

Please send a stamped envelope with your zip code, address, and your full name. For reply fees, please refer to [the Website](#).

*Postal mail may be returned if you stay at a monthly apartment or somewhere that does not have a nameplate. Please make sure that your designated address is one that can be delivered to. We will not be responsible for certificates that cannot be delivered due to the postal situation. Please use a traceable services such as registered mail or Letter Pack.

4. Certificate Issuance Application Form

Please download [this document](#), and send it after filling out the necessary information.

2. List of Certificates Available through Postal Mail Application

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.

The maximum standard size for postal items (120×235mm) (“NAGAGATA SANGOU”) will be used for a sealed envelope. So, please prepare a self-addressed, stamped envelope which is bigger than “NAGAGATA SANGOU”.

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 or apply through a representative living in Japan.

Procedure to apply through a representative

1. In addition to the 4 required items (mentioned-above), please send the following documents.
 - Proxy form completed by the applicant.(Please click [here](#) for the format.) (Please send the original.)
 - A copy of the applicant’s *ID
 - A copy of 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 send the 7 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.