Online Application (Off Campus Issuance Service) <Enrolled Students>

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.

*Only regular students can 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 1 day (printing out at a convenience store) to 7 days (using domestic postal mail) to carry out the procedure. Please allow sufficient time to apply for your certificate.

STEP 1

Application for a Certificate

Please apply through the dedicated Website to get your certificate, by logging in with your Authentication Account (“KYOTSU-NINSHO” Account) .

Receipt: At a convenience store / By postal mail
Payment: By credit card/ By convenience store payments

STEP 2

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 2

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.

Required Fees

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

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

Special Notes

- 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.
- Certificates issued using multifunction copiers at convenience stores, which were previously not accepted by the Ministry of Foreign Affairs of Japan or Japanese diplomatic missions overseas, are now accepted. If you need to submit a certificate to the Ministry of Foreign Affairs of Japan or a Japanese diplomatic mission overseas, please use a certificate issued using a multifunction copier at a convenience store. Last updated: November 2026
- 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

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
SAMPLE	Undergraduate Schools	**Japanese**
	Graduate Schools	**—**
Issuance Fee		**300yen (per letter)**

- Certificates not listed in the table above cannot be issued by online application.
- Student Discounts on Public Transportation ("GAKUWARI") is available only at the certificate issuing machines on campus.

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
- The Remarks Column: Please indicate which certificate you would like to be sealed.

*If there is no mention, all certificates you would apply for will be sealed.

4. 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)

5. 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 office regarding your certificate.