

Action
required

Issuance of Certificates Upon Graduation/Completion

We will guide you through the procedures required to receive the certificates.

Certificates Issued Free of Charge Upon Graduation/Completion

At the time of graduation/completion, the following certificates can be issued free of charge, **one copy each in Japanese and English**, through the Certificate Issuance Service.

- Certificate of Graduation / Degree Conferment
- Official Transcript
- Certificate of Completion of Minor / Educational Program (Only for students who completed the required credits)

* Additional certificates may be issued by certain faculties or graduate schools.

Procedures Required for Free Issuance

Steps Required Before the Commencement Ceremony

- ① Log in to the Certificate Issuance Service as a **"Current Student"** using your University's UserID.
- ② From the notification screen displayed upon login, or by clicking the gear icon at the top right of the application home page, go to **"Apply for additional graduate account"**.
- ③ Enter the email address you will use after graduation/completion and update your registered email address.
* Please **register a personal email address**, not the one provided by the university.
- ④ Select "New" as the application type, enter your current address and other required information, then click the "Application" button.
- ⑤ Check the "First-time Password" sent to the email address you entered and **set your "Password" and "Second Password"**.

* For students whose Name (Kanji) includes an asterisk (*), the certificates in Japanese marked [For Free] will display the Name (Katakana). If you require a certificate with your Name (Kanji) included, please contact the office of your faculty or graduate school in advance. (An additional issuance fee will be required.)

Steps Starting the Day After the Commencement Ceremony

- ① Log in to the Certificate Issuance Service as a **"Former Student"** using the email address and passwords you registered in advance.
- ② Choose your preferred issuance method from the following options: **"Issuance at Convenience Stores (Paper)"**, **"Issuance via On-campus Machines (Paper)"** or **"Issuance via Online System (PDF)"**.
* If you select "Issuance at Convenience Stores", an additional printing fee of 60 JPY per page will apply.
* If you select "Issuance via On-campus Machines", please be aware of the machine's operating hours.
- ③ For certificates **marked [For Free]**, select the desired number of copies and submit your application.
- ④ Follow the instructions on the screen or in the email to complete the certificate issuance process.

For Those Who Need Multiple Copies of Certificates

If you need more certificates, **starting from the day after the commencement ceremony**, please log in to the Certificate Issuance Service as a "Former Student" and apply for the certificates you need in the same way as for [For Free] issuance. For details including **certificate issuance fees** and **system usage fees**, please refer to the "Certificates" page on the University's official website.

Details on Service, Operating Hours and Login

