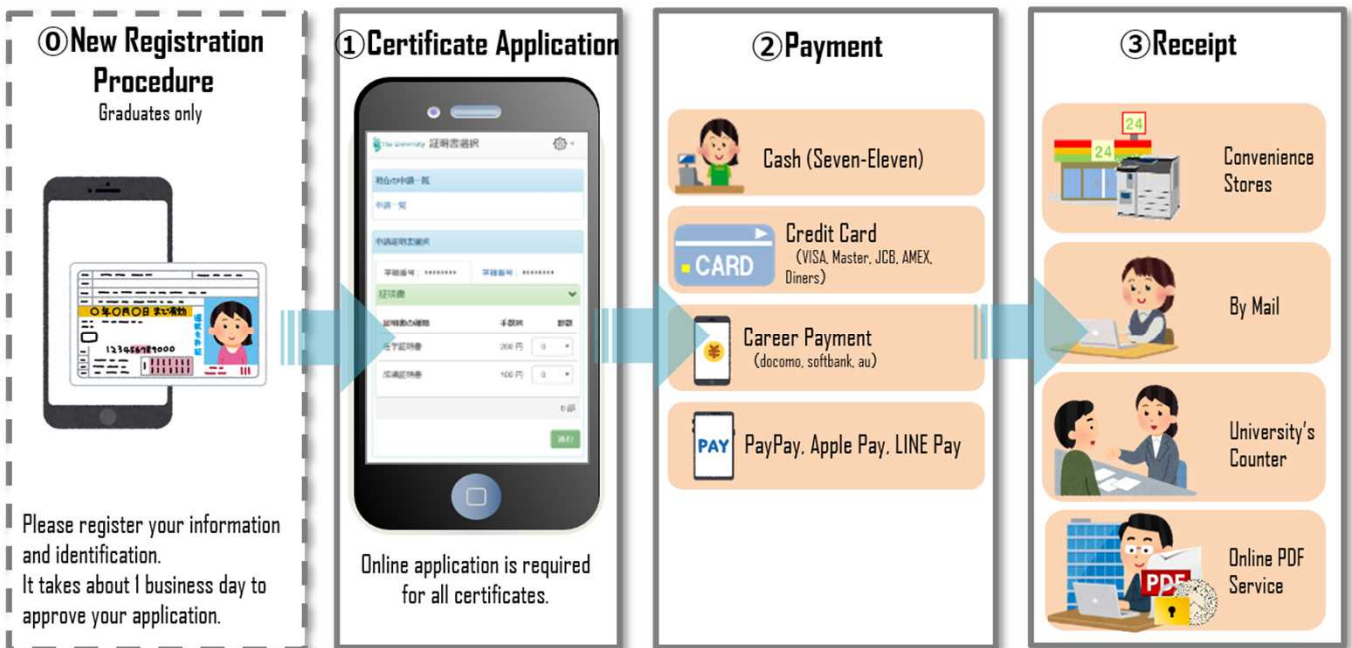


About the "Certificate Issuance Service"

The "Certificate Issuance Service" is a service that allows users to [apply online](#) for the certificates, pay in cash at a convenience store, by credit card or by various types of multi-payment, and then have the certificates issued at a multi-copy machine at a convenience store ((1) Convenience store issuance service), by mail ((2) Online application mailing service) or by online ((3) PDF delivery service).

- (1) Convenience store issuance service is a service to issue the certificates using multi-copy machines at convenience stores (Seven-Eleven, Family Mart, and Lawson) . A charge of JPY60 per certificate sheet for printing is required to use the multi-copy machines at convenience stores.
- (2) Online Application and Mailing Service is a service that allows you to apply for and pay for the certificates online and send them to you by mail. A separate postage fee is required. You can also pick up the certificates at the university counter (enrolled campus) (no postage required).
- (3) Online PDF Sending Service is a service that sends a download link for electronic data (PDF) with an electronic time stamp and electronic certificate directly to the company where you will be employed, etc. You cannot send electronic data (PDF) to yourself.

[The flow]



- *You can apply from your smart phone, computer or tablet.
- *New Registration is required for the first time a graduate uses the service. (It takes about one business day for approval.)
- *Online application is required regardless of the type of certificate or the method of receipt.
- *After new registration is approved, certificates can be issued at convenience stores or by online PDF delivery on the same day as the application is submitted (except during maintenance periods, etc.). If you apply by mail or pick up at the counter, it will take about 3 to 10 business days after application.
- *The method of receipt differs depending on the type of certificate, year of graduation, etc. Please check separately for details.
- *There is no fee for issuing certificates for the faculty in which you are currently enrolled. (In case of receiving by mail, postage and system usage fee (JPY100 /time) will be charged.)