

Certificate Application Form

Application Date: Year Month Date

Faculty/Graduate School from which you graduated	Department/Course from which you graduated	Course from which you graduated (for non-degree-seeking students)	Student ID number when you enrolled (If unclear, please leave blank.)	Year and Month of Graduation	
Faculty of	Department of			Year	Month
Graduate School of (Masters Course)	Course of			Year	Month
Graduate School of (Doctoral Course)	Course of			Year	Month
Your name at graduation				If your name has changed, please write your current name in the column below.	
※ If you need a certificate in English, please write your name exactly in English as shown in your passport.					
Date of Birth	Year	Month	Date	Remarks	
Nationality					
Your phone number	Phone number ()		E-mail : _____		※Please write if you were Research Student , Special Auditing Student or Special Research Student.
※ Please provide a phone number where you can be reached during the day on weekdays since we may contact you regarding the issuance of certificates.					

Prepared Document	Types of Certificate	Certificates in Japanese		Certificates in English		Seal required	
		copy	yen	copy	yen	necessary	unnecessary
Undergraduate	Graduate Certificate	copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
	Transcript	copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
Graduate	Graduate Certificate (Masters Course)	copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
		copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
	Transcript (Masters Course)	copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
		copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
Others	Certificate of Academic Ability (To obtain a teacher's license in Japan)	copy	× 300yen = 0 yen			<input type="checkbox"/>	<input type="checkbox"/>
	Types of license : i.e., First category teacher's license for junior high school, in Japanese; Specialized teacher's license for high school, in geography and history					<input type="checkbox"/>	<input type="checkbox"/>
	()	copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
	()	copy	× 300yen = 0 yen	copy	× 500yen = 0 yen	<input type="checkbox"/>	<input type="checkbox"/>
		Total for Japanese 0 yen		Total for English 0 yen		Total 0 yen	

Intended use () e.g., for job hunting or to obtain some qualification

Place submitted ()

Certificate sealing method (if applicable)
 All certificates (one copy each) must be sealed separately. All certificates (one copy each) must be sealed together.
 Graduate certificates and transcripts (one copy each) must be sealed together.
 Others (Please be specific.)
 ()

- ◆ Please paste proof of payment (Transfer Payment Bill and Receipt issued by Japan Post Bank) in the designated column for confirmation of payment.
- ◆ Certificates are dispatched in approximately five days (excluding Saturday, Sunday, and National holidays). The time to issue a certificate in English or a Certificate of Academic Ability is approximately 10 days (excluding Saturday, Sunday, and National holidays).
- ◆ Certificates required for obtaining teaching licenses differ according to purpose, so please contact the authorized department if you need a Certificate of Academic Ability. Please contact the prefectural or municipal board of education of the place where your license was issued regarding the Verification Letter for Issuance of a Teachers' License.

Attachment field for "Transfer Payment Bill and Receipt"

Regarding handling of personal information

This application form is to be submitted for issuance of certificates; therefore, obtained information is not used for any purpose other than the issuance of certificates and is not provided to third parties, except in cases prescribed in Section 2 of Article 9 of the Act on the Protection of Personal Information Held by Independent Administrative Agencies.

Check column before dispatch

【Check column by the applicant】
 Certificate Application Form Reply envelope (Applicant's address and name are mentioned. Stamps are affixed.)
 Copy of Identification Proof of Payment

【Check column in case of application by proxy】
 Letter of Attorney Copy of Identification of Delegate

Application ID : _____
 ※Application ID will be filed by University