1. Check the user agreement

(1) Check the user agreement.

(2) Enter your email address, check the "I agree to above user agreement" box, and then click "Send".

2. Sending an application email

(1) The application email has been sent.

(2) You will receive the following email. Click on the URL in the email.

3. Enter the applicant information

(1) Enter the applicant information.

(2) Enter your mailing address.

    A) For mailing within Japan

        ① Select either "Standard (Domestic)", "Express (Domestic)", or "Letter pack light (Domestic).

        ② Enter your address in Japan and other information.

How to apply through the system

B) For mailing outside of Japan (countries that can be mailed by EMS)

① Select "EMS (Overseas)".

② Select the country where you want to send the package.

③ Enter your address and other information.

  * Enter "999-9999" in the "Postal code" field.

C) For mailing outside of Japan (countries that cannot be mailed by EMS)

① Contact the issued department to confirm the method of sending and postage.

② Select "EMS (Overseas)".

③ Enter the name of the country to which you want to send the package.

④ Enter the postage in Japanese yen.

How to apply through the system

⑤ Enter your address and other information.

* Enter "999-9999" in the "Postal code" field.

(3) Enter the certificate information.

① Select "Undergraduate Program", "Master's Program", or "Doctoral Program".

② Select a faculty.

③ Enter the date and time of enrollment and graduation.

④ Select the number of copies of the application certificate.

⑤ Enter the purpose of use.

⑥ Select whether or not you need to seal the envelope strictly.

⑦ If necessary, enter information in the "Comments" field.

How to apply through the system

[Note]
・If you wish to have the certificate issued in the designated format, select the number of copies of the certificate you wish to apply for, enter "I wish to have the certificate issued in the designated format" in the "Comments" field, and then send the designated format to the issued department.
・If you wish to get multiple faculties'/graduate schools' certificates, you need to apply multiple times.
  * Service fees, postage and certificate fees will be charged each time you apply.

・For STEPS students, select "Undergraduate Program".
・For Summer Program Students, select "Undergraduate Program", select "Exchange Student (STEPS Student)" in the Faculty field, and enter "Summer Program Student" in the Department field.

How to apply through the system

Certificate Information

Please check the relevant boxes

* If you wish to get multiple faculties'/graduate schools' certificates, you need to apply multiple times. (Service fees, postage and certificate fees will be charged each time you apply) Multiple certificates may be delivered separately.

◉ Undergraduate Program

Faculty	★	Faculty of Liberal Arts ⬍
Department (Leave blank if unknown.)		
Student ID number (Leave blank if unknown.)		09LL999
Month and year (yyyy/mm) of Admission		2009 / 4 ⬍
Month and year (yyyy/mm) of Graduation/Withdrawal		2013 / 3 ⬍ Graduation ⬍

Japanese	Certificate of Graduation	1 ⬍	copy / copies
	Transcript of Academic Record	2 ⬍	copy / copies
	Other Certificates	― ⬍	copy / copies
English	Certificate of Graduation	1 ⬍	copy / copies
	Transcript of Academic Record	2 ⬍	copy / copies
	Other Certificates	― ⬍	copy / copies

○ Master's Program

○ Doctoral Program

* If anything is unclear, or if you apply for "other," please be sure to contact us 🗗 in advance.

Purpose	Job Change
Request for sealed certificates ★	◉ Unnecessary ○ Necessary
Comments	

* If you chose "Necessary" above, please indicate clearly the details of how you want to have the certificates sent.

Total	6 copy (copies)

(4) Upload your identity document.

After selecting your identity document, upload it.

(5) Click "Next".

4. Enter payment information

(1) After confirming the contents, enter your credit card information.

(2) Click "Confirm".

5. Confirmation of input contents

(1) Confirm your input.

(2) Click "Proceed with Payment".

6. The application has been completed

(1) The application has been completed.

(2) You will receive the following application completion email, please wait until you receive your certificate.