

◆ Procedure from Application to Receipt of Certificate (for Alumni)

It may take some time until you receive your certificate, so please apply well in advance.

STEP 1

Initial registration (for first time users)

- Alumni who have a Waseda Mail address, please proceed to STEP 2.
- For alumni who do not have a Waseda Mail address, please click [here](#) to access the alumni login page and fill out the required information to apply for use. The University will verify your identity and approve your use of the service. It may take a few days before your registration is approved.

STEP 2

Application for Certificate Issuance

- For alumni who have a Waseda Mail address, please log in to [MyWaseda](#) and apply for certificate issuance from the "Certificate Issuance (Online Application)" menu.
- If you do not have a Waseda Mail address, please log in [here](#) and apply for the issuance of a certificate after receiving an email notification of approval of your application to use the service.

How to receive your certificate:

Convenience Store / Printing in school / Sending by post / Send digital certificates(PDF) online

Payment Methods:

Credit card, cash payment at convenience stores, and many others (advance payment is required)

*If you have more than one student ID number, such as undergraduate and graduate student, please complete "Additional Registration of Student ID Number" before applying for a certificate.

STEP 3



Print at a convenience store

After receiving an email confirming the completion of your printing reservation, please enter your "Print reservation No(プリント予約番号)" or "user number(ユーザー番号)" at a multi-functional copy machine at a convenience store and print your certificate (a printing fee is required in addition to the certificate issuance fee).

*The time limit to print your certificate is seven days after submitting your request. Please be aware that you will not be able to print the certificate beyond midnight of the 8th day.

Available convenience stores (in Japan only):
Seven-Eleven, FamilyMart, Lawson



Print at a certificate issuing machine on campus

After receiving an email confirming the completion of your printing reservation, please enter your "reservation number (Campus Print No)" at a certificate issuing machine on campus and print your certificate.

Click [here](#) for location and operating hours of certificate issuing machines on campus.

Please note that there are no certificate issuing machines at Kitakyushu Campus.

*The time limit to print your certificate is seven days after submitting your request. Please be aware that you will not be able to print the certificate beyond midnight of the 8th day.



Receive by postal mail

You may choose regular mail, express mail, or overseas mail (EMS). A postage fee is required in addition to the certificate issuance fee.

*Please note that the situation regarding overseas mail (EMS) differs depending on the country.

*Please read [Important Notes on Use of Service \(Requesting a Certificate Online and Receiving the Certificate by Post\)](#)



Send digital certificates(PDF) online

This service sends a download link of the PDF data of the certificate directly to the company or other institutions. The PDF data of the certificate is time-stamped and digitally signed to prevent forgery.

For more information, please check the information on '■Online deliver of digital certificates (PDF)' in the '[Important Notes on Use of Service](#)' section on the website.



Please be aware that you will be required to submit identity verification documents for initial registration (for first time users)

Acceptable Identity Verification Documents for Initial Registration: A copy of a valid driver's license (both sides), Individual Number card (front-side only), passport (bio-data page), residence card or special permanent resident certificate.

*If your current surname and/or name is different from your name registered at the time of enrollment due to marriage, etc., you will be required to submit any of the following in addition to the abovementioned documents: a copy of your family register (koseki tohon), an extract from your family register (koseki shohon), an official identification document which shows both your current name and name registered at the time of enrollment.



Fees

Certificate Issuance Fees: 400 yen per copy

A printing fee (in case of issuance at convenience stores): 60 yen per copy

A postage fee is required if the certificate is sent by post.



Once an application for a certificate has been completed, it cannot be cancelled, changed, or refunded.

Once payment has been completed, the certificate issuance fee and postage fee will not be refunded for any reason, even if you were unable to receive the certificate because the printing deadline has passed or for other reasons.

Certificates issued via the certificate issuance service will be watermarked with POPITA technology to prevent forgery. You will not be able to copy the certificate.

*POPITA is a registered trademark of NTT Advanced Technology Corporation

However, certain certificates will be issued using a special type of security paper with counterfeit protection.

Please note that the Ministry of Foreign Affairs (the Ministry and Overseas Diplomatic Establishments) will not accept watermarked certificates that are issued with POPITA technology. Certificates that are requested with the intention of submitting to the Ministry of Foreign Affairs will also be issued using security paper.

In the following cases, you cannot choose to print the requested certificates at convenience stores or certificate issuing machines on campus, or send online. The certificates can only be received by post.

- If you graduated from your undergraduate school in or before September 1985, or withdrew from your undergraduate school before March 1985, and have requested a “Transcript (of Academic Record)” within your application.
- If you enrolled, graduated, or withdrew from graduate school in or before September 1993, and have requested a “Transcript (of Academic Record)” within your application.
- If you have received your doctoral degree in or before the 2005 academic year and have requested a “Certificate of Completion” or “Certificate of Doctoral Degree” within your application.