





◆ **Procedure from Application to Receipt of Certificate (for Current Students)**

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

STEP 1	Application for Certificate Issuance Please log in to MyWaseda and apply for certificate issuance from the "Certificate Issuance (Online Application)" menu. 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 certificate issuing machines 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.	

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.



Fees

Certificate Issuance Fees: 300 yen per copy*

*If you are currently a student at Waseda and would like to issue a certificate associated with a student ID number from your previous enrollment, the issuance fee is 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.