Certificate Issuance Service
Log In Manual

Application Procedure for Current Students and Alumni
Those Who Have a Waseda Mail Address

9.3.2th edition Oct 16, 2023
NTT-W

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1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome FireFox Safari
Smartphone, etc.	User	iPhone: Safari Android: Chrome

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.
*The images may not be properly displayed depending on the model or browser.
*The operation was confirmed with the latest version as of the date when it was performed.
*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

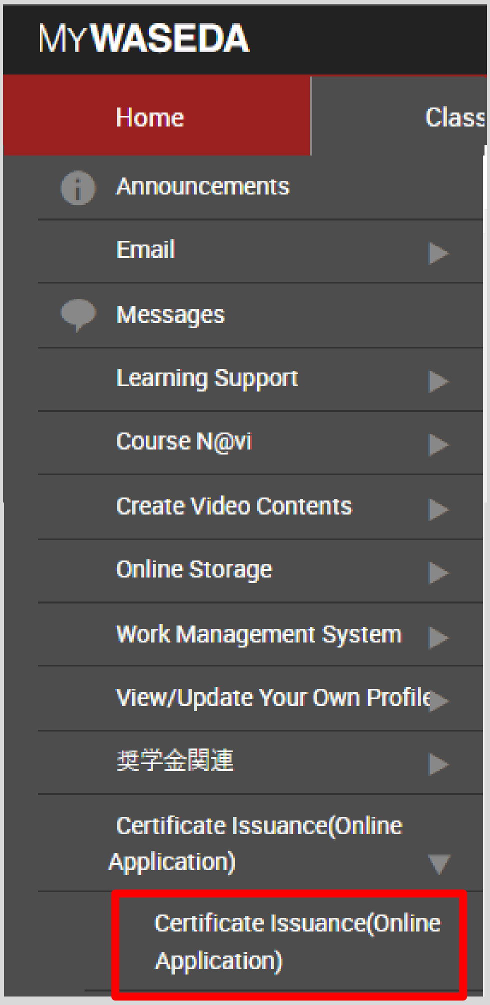
Phone	06-6809-4327 24/7
Chat Support	Please click **this Link**
Reception hours	24 hours

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.1 Register a new e-mail address (when logging in for the first time)

Screen Images	Step	How to Operate
■For current students	1	■For current students Log in to “MyWASEDA” and click the following menu from the Home menu. Certificate Issuance(Online Application) - Certificate Issuance(Online Application)

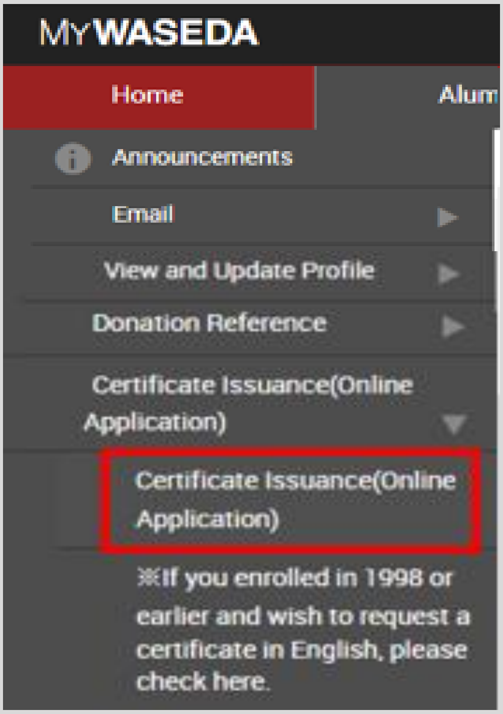

MYWASEDA
Home
Class
Announcements
Email
Messages
Learning Support
Course N@vi
Create Video Contents
Online Storage
Work Management System
View/Update Your Own Profile
奨学金関連
Certificate Issuance(Online Application)
Certificate Issuance(Online Application)

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate

For graduates and alumni


MY WASEDA
Home
Alum
Announcements
Email
View and Update Profile
Donation Reference
Certificate Issuance(Online Application)
Certificate Issuance(Online Application)
※If you enrolled in 1998 or earlier and wish to request a certificate in English, please check here.

1

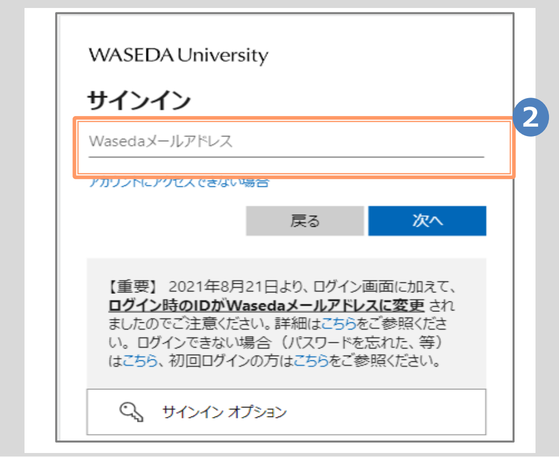
■ For graduates and alumni
Log in to “MyWASEDA” and click the following menu from the Home menu.

Certificate Issuance(Online Application)
- Certificate Issuance(Online Application)

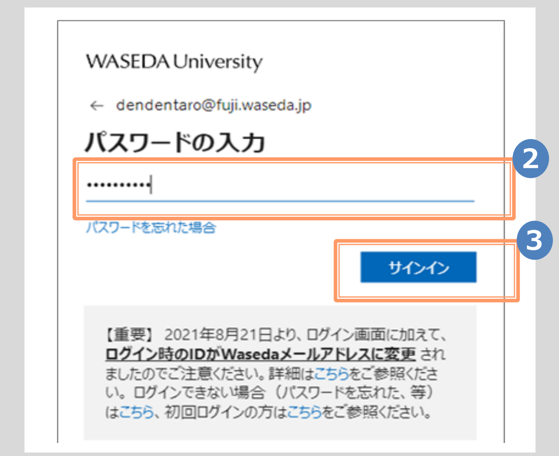
2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate


WASEDA University
サインイン
Wasedaメールアドレス
アカウントにアクセスできない場合
戻る
次へ
サインイン オプション
2

【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。


WASEDA University
← dendentaro@fuji.waseda.jp
パスワードの入力
••••••••••
パスワードを忘れた場合
サインイン
2
3

【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。

2

Enter your Waseda Mail Address and Password.

3

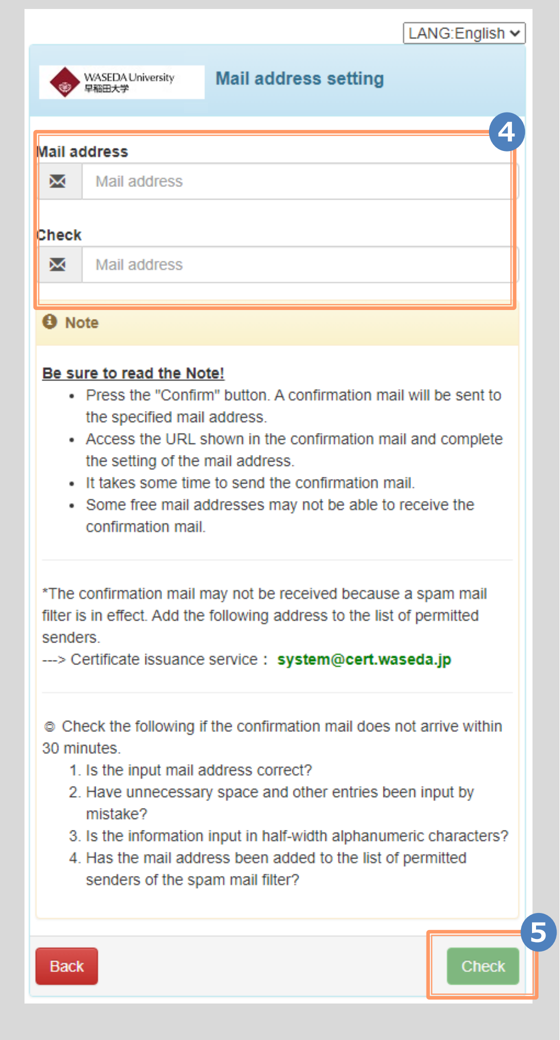
Click the "Sign In" button.

► After logging in, go to 3 Application for Certificates in the operation manual from the menu.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images | **Step** | **How to Operate**



Mail address setting

Mail address

Mail address

Check

Mail address

Note

Be sure to read the Note!

- Press the "Confirm" button. A confirmation mail will be sent to the specified mail address.
- Access the URL shown in the confirmation mail and complete the setting of the mail address.
- It takes some time to send the confirmation mail.
- Some free mail addresses may not be able to receive the confirmation mail.

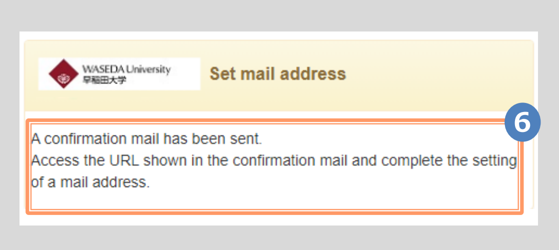
*The confirmation mail may not be received because a spam mail filter is in effect. Add the following address to the list of permitted senders.
---> Certificate issuance service : **system@cert.waseda.jp**

◎ Check the following if the confirmation mail does not arrive within 30 minutes.

1. Is the input mail address correct?
2. Have unnecessary space and other entries been input by mistake?
3. Is the information input in half-width alphanumeric characters?
4. Has the mail address been added to the list of permitted senders of the spam mail filter?

4 When you log in for the first time, you will be prompted to register your e-mail address. Enter the e-mail address you wish to register in the “Mail Address" and “Check" fields.

5 Confirm the contents of “Note" and click the “Check" button.



Set mail address

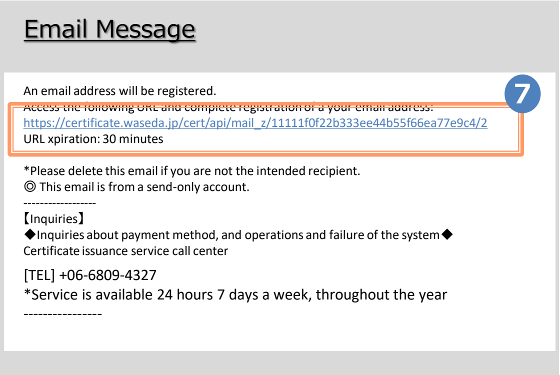
A confirmation mail has been sent.
Access the URL shown in the confirmation mail and complete the setting of a mail address.

6 A message will appear on the screen and a confirmation notice will be sent to your registered e-mail address.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images | Step | How to Operate



Email Message

An email address will be registered.
Access the following URL and complete registration of a your email address:
https://certificate.waseda.jp/cert/api/mail_z/11111f0f22b333ee44b55f66ea77e9c4/2
URL xpiration: 30 minutes

*Please delete this email if you are not the intended recipient.
◎ This email is from a send-only account.

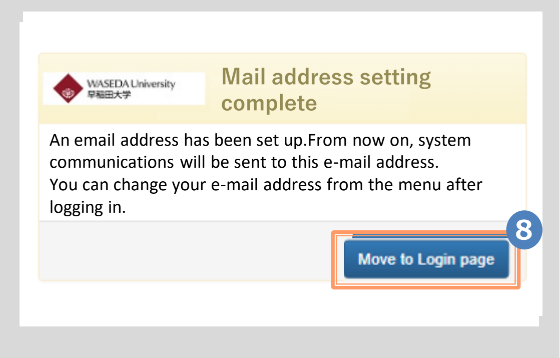
【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

7

Click the one-time URL in the email body text to complete the registration of the email address.

*The URL has an expiration time, so please complete the operation within the displayed time limit.



Mail address setting complete

An email address has been set up.From now on, system communications will be sent to this e-mail address.
You can change your e-mail address from the menu after logging in.

8

When the “Mail address setting completed” screen is displayed, click the “Move to Login Page” button to perform login.

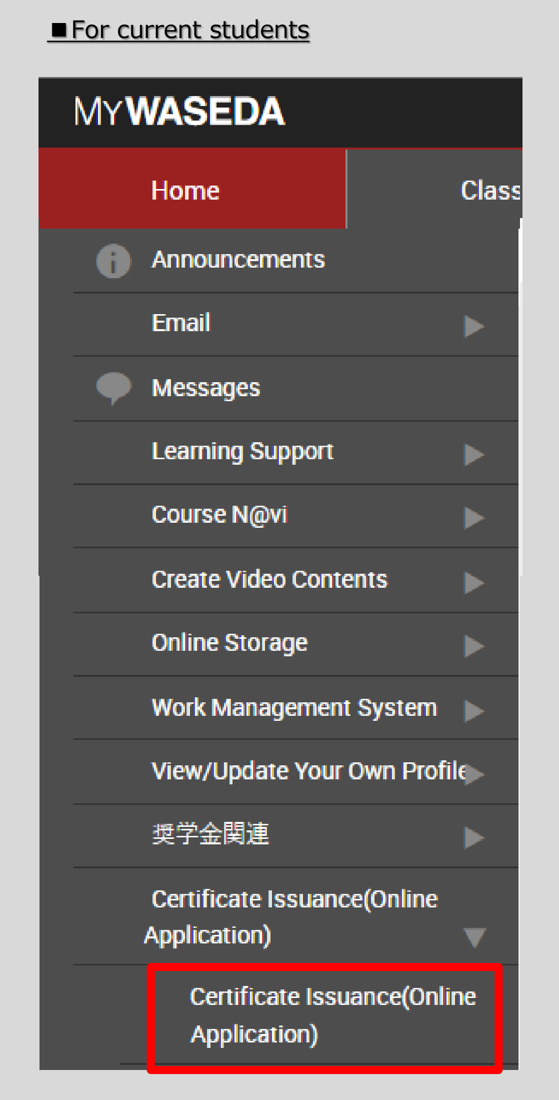
►Go to "2.2 How to Log In"

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.2 How to Log In

Screen Images	Step	How to Operate


■For current students
MYWASEDA
Home
Class
Announcements
Email
Messages
Learning Support
Course N@vi
Create Video Contents
Online Storage
Work Management System
View/Update Your Own Profile
奨学金関連
Certificate Issuance(Online Application)
Certificate Issuance(Online Application)

1

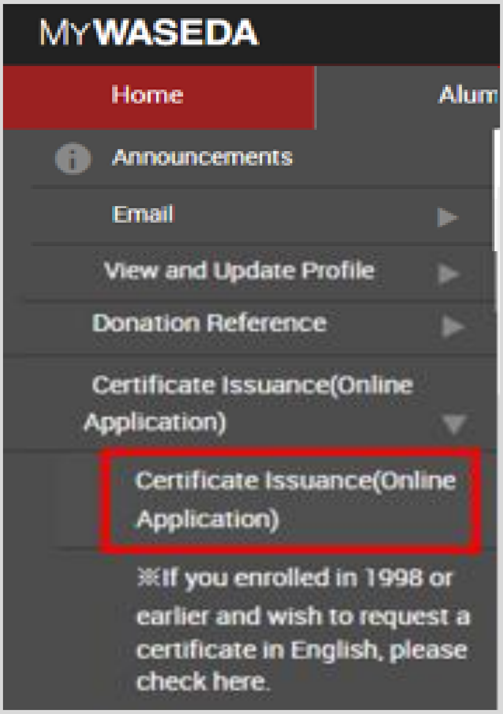
■For current students
Log in to “MyWASEDA” and click the following menu from the Home menu.

Certificate Issuance(Online Application)
- Certificate Issuance(Online Application)

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate
For graduates and alumni	1	■ For graduates and alumni Log in to “MyWASEDA” and click the following menu from the Home menu. Certificate Issuance(Online Application) - Certificate Issuance(Online Application)



MY WASEDA

Home

Alum

Announcements

Email

View and Update Profile

Donation Reference

Certificate Issuance(Online Application)

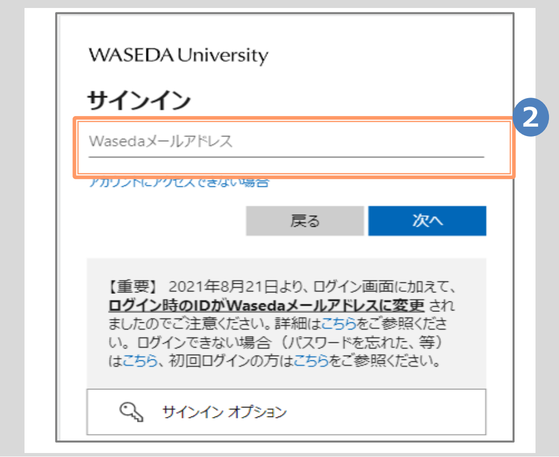
Certificate Issuance(Online Application)

※If you enrolled in 1998 or earlier and wish to request a certificate in English, please check here.

2 Login to Certificate Issuance Service

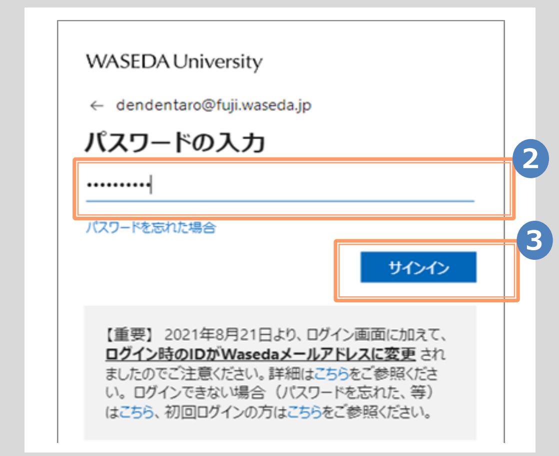
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate


WASEDA University
2
Wasedaメールアドレス
アカウントにアクセスできない場合
戻る
次へ
サインイン オプション

サインイン

【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。


WASEDA University
2
3
パスワードを忘れた場合
サインイン

← dendentaro@fuji.waseda.jp

パスワードの入力

••••••••••

【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。

2

Enter your Waseda Mail Address and Password.

3

Click the "Sign In" button.

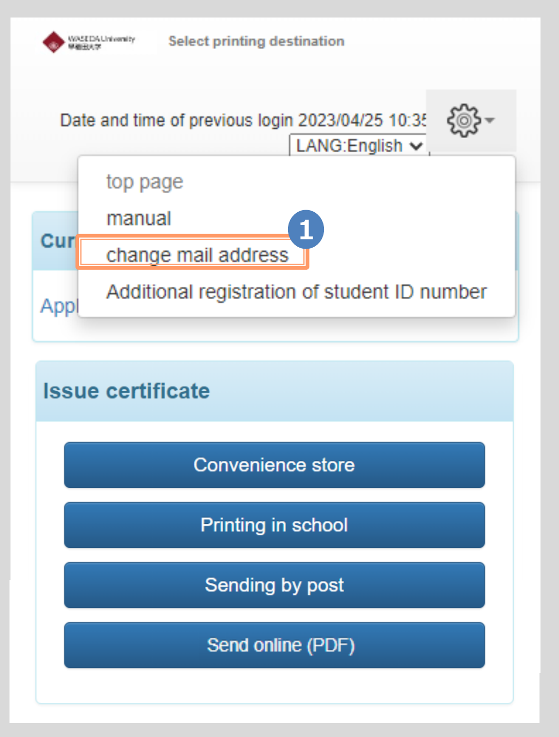
► After logging in, go to 3 Application for Certificates in the operation manual from the menu.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.3 How to Change the Login Information

(a) Change the email address

Screen Images | Step | How to Operate



Date and time of previous login 2023/04/25 10:35

Select printing destination
LANG:English
top page
manual
change mail address
1
Additional registration of student ID number
Cur
Appl
Issue certificate
Convenience store
Printing in school
Sending by post
Send online (PDF)

1

Log in to the certificate issuance service and select the menu button “ ⚙ ” in the upper right of the screen, and then click “Change mail address”.

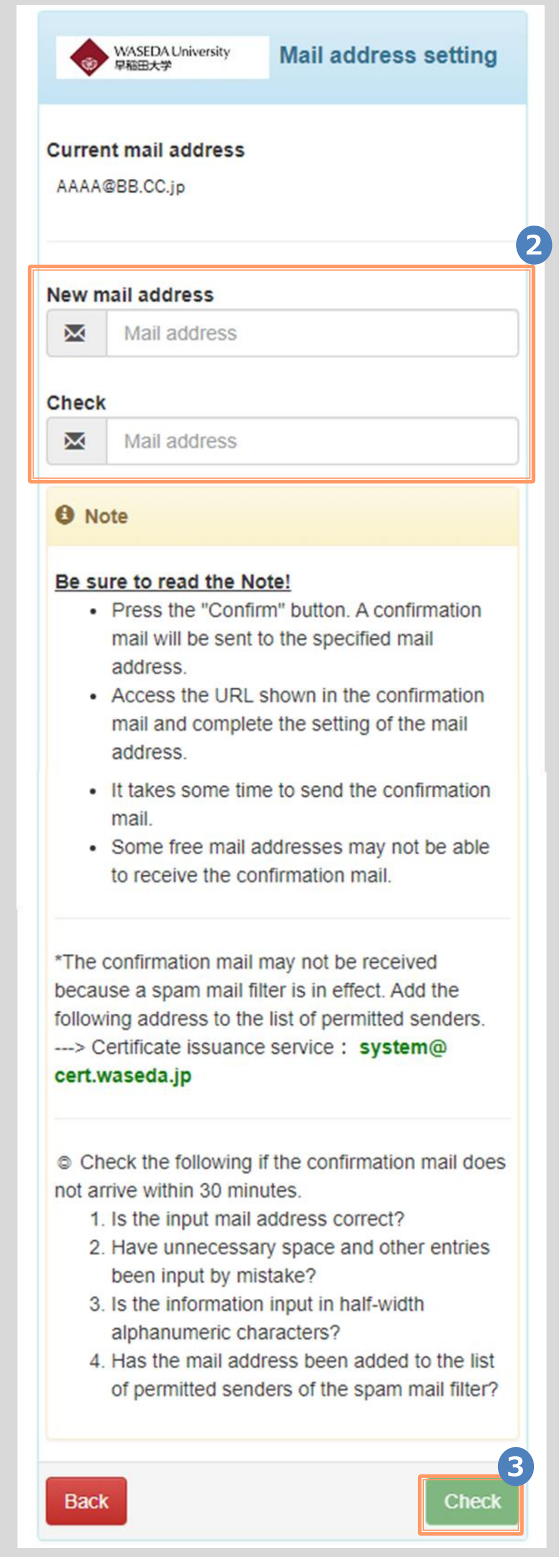
*For how to log in to the certificate issuance service, see the following:

► 2.2 “How to Log In”

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate



Mail address setting

Current mail address

AAAA@BB.CC.jp

New mail address

Mail address

Check

Mail address

Note

Be sure to read the Note!

- Press the "Confirm" button. A confirmation mail will be sent to the specified mail address.
- Access the URL shown in the confirmation mail and complete the setting of the mail address.
- It takes some time to send the confirmation mail.
- Some free mail addresses may not be able to receive the confirmation mail.

*The confirmation mail may not be received because a spam mail filter is in effect. Add the following address to the list of permitted senders.
---> Certificate issuance service : **system@cert.waseda.jp**

◎ Check the following if the confirmation mail does not arrive within 30 minutes.

1. Is the input mail address correct?
2. Have unnecessary space and other entries been input by mistake?
3. Is the information input in half-width alphanumeric characters?
4. Has the mail address been added to the list of permitted senders of the spam mail filter?

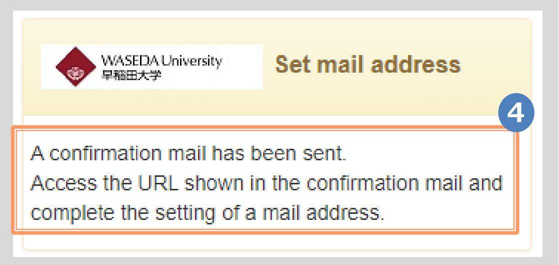
2 Enter a new email address you wish to register into the “New mail address” and “Check” fields.

3 Read the “Note” and click the “Check” button.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

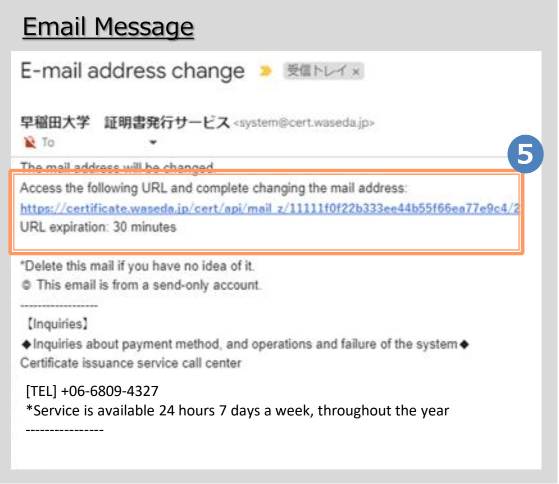
Screen Images	Step	How to Operate



Set mail address

A confirmation mail has been sent.
Access the URL shown in the confirmation mail and complete the setting of a mail address.

4 A message is displayed on the screen, and a confirmation notification is sent to the registered email address.



Email Message

E-mail address change

早稲田大学 証明書発行サービス <system@cert.waseda.jp>

The mail address will be changed.
Access the following URL and complete changing the mail address:
https://certificate.waseda.jp/cert/api/mail_z/11111f0f22b333ee44b55f66ea77e9c4/
URL expiration: 30 minutes

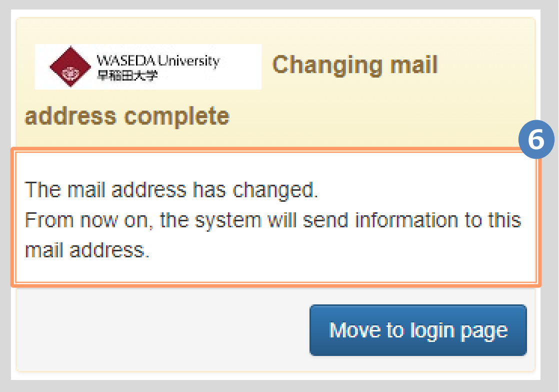
*Delete this mail if you have no idea of it.
© This email is from a send-only account.

【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

5 Click the one-time URL(*) in the email body text to complete changing the email address.

*The URL has an expiration time, so please complete the operation before it expires.



Changing mail address complete

The mail address has changed.
From now on, the system will send information to this mail address.

6 A message is displayed on the screen showing that the email address has been changed.

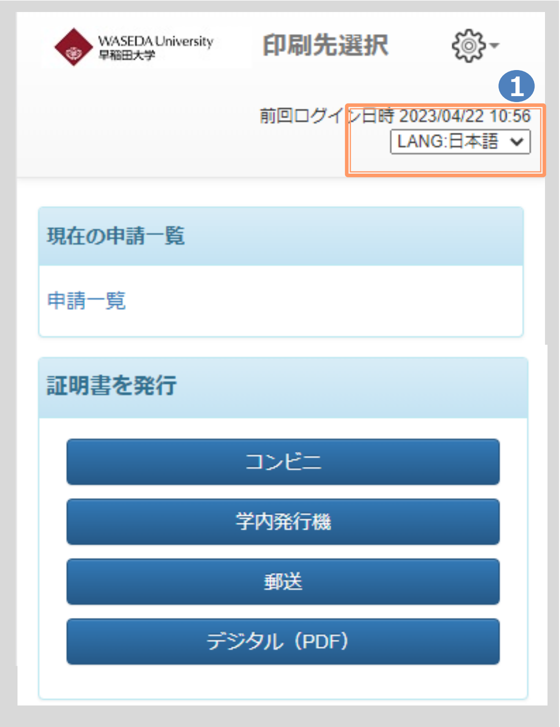
2 Login to Certificate Issuance Service

2.4 Switch Languages

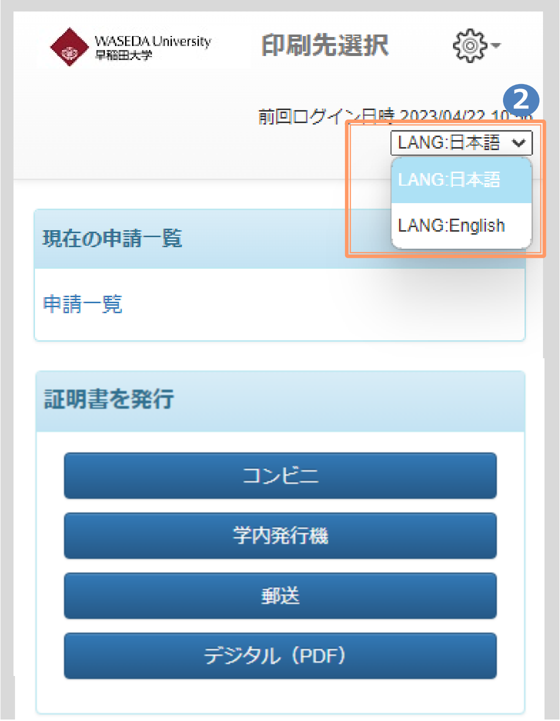
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(a) Select Printing Destination screen

Screen Images | Steps | How to Operate


WASEDA University
早稲田大学
印刷先選択
1
前回ログイン日時 2023/04/22 10:56
LANG:日本語
現在の申請一覧
申請一覧
証明書を発行
コンビニ
学内発行機
郵送
デジタル（PDF）

1 Click the language selection pull-down to switch languages.

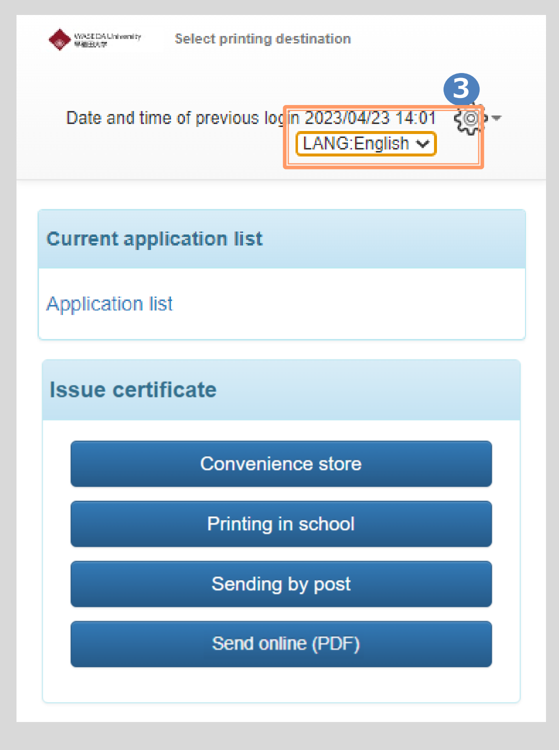

WASEDA University
早稲田大学
印刷先選択
2
前回ログイン日時 2023/04/22 10:56
LANG:日本語
LANG:日本語
LANG:English
現在の申請一覧
申請一覧
証明書を発行
コンビニ
学内発行機
郵送
デジタル（PDF）

2 Click the language you want to display in the pull-down.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate


Select printing destination
Date and time of previous login 2023/04/23 14:01
LANG:English
3
Current application list
Application list
Issue certificate
Convenience store
Printing in school
Sending by post
Send online (PDF)

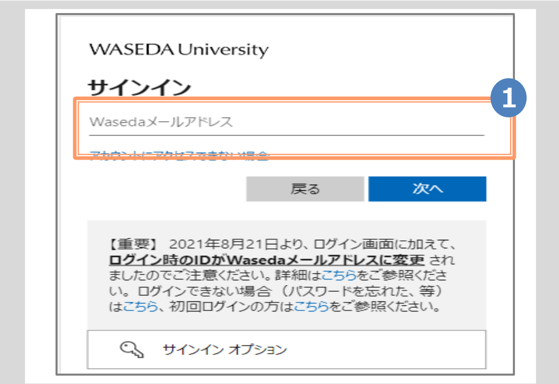
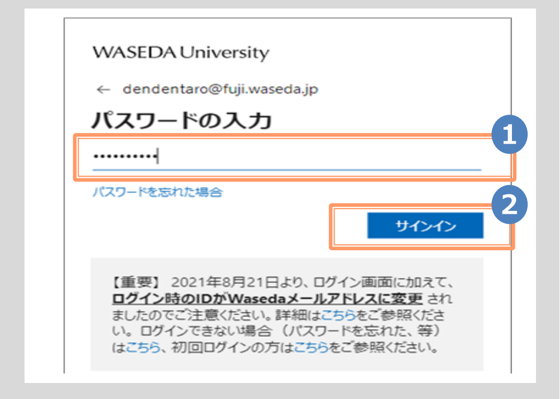
3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. After logging in, since the language selection pull-down is displayed only on Select Printing Destination screen, you need to come back to this screen in order to switch languages.

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.5 How to Add a Student ID number

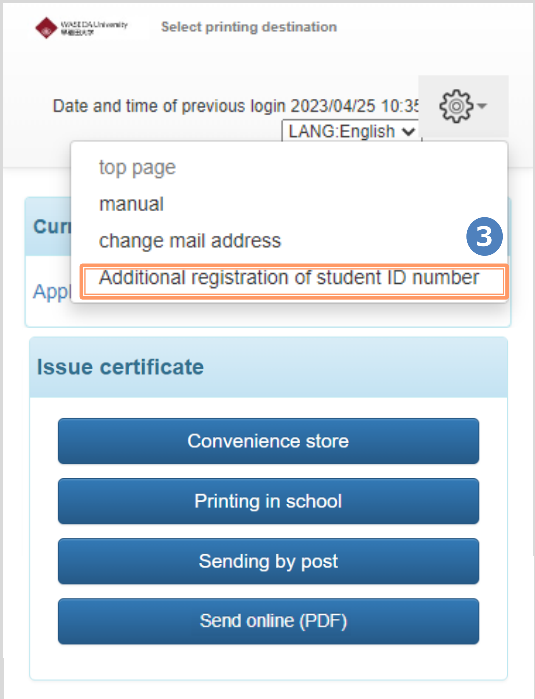
***Applicable only for those who have multiple student ID numbers**

Screen Images	Step	How to Operate
 WASEDA University サインイン Wasedaメールアドレス アカウントにアクセスできない場合 戻る 次へ 【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。 サインイン オプション	①	Enter your Waseda Mail Address and Password. Please see the following to check how to log in. “2.2 How to Log In.”
 WASEDA University ← dendentaro@fuji.waseda.jp パスワードの入力 •••••••••• パスワードを忘れた場合 サインイン 【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。	②	Click the "Sign In" button.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate

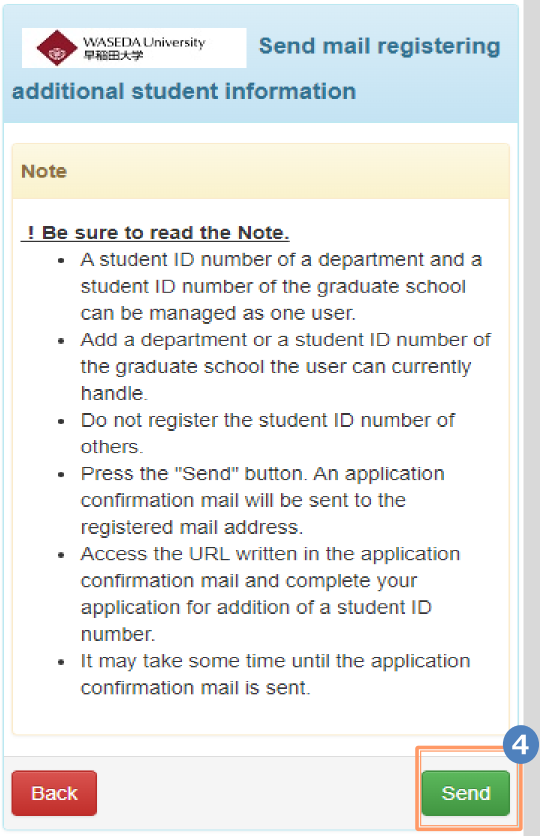


Select printing destination

Date and time of previous login 2023/04/25 10:35

LANG:English
top page
manual
change mail address
3
Additional registration of student ID number
Cur
Appl
Issue certificate
Convenience store
Printing in school
Sending by post
Send online (PDF)

3 Click the menu button ⚙ in the upper right corner of the screen, and then click “Additional registration of student ID number".



WASEDA University 早稲田大学

Send mail registering additional student information

Note

! Be sure to read the Note.

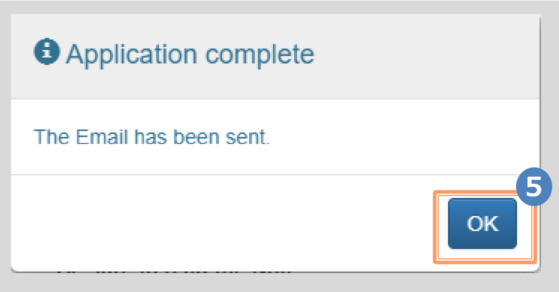
- A student ID number of a department and a student ID number of the graduate school can be managed as one user.
- Add a department or a student ID number of the graduate school the user can currently handle.
- Do not register the student ID number of others.
- Press the "Send" button. An application confirmation mail will be sent to the registered mail address.
- Access the URL written in the application confirmation mail and complete your application for addition of a student ID number.
- It may take some time until the application confirmation mail is sent.

4 Confirm the contents of "Notes" and click the "Send" button.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

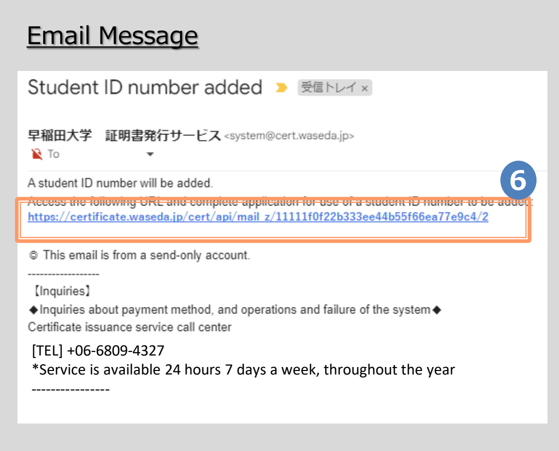
Screen Images | Step | How to Operate


Application complete

The Email has been sent.

5

Click the "OK" button when the "Application Complete" screen appears.


Email Message

Student ID number added

早稲田大学　証明書発行サービス <system@cert.waseda.jp>

A student ID number will be added.

Access the following URL and complete application for use of a student ID number to be added.

https://certificate.waseda.jp/cert/api/mail_z/11111f0f22b333ee44b55f66ea77e9c4/2

◎ This email is from a send-only account.

【Inquiries】

◆Inquiries about payment method, and operations and failure of the system◆

Certificate issuance service call center

[TEL] +06-6809-4327

*Service is available 24 hours 7 days a week, throughout the year

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6

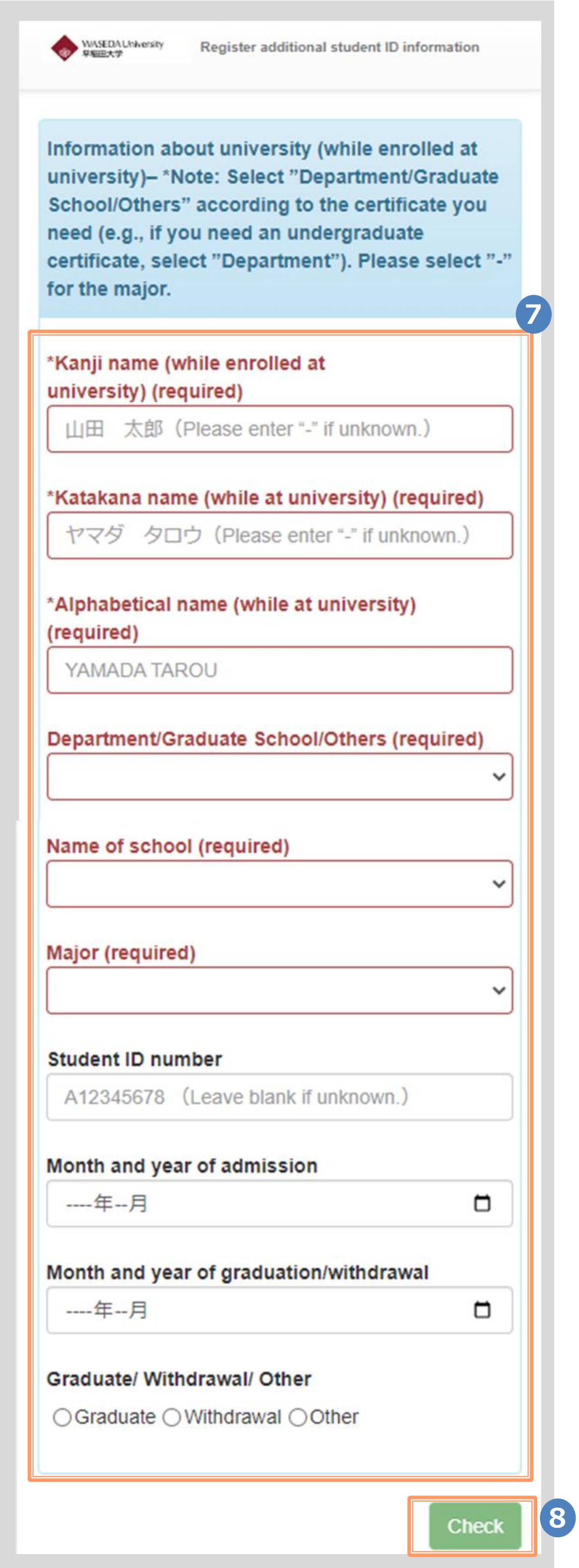
You will receive an e-mail with a one-time URL to your registered e-mail address. Click on the one-time URL.

The URL has an expiration time. Please complete the operation before it expires.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images | Step | How to Operate



Register additional student ID information

Information about university (while enrolled at university)– *Note: Select "Department/Graduate School/Others" according to the certificate you need (e.g., if you need an undergraduate certificate, select "Department"). Please select "-" for the major.

*Kanji name (while enrolled at university) (required)
山田　太郎（Please enter "-" if unknown.）

*Katakana name (while at university) (required)
ヤマダ　タロウ（Please enter "-" if unknown.）

*Alphabetical name (while at university) (required)
YAMADA TAROU

Department/Graduate School/Others (required)

Name of school (required)

Major (required)

Student ID number
A12345678（Leave blank if unknown.）

Month and year of admission
----年--月

Month and year of graduation/withdrawal
----年--月

Graduate/ Withdrawal/ Other
○Graduate ○Withdrawal ○Other

7 Enter the department or information of the applicant while enrolled at university.

*The input items vary depending on the operating environment.
*The input items in red are required.

► Name while enrolled at university (required)

Enter the name while enrolled at university in Kanji name, Katakana name, and Alphabetical name.
*Place a space between the family name and first name.

► Department/Graduate School/Others (required)

Select the applicable type.

► Name of school (required)

Select school.

► Major (required)

Select "-".

► Student ID number

Enter the student ID number.
*Leave blank if unknown.

► Month and year of admission

Enter the admission year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

► Month and year of graduation/withdrawal

Enter the graduation (withdrawal)) year and month.
*In the Western calendar year.
*If you do not remember the exact year or month, enter an estimate.

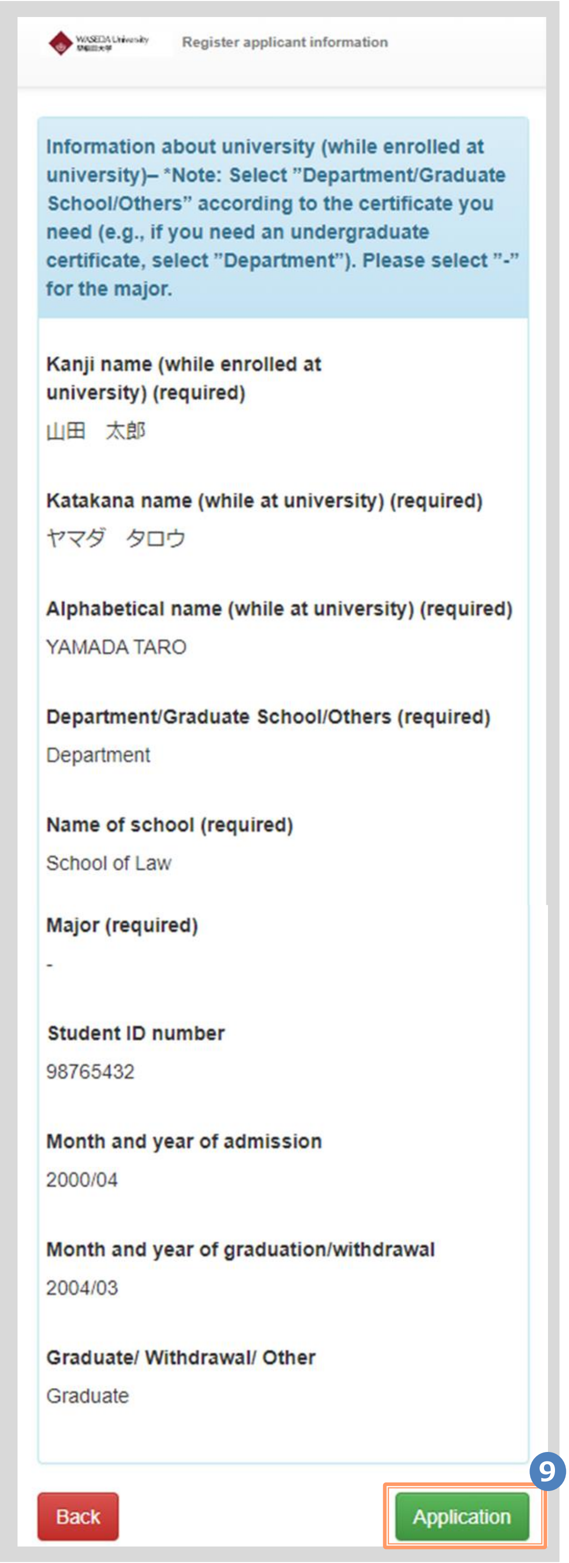
► Graduate/Withdrawal/Other

Select the applicable type.

8 Click the "Check" button.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate
	9	Check the inputs and click the “Application” button.

Register applicant information

Information about university (while enrolled at university)– *Note: Select ”Department/Graduate School/Others” according to the certificate you need (e.g., if you need an undergraduate certificate, select ”Department”). Please select ”-” for the major.

Kanji name (while enrolled at university) (required)
山田　太郎

Katakana name (while at university) (required)
ヤマダ　タロウ

Alphabetical name (while at university) (required)
YAMADA TARO

Department/Graduate School/Others (required)
Department

Name of school (required)
School of Law

Major (required)
-

Student ID number
98765432

Month and year of admission
2000/04

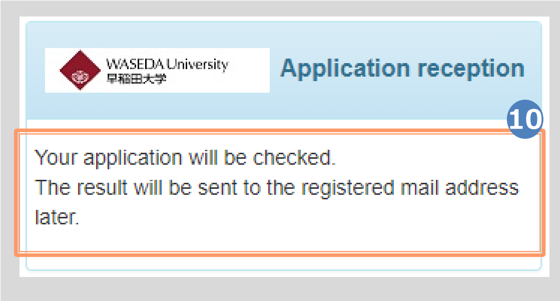
Month and year of graduation/withdrawal
2004/03

Graduate/ Withdrawal/ Other
Graduate

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

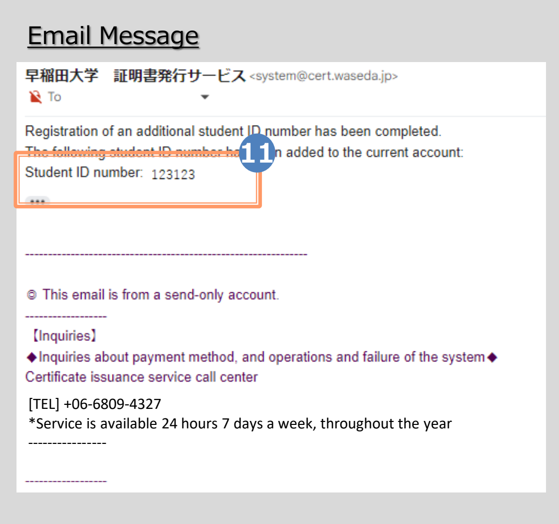
Screen Images | Step | How to Operate



Your application will be checked.
The result will be sent to the registered mail address later.

10

A message is displayed stating that the application has been accepted.



Email Message

早稲田大学　証明書発行サービス <system@cert.waseda.jp>

Registration of an additional student ID number has been completed.
The following student ID number ha n added to the current account:
Student ID number: 123123

◎ This email is from a send-only account.

【Inquiries】
◆Inquiries about payment method, and operations and failure of the system◆
Certificate issuance service call center

[TEL] +06-6809-4327
*Service is available 24 hours 7 days a week, throughout the year
----

11

After the application is approved, an email is sent to the registered email address. Check if the service has become available.

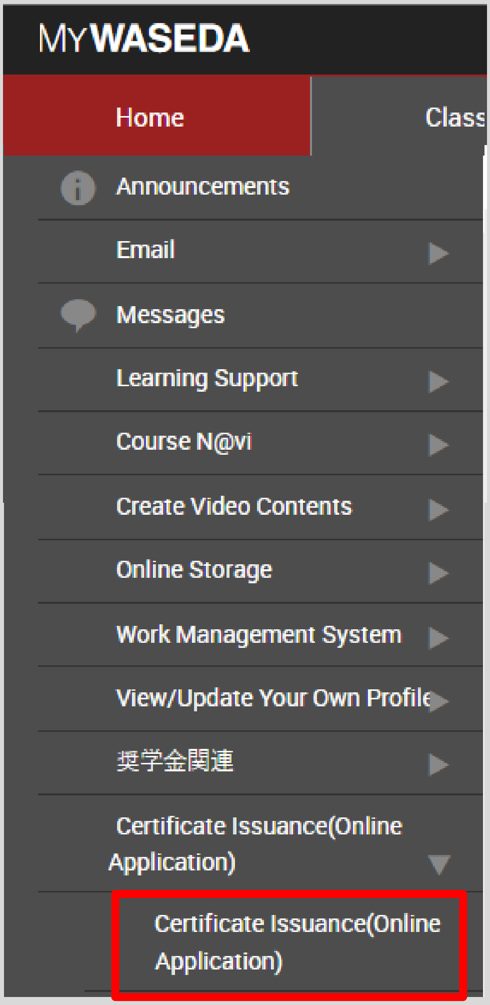
*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images | Step | How to Operate

■For current students


MYWASEDA
Home
Class
Announcements
Email
Messages
Learning Support
Course N@vi
Create Video Contents
Online Storage
Work Management System
View/Update Your Own Profile
奨学金関連
Certificate Issuance(Online Application)
Certificate Issuance(Online Application)

12

■For current students
Log in to "MyWASEDA" and click the following menu from the Home menu.

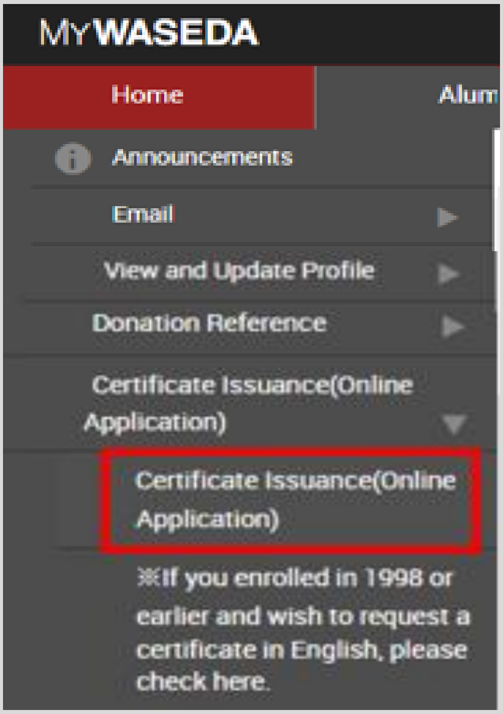
Certificate Issuance(Online Application)
- Certificate Issuance(Online Application)

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate

For graduates and alumni



MYWASEDA

Home
Alum
Announcements
Email
View and Update Profile
Donation Reference
Certificate Issuance(Online Application)
Certificate Issuance(Online Application)

※If you enrolled in 1998 or earlier and wish to request a certificate in English, please check here.

12

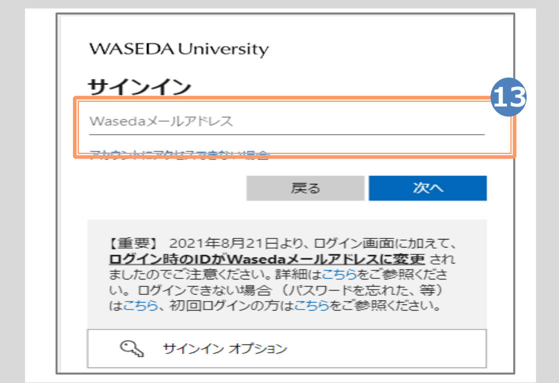
■ For graduates and alumni
Log in to "MyWASEDA" and click the following menu from the Home menu.

Certificate Issuance(Online Application)
- Certificate Issuance(Online Application)

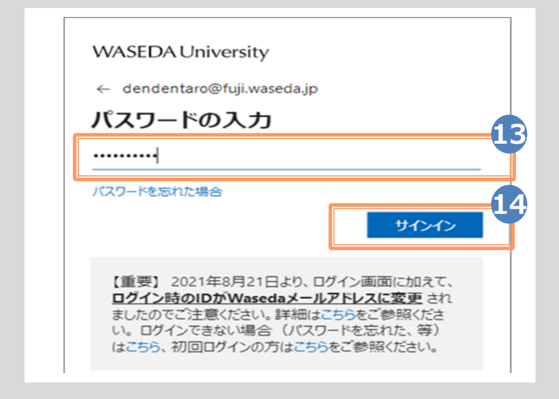
2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images | Step | How to Operate


WASEDA University
サインイン
13
Wasedaメールアドレス
アカウントにアクセスできない場合
戻る
次へ
サインイン オプション

【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。


WASEDA University
←
パスワードの入力
13
パスワードを忘れた場合
14
サインイン

dendentaro@fuji.waseda.jp

••••••••••

【重要】 2021年8月21日より、ログイン画面に加えて、**ログイン時のIDがWasedaメールアドレスに変更** されましたのでご注意ください。詳細はこちらをご参照ください。ログインできない場合（パスワードを忘れた、等）はこちら、初回ログインの方はこちらをご参照ください。

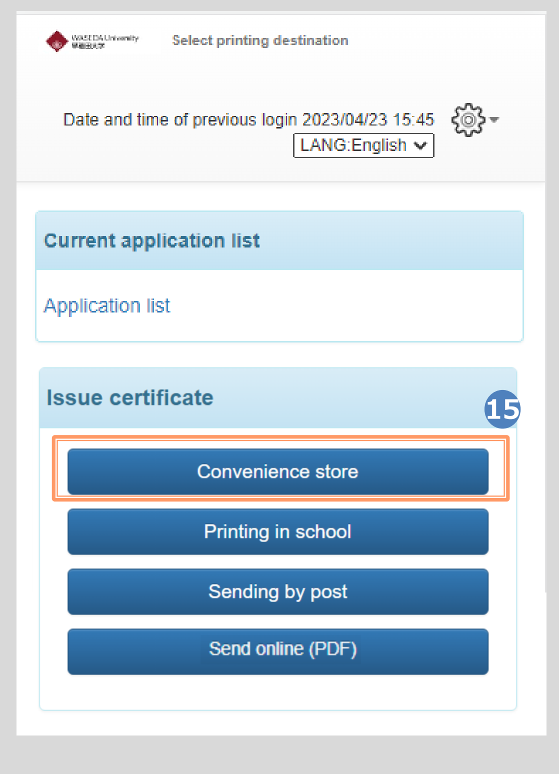
⑬ Enter your Waseda Mail Address and Password.

⑭ Click the "Sign In" button.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Step	How to Operate


Select printing destination

Date and time of previous login 2023/04/23 15:45

LANG:English

Current application list

Application list

Issue certificate

15
Convenience store
Printing in school
Sending by post
Send online (PDF)

15

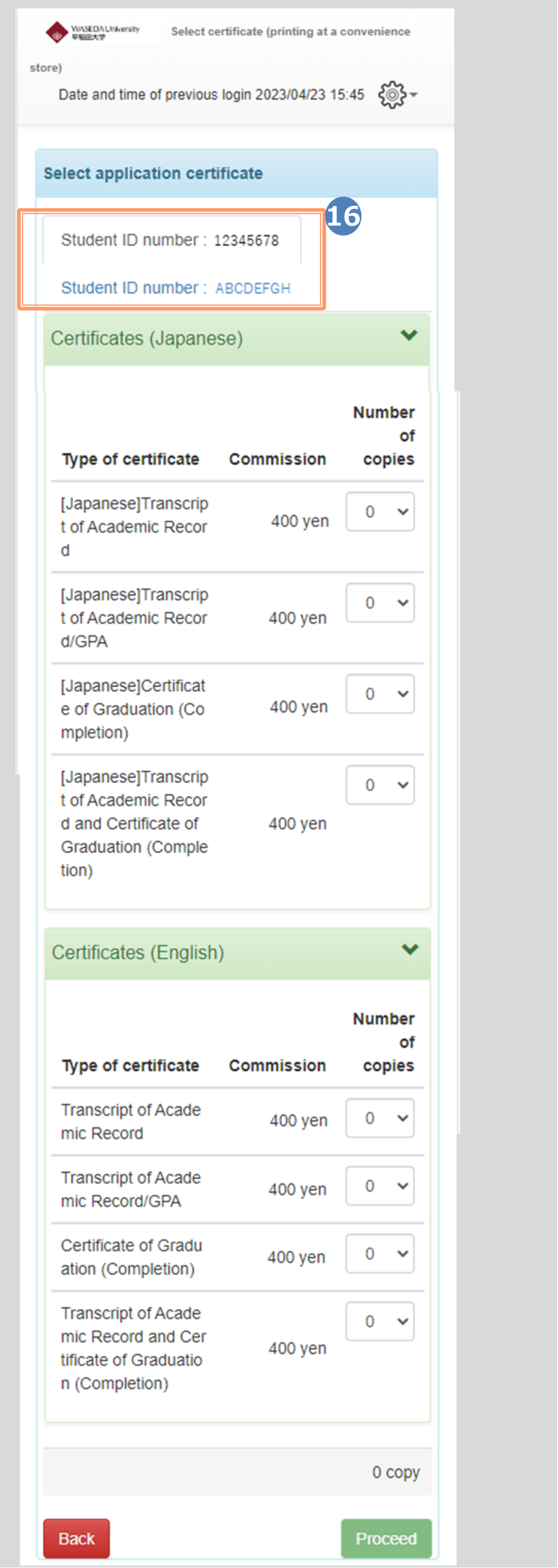
Select one of the printing methods from the “Issue certificate”.

*The screen image on the left will be displayed when selecting “Convenience store” for printing. To access the service only for checking whether the student ID number is registered, you can select any option.

2 Login to Certificate Issuance Service

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images | Step | How to Operate



Select certificate (printing at a convenience store)

Date and time of previous login 2023/04/23 15:45

Select application certificate

16

Student ID number : 12345678

Student ID number : ABCDEFGH

Certificates (Japanese)

Type of certificate	Commission	Number of copies
[Japanese]Transcript of Academic Record	400 yen	0
[Japanese]Transcript of Academic Record/GPA	400 yen	0
[Japanese]Certificate of Graduation (Completion)	400 yen	0
[Japanese]Transcript of Academic Record and Certificate of Graduation (Completion)	400 yen	0

Certificates (English)

Type of certificate	Commission	Number of copies
Transcript of Academic Record	400 yen	0
Transcript of Academic Record/GPA	400 yen	0
Certificate of Graduation (Completion)	400 yen	0
Transcript of Academic Record and Certificate of Graduation (Completion)	400 yen	0

0 copy

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Check that two student ID numbers are selectable.
Select the student ID number you want to use for printing a certificate before applying for the certificate.

► After logging in, go to 3 Application for Certificates in the operation manual from the menu.