

How to Use Certificate Issuance Service [for Alumni]

Certificates can be received (or sent) in the following four ways after prior online application and payment. Please refer to the next page for the application flow. It may take some time until you receive your certificate, so please apply well in advance.

<p> Print at a convenience store</p> <p>Available convenience stores (in Japan only): Seven-Eleven, FamilyMart, Lawson</p> <p>*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.</p>	<p> Print at a certificate issuing machine on campus</p> <p>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.</p> <p>*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.</p>
<p> Receive by postal mail</p> <p>You may choose regular mail, express mail, or overseas mail (EMS). A postage fee is required in addition to the certificate issuance fee.</p> <p>*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)</p>	<p> Send digital certificates(PDF) online</p> <p>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.</p> <p>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.</p>



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.

Procedure from Application to Receipt of Certificate [for Alumni]

1. Login to Certificate Issuance System

Those Who Do Not Have a Waseda Mail Address (Initial registration for first time users)

Those who have a Waseda Mail Address

Login

- ① Access [this page](#) and click the bottom right button "New registration procedure."
- ② Enter an email address you wish to register, read the "Note" and click the "Check" button.
※A confirmation notification is sent to the registered email address. Click the one-time URL in the email body text, read the "Permission for use" displayed on the screen, select "I agree with the above," and click the "Agree" button.
- ③ Enter the information on the applicant, attach the identity verification document*, and click the "Check" button.
- ④ Check the entered information for registration and click the "Application" button.

After the university checks the application details (after 2 to 3 business days), the result of the application for use is sent to the registered email address.

- ⑤ If your application is accepted, click the URL for "Log in here" in the email body text to access the login screen.
- ⑥ For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result.
- ⑦ Change the initial password, set the second password, read the "Note" and click the "Set" button.
- ⑧ Click the "OK" button.

After logging into the certificate system, you will be prompted to select how to issue the certificate. Proceed to step 2 or 3.

***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.



2. If you have multiple student ID numbers, you will need to register additional student ID numbers.

In some cases, the student ID number is automatically registered. If multiple student ID numbers are displayed on the certificate selection screen after selecting the printing method, the student ID numbers are already registered.

Add a Student ID Number (Only if necessary)

- ① After logging into the certificate system, click the menu button "⚙️" in the upper right of the screen, and then click "Additional registration of student ID number".
- ② Read the "Note" and click the "Send" button. When the Application Completed screen is displayed, click the "OK" button.
*An email including a one-time URL is sent to the registered email address. When you receive the email, click the one-time URL
- ③ Enter the information from your undergraduate or graduate studies that you wish to newly register and click the "Check" button.
- ④ Confirm the information you have entered and click the "Application" button.

After the university checks the application details (after 2 to 3 business days), the result of the application is sent to the registered email address.



3. Please select how to issue your certificate and apply.

① After logging into the certificate system, select one of “Convenience store”, “Printing in school”, “Sending by post”, or “Send online (PDF)” for how to issue the certificate.
 *If you are submitting the certificate to the Ministry of Foreign Affairs, Foreign Embassies in Japan, Overseas Diplomatic Establishments, please select “Sending by post”.

[If you have multiple student ID numbers] Select the student ID number. →



② Enter the number of copies of the certificate you wish to print.
 ※ **[If sending by post]** If you are submitting the certificate to the Ministry of Foreign Affairs, Foreign Embassies in Japan, Overseas Diplomatic Establishments, please select the certificate which start with **[MOFA]**.

<p>③ [Convenience store] Select a convenience store and payment method and apply.</p>	<p>③ [Printing in school] Select a payment method and apply.</p>	<p>③ [Sending by post] Enter the mailing address information, select whether or not you require official sealing, select a payment method and apply.</p>	<p>③ [Send online (PDF)] Select a payment method, enter the information of recipient and apply.</p>
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[If you select “Cash payment at convenience store] Payment at convenience store
 *After completing the application, those who pay in cash at a convenience store will receive the necessary information for payment to their registered e-mail address

<p>④ After payment is completed, a number for printing will be sent to your registered e-mail address.</p>	<p>④ After payment is completed, a number for printing will be sent to your registered e-mail address.</p>	<p>④ After payment is completed, you will receive a confirmation of your reservation by mail to your registered e-mail address.</p>	<p>④ After payment is completed, you will receive a notification to the registered e-mail address that the submission has been sent to the destination address.</p>
<p>⑤ Printing from multi-copy machines at convenience stores* *A printing fee of 60 yen per sheet will be charged.</p>	<p>⑤ Printed by the certificate issuing machine on campus *Click here for locations and operating hours.</p>	<p>⑤ The university confirms the details of the application, prints and sends the certificate. *You can check the mailing status from “Content of application” menu.</p>	<p>⑤ The recipient verifies the certificate *You can check the status of confirmation at the destination from the “Content of application” menu.</p>

*How to print at a Convenience Store
 For Seven-Eleven: Select “Print(プリント)” → “Net Print(ネットプリント)”
 →Enter the print reservation number (プリント予約番号).
 For Family Mart: After selecting the blue frame in the lower right corner,
 select “Network Print(ネットワークプリント)” →Enter the “user number(ユーザー番号)”.
 For Lawson: Select “Network Print(ネットワークプリント)” →Enter the “user number(ユーザー番号)”.