





# How to Use Certificate Issuance Service [for Current Students]

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.

 <b>Print at a convenience store</b>  Available convenience stores (in Japan only): Seven-Eleven, FamilyMart, Lawson  <b>*The time limit to print your certificate is seven days after submitting your request.</b> Please be aware that you will not be able to print the certificate beyond midnight of the 8th day.	 <b>Print at a certificate issuing machine on campus</b>  Click <a href="#">here</a> for location and operating hours of certificate issuing machines on campus. Please note that there are no certificate issuing machines at Kitakyushu Campus.  <b>*The time limit to print your certificate is seven days after submitting your request.</b> Please be aware that you will not be able to print the certificate beyond midnight of the 8th day.
 <b>Receive by postal mail</b>  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 <a href="#">Important Notes on Use of Service (Requesting a Certificate Online and Receiving the Certificate by Post)</a>	 <b>Send digital certificates(PDF) online</b>  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 ' <a href="#">Important Notes on Use of Service</a> ' section on the website.



## Certificate Issuance Fees: 300 yen per copy

If you would like to issue a certificate associated with a student ID number from your previous enrollment, the issuance fee is 400 yen per copy.  
For the Student Discount Certificate, there is no issuance fee and can only be issued at the certificate issuing machines on campus.  
For the Student Commuter Certificate, there is no issuance fee and can be issued at the certificate issuing machines on campus or at the convenience store.  
A printing fee (60 yen per copy) is required if the certificate is printed at a convenience store.  
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.


# Procedure from Application to Receipt of Certificate [for Current Students]

## 1. Login to Certificate Issuance System from MyWaseda.

Login

①Login to [MyWaseda](#) and click the “Certificate Issuance (Online Application)” menu.  
\*If you are using a smartphone, select the “☰” symbol in the upper left corner to display the menu.

\* If you continue studying at Waseda University as a graduate school student etc., please access to menu after noon on April 1 (for students entering in April) or October 1 (for students entering in September) after completing the procedures for continuing to use your Waseda email address.



②Enter your Waseda Mail Address and Password.

③ 【For first time users】 Enter the e-mail address you wish to register.  
\* In principle, please enter your Waseda email. A confirmation notice will be sent to your registered e-mail address. Click the one-time URL in the email body text to complete the registration of the email.

\* If you continue studying at Waseda University as a graduate school student etc., and an error message stating “This email address is already in use” is displayed when you use the service for the first time, please click [here](#) and enter your Waseda email in the “New registration procedure” on the lower right to apply for use of your latest student ID number.

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

## 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)

①After 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”.

②Read 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.

