1. Access "About Certificate Issuance (For Alumni)" and click the "Log in Here" button to go to the login page.

Notice Your first login requires email authentication. If you are logging in for the first time, please check the Login Manual.

%Screen Image



2. Refer to the manual below for the operation after login. (\* Actual screen may differ slightly.)

Select printing d	estination			Date and time of previous	login 2023/10/05 10:15 [LANG:English ✔]
	Current application list Application list	*Screen	Image	<	Manual Change mail add Change second password Logout
	Issue certificate				
	Convenience store	Sending by post App	lication form	Send online	

# How to Receive a Certificate

Printing on Multicopier in convenience store (Japan only) (*)	Once payment is completed, the certificate can be printed on the multi-copy machine installed in the Seven-Eleven, FamilyMart and Lawson stores. The printing method differs depending on the store. For details, please refer to the operation manual. (An additional 60 yen is required for printing.)
Mail	After payment is completed, the certificate will be mailed to the address you specified. (It is limited to the person.)
Receive at the Educational Affairs Center of the KUAS	When you select the recipient category, you can pick up at the Educational Affairs Center of the KUAS (Uzumasa Campus) or at the Educational Affairs Center of the KUAS (Kameoka Campus). (There is no postage.)
Send an email to the submitting address with the online certificate. (*)	The certificate is submitted directly to the company or other person in charge by e-mail as an online certificate. The person in charge at the company or other entity receiving the certificate can download the certificate only once from a one-time URL.

\* Currently, the Ministry of Foreign Affairs does not allow POPITA (digital watermark) certificates. If you submit a certificate to the Ministry of Foreign Affairs to apply for a visa, etc., please receive the certificate at mail or the Educational Affairs Center of the KUAS.

## How to Apply for Printing on a Multi-Copy Machine at a Convenience Store (Only in Japan)

- 1. Click the "Convenience store" button.



- 2. Enter the required number in the form to the right of Required Certificate.
- 3. Click the "Proceed" button at the bottom right of the screen.

Type of certificate SCIECI	1 Imag	umber of copies
Certificate of Enrollment (Japanese)	340 yen 0	~
Certificates (English)		*
Type of certificate	Commission	Number of copies
Certificate of Enrollment (English)	340 yen 1	<u> </u>

- 4. Select the convenience store where you want to print. (Red circle in the figure below)
- 5. Select a payment method. (Arrow in the figure below)

Select printing destination	
FamilyMart FamilyMart     LAWSON	
Select payment method	
<del>5</del> .	
Back	Proceed

< List of convenience stores >



### < List of payment methods >

=======================================	
Payment Methods	Remarks
Convenience store cash	
payment (Seven-Eleven,	Only in Japan
FamilyMart, Lawson)	
Credit card payment	VISA, Mastercard, JCB,
Credit Card payment	AMEX, DINERS
Pay-easy	
DoCoMo payment	
au Easy Payment	
Softbank payment	
Apple Pay	
РауРау	

 Please check the application details.
 If you are satisfied with the content, click the "Apply" button.

- X Soro	on Imag	0
ype of certificate		Commission
ertificate of Enrollment (Japanese)	1 Сору	340 yen
Total	1 Сору	340 yen
inting destination of certificate		
amilyMart		
yment method		
onvenience store cash payment (FamilyMart, Laws	on)	

- Enter the information required for payment.
   Follow the on-screen instructions to complete your payment.
- \* The screen will differ depending on the selected payment method.
- \* <u>Refunds cannot be made after payment</u>, so please check the details before applying.
- 8. When you receive the email like below, the payment is completed.

Your printing reservation is completed.
Your issuance number is •••.
The following "User Number" is required to print your certificate,
so please keep and make sure to bring it when printing.
The issuance deadline is $\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$ .
NOTE: The date is in the format of yyyy/mm/dd and the time is
in 24 hour notation (JST).
Printing Reservation Destination: $\bullet \bullet \bullet \bullet \bullet$
User Number: * * * * * * * * * * * * * * * *

- 9. Print on the multi-copy machine at the convenience store specified in 4.
- \* Please print within the printing deadline (1 week).
- \* An additional 60 yen is required for printing.
- \* A "Printing Reservation Number" or "User Number" is required for printing.

## How to Apply for Receiving by Mail or at the Educational Affairs Center

- For details on operation, please refer to the "Operation Manual" which can be downloaded from the <sup>(\*)</sup> mark at the top right of the screen after logging in. (<u>above 2</u>)
- 1. Click the "Sending by post" button.



- 2. Enter the required number in the form to the right of Required Certificate.
- 3. Click the "Proceed" button at the bottom right of the screen.

Type of anti-an Screen In	miag	e Numbe	r of copies
Centificate of Enrollment (Japanese)	540 yen		ह) '
Official Transcript (With GPA) (Japanese)	340 yen	0	<b>`</b>
Credits) (Japanese)	340 yen	0	~
Certificate of Enrollment (The period of leave of absence is n oted) (Japanese)	340 yen	0	~
Certificate of Research Engagement (Japanese)	340 yen	0	*

4. Enter the postal delivery details.

100-0001
1-1 Chivoda. Chivoda Ward. Tokvo
· · · · · · · · · · · · · · · · · · ·
YAMADA TAROU

- Notes on selecting "Delivery method category" If you choose "EMS", please make sure to confirm on the Japan Post website that you are in a country (region) where EMS delivery is possible before you apply. Please note that we will not be able to issue refunds even if you select a country (region) from which EMS cannot be sent.
- 5. Select a payment method.



#### < List of payment methods >

Payment Methods	Remarks
Convenience store cash payment	Only in Japan
(Seven-Eleven, FamilyMart, Lawson)	
Credit card payment	VISA ,Mastercard,JCB,
	AMEX, DINERS
Pay-easy	
DoCoMo payment	
au Easy Payment	
Softbank payment	
Apple Pay	
РауРау	

- 6. Click the "Proceed" button.
- Please check the application details.
   If you are satisfied with the content, click the "Apply" button.
- 8. Enter the information required for payment. Follow the on-screen instructions to complete your payment.
- \* The screen will differ depending on the selected payment method.
- \* <u>Refunds cannot be made after payment,</u> so please check the details before applying.

		Commission
Certificate of Enrollment (Japanese)	1 Copy	340 yen
Postage		344 yen
ayment method Convenience store cash payment (FamilyMart, Lawso	n)	

- 9. You can receive the certificate by the method selected in 4.
- \* If you select "Pick up at the counter", the university will contact you as soon as it is ready.

 For details on operation, please refer to the "Operation Manual" which can be downloaded from the Similar mark at the top right of the screen after logging in. (above 2)

## What is an online certificate?

PDF data of the certificate, digitally signed and timestamped by the Certificate Authority, can be sent directly to the e-mail address of the company or other organization to which the certificate is submitted. The recipient of the certificate can download the certificate from a one-time URL only once.

1. Click the "Send online" button.



- 2. Enter the number of copies of the required certificates.
- 3. Click the "Proceed" button in the lower right corner of the screen.

Type of certificate Screen		ber of copies
Certificates (English)	- 10 Juli	~ ·
Type of certificate	Commission	Number of copies
Certificate of Enrollment (English)	340 yen	<b>ि ह</b> े2.
		1 сору

4. Select "Payment Method".



<List of payment methods>

Meaning	Remarks	
Convenience store cash payment		
(Seven-Eleven, FamilyMart,	Only in Japan	
Lawson)		
Credit card payment	VISA ,Mastercard,JCB,	
	AMEX, DINERS	
Pay-easy payment		
docomo payment		
au Kantan Settlement		
SoftBank Collective Payment (B)		
Apple Pay		
РауРау		

- 5. Click the "Proceed" button.
- 6. Enter the information for the destination and click the "Proceed" button.

*Submission name	Submission name
Department in charge	Department in charge
Name of person in charge	Name of person in charge
*Destination email address	Destination email address
*Confirmation of destination email	Destination email address
*name of applicant	name of applicant
are responsible for the information you o destination company name is printed on	anter, including your email address. the certificate.
are responsible for the information you or destination company name is printed on applicant's name you enter will be quote applicant's email address registered for	inter, including your email address. the certificate. d in the email sent to the company. the service will be quoted in the email sent to the company.
are responsible for the information you or destination company name is printed on applicant's name you enter will be quote applicant's email address registered for The above has been confirmed.	inter, including your email address. the certificate. (In the email sent to the company. the service will be quoted in the email sent to the company.
are responsible for the information you of destination company name is printed on applicant's name you enter will be quote applicant's email address registered for The above has been confirmed.	inter, including your email address. the cellificate. In the email set to the company. the service will be quoted in the email sent to the company.

The text you enter here will be the information that will be notified or printed to the company to which you are submitting. Please note that spelling errors, typos, etc. cannot be changed.

- \* The name of the submitting institution will be printed at the bottom of the certificate sent to the submitting institution.
- Please confirm the details of your application.
   If you are satisfied with the content, click the "Apply" button.

NV O		
Type of certificate	Number of Cale	Commission
Certificate of Enrollment (Japanese)	1 Сору	340 yen
Total	1 Сору	340 yen
rinting destination of certificate		
Send certificate online		
ayment method		
Convenience store cash payment (FamilyMart, Lawson)		
ubmission destination		

- 8. Enter the information required for payment. Follow the on-screen instructions to complete your payment.
- \* The screen will differ depending on the selected payment method.
- \* **<u>Refunds cannot be made after payment</u>**, so please check the details before applying.
- After the application is completed, the applicant and the submitting organization will receive a notification e-mail to confirm the details of the application.

Within the Certificate Issuance Service, it is possible to confirm that the certificate has been received by the submitting address. It is also possible to resend the certificate if an incorrect destination e-mail address is registered. (The original one-time URL will be invalidated by the resending process.)