How to Log in and Access the Manual (For Students)

1. Access "About Certificate Issuance (For Students)" and click the "Log in Here" button to go to the login page.
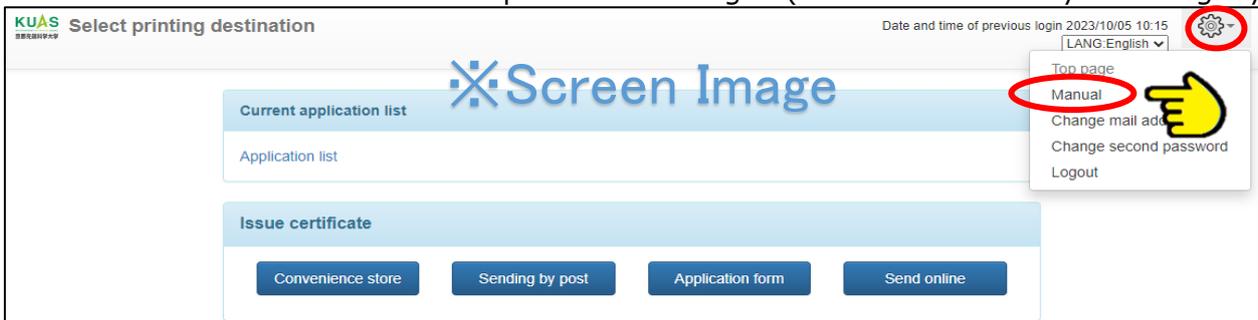
Notice	Your first login requires email authentication.

   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.)

   * For payment procedures such as "Application for Reissuance of Student ID Card" and "Reexamination Fee", please refer to the How to apply for payment procedure only.

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)

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

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.

4. Select the convenience store where you want to print. (Red circle in the figure below)

5. Select a payment method.

< List of convenience stores >

- Seven–Eleven
- Family Mart
- Lawson

< List of payment methods >

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

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

7. 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.

∗ **Refunds cannot be made after payment**, so please check the details before applying.

8. When you receive the email like below, the payment is completed.

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 ⚙ mark at the top right of the screen after logging in. (above 2)

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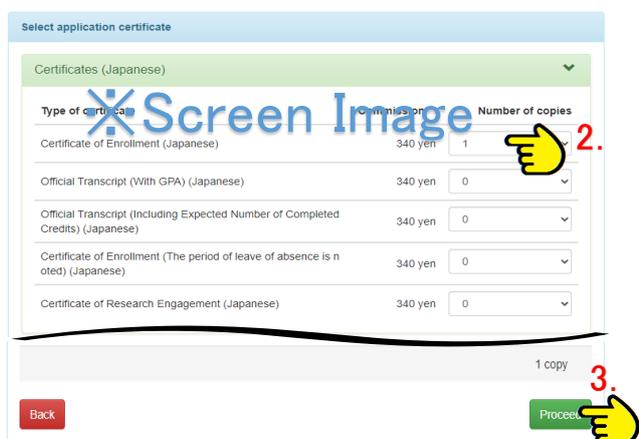
4. Enter the postal delivery details.
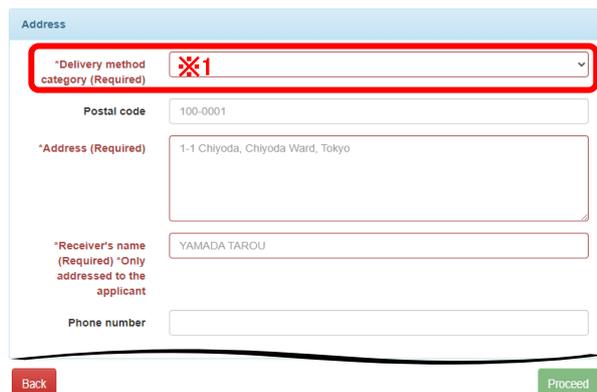
※1 Notes on selecting "Delivery method category"
If you choose "EMS", please make sure to confirm on the Japan Post website that you are in a country (region) where EMS delivery is possible before you apply.
Please note that we will not be able to issue refunds even if you select a country (region) from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

5. Select a payment method.

< List of payment methods >

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

6. Click the "Proceed" button.

7. 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.

＊ **Refunds cannot be made after payment**, so please check the details before applying.
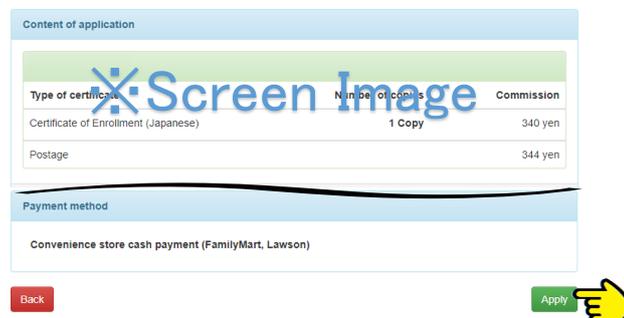
9. You can receive the certificate by the method selected in 4.

＊ If you select "Pick up at the counter", the university will contact you as soon as it is ready.

3

How to Send an Online Certificate by E-Mail

* For details on operation, please refer to the "Operation Manual" which can be downloaded from the ⚙ mark at the top right of the screen after logging in. ([above 2])
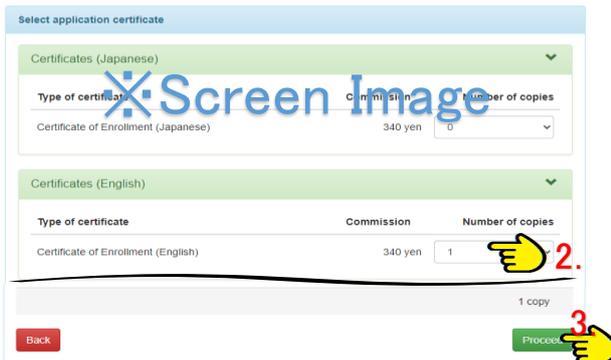
What is an online certificate?
PDF data of the certificate, digitally signed and time-stamped by the Certificate Authority, can be sent directly to the e-mail address of the company or other organization to which the certificate is submitted. The recipient of the certificate can download the certificate 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.

4. Select "Payment Method".

<List of payment methods>

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

5. Click the "Proceed" button.
6. Enter the information for the destination and click the "Proceed" button.
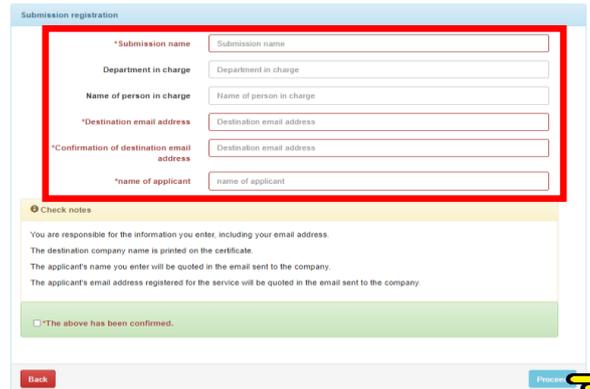
The text you enter here will be the information that will be notified or printed to the company to which you are submitting. Please note that spelling errors, typos, etc. cannot be changed.

* The name of the submitting institution will be printed at the bottom of the certificate sent to the submitting institution.

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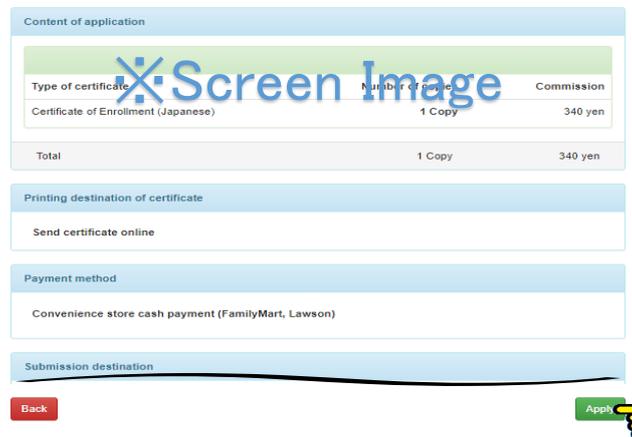
8. Enter the information required for payment. Follow the on-screen instructions to complete your payment.
* The screen will differ depending on the selected payment method.
* **Refunds cannot be made after payment**, so please check the details before applying.

9. 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.)
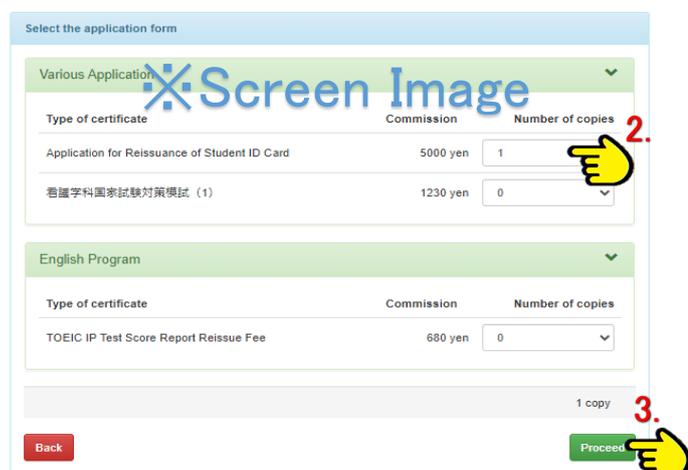
How to apply for payment procedure only

* Applies to applications that only require payment procedures. ("Application for Reissuance of Student ID Card", etc.)
* For details on operation, please refer to the "Operation Manual" which can be downloaded from the ⚙ mark at the top right of the screen after logging in. (above 2)

1. Click the "Application form" button.

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

4. Select "Payment Method".

\<List of payment methods\>

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

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

7. 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.
* **Refunds cannot be made after payment**, so please check the details before applying.

◆ If you have applied to have your student ID reissued, you will be contacted by the university as soon as the issuance is complete.
Please note that even if your lost student ID card is found after payment has been completed, we will not be able to provide a refund.
The student ID card found will be exchanged for the student ID card for which you have applied for reissue. Please be sure to notify the Educational Affairs Center that your student ID card has been found.