

To graduating/completing students

## **Congratulations on your graduation/completion!**

**You will receive one copy of your  
Transcript of Academic Record and Certificate of  
Graduation/Completion**

If you need more than one copy, please make a reservation at a certificate issuing machine.

(e.g.: If you need 2 copies of the Certificate of Graduation, reserve 1 copy.)

**Reservation Period: Wed, September 6, 2017 at 10:00 a.m. – Mon, September 11, 2017 until the end of the certificate issuing machine operating hours**

### **Instructions on how to receive certificates:**

#### **1. Reserve certificate at a certificate issuing machine.**

- (1) Swipe your student ID card through the card reader (right side of the screen).
- (2) Enter your password.
- (3) Press the "Certificate reservation for Degree Requirements: Fulfilled" button at the upper right of the screen.
- (4) Press the "Certificate that was registered in the past" button.
- (5) Select certificate type and amount. (Up to three types of certificates can be selected.)
- (6) Press the "Proceed to issue" button.
- (7) Pay with your co-op IC card or in cash.
- (8) Take the order slip.

#### **2. Receive the certificate(s) at the degree conferral ceremony of your College/Graduate School on the day of the graduation/completion ceremony.**

- \* Be sure to bring your order slip to receive the certificate(s).
- \* You cannot receive the certificate(s) on the day of the ceremony without an advance order.

\*The issuing fee per certificate is 300 yen.

\*You cannot cancel your reservation once it is confirmed. You do not need to make a reservation, if you need only one copy.

\*English-based students will receive their certificates in English. If you want your certificates in Japanese, you will need to make a reservation in advance.