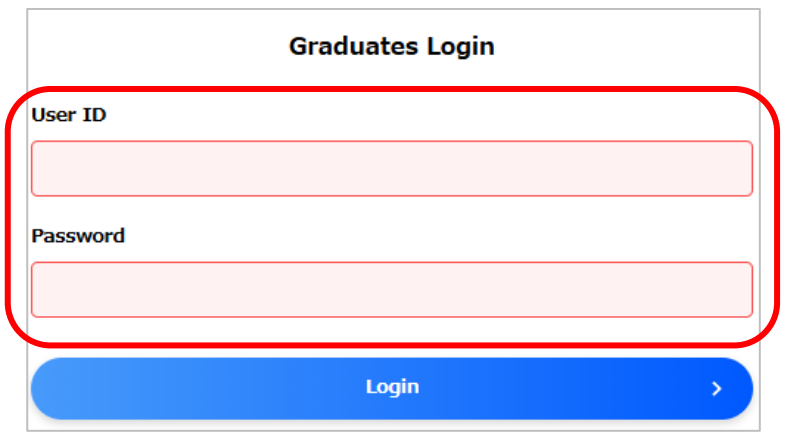
[Online Application Website]　Manual for Applying for Certificates

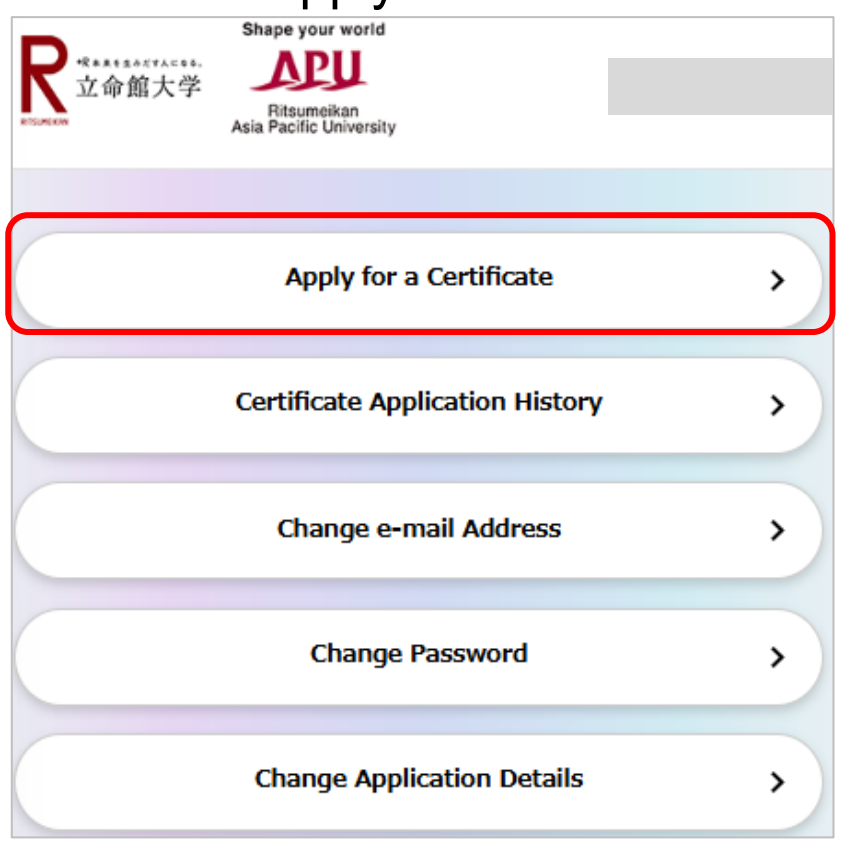
<u>※If you are using the service for the first time, please submit your application for use and wait for approval before applying for certificate issuance.</u>

（1）From the Graduates Login screen, enter the User ID (the email address you registered when applying for use) and the password you set, and then log in.

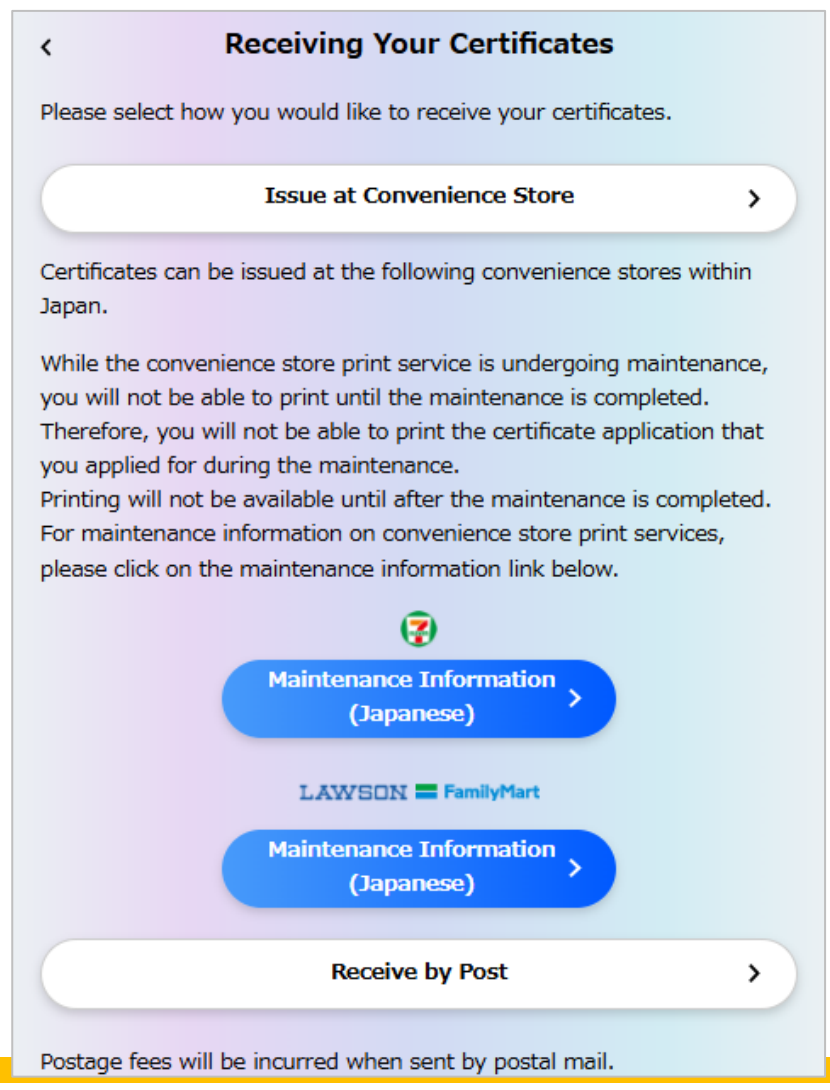


（2）Apply for a Certificate

① Click the “Apply for a Certificate” button.



② On the “Receiving Your Certificates” screen, select either “Issue at Convenience Store” or “Receive by Post.”



③ On the “Select Certificate” screen, choose the number of copies you wish to issue.

[Receipt Method：Convenience Store]

Select certificate

Receipt method: Convenience Store

1 Certificates — 2 Payment Method — 3 Confirm Content — 4 Application Complete

College of

20/03 Graduated

Select the certificate(s) for which you would like to apply.
＊You may apply for up to 5 different certificates, 10 certificates in total.

Graduation(JP)	JPY 300	0
Attendance(JP)	JPY 300	0
Academic Record(JP)	JPY 300	0
Graduation(EN)	JPY 300	0
Attendance(EN)	JPY 300	0
Academic Record(EN)	JPY 300	0

Subtotal 0 copies JPY 0
Processing Fees JPY 250
Total JPY 250

■APU
A Transcript of Academic Record reflects the grades up to the last semester. Even after grades are released, updated Transcripts of Academic Record cannot be issued until the new semester begins.

Continue to payment methods

[Receipt Method：Postal mail]

Select certificate

Receipt method: Postal mail

1 Certificates — 2 Mailing Address — 3 Payment Method — 4 Confirm Content — 5 Application Complete

College of

20/03/ Graduated

Select the certificate(s) for which you would like to apply.
＊You may apply for up to 5 different certificates, 10 certificates in total.

Graduation(JP)	JPY 300	0
～～～～～～Omitted～～～～～～		
Other	JPY 300	0
～～～～～～Omitted～～～～～～		
博物館学芸員課程単位修得証明書(学籍喪失者用)	JPY 300	0

Subtotal 0 copies JPY 0
Processing Fees JPY 250
Total JPY 250

■APU
A Transcript of Academic Record reflects the grades up to the last semester. Even after grades are released, updated Transcripts of Academic Record cannot be issued until the new semester begins.

Notes

The Notes section is here.

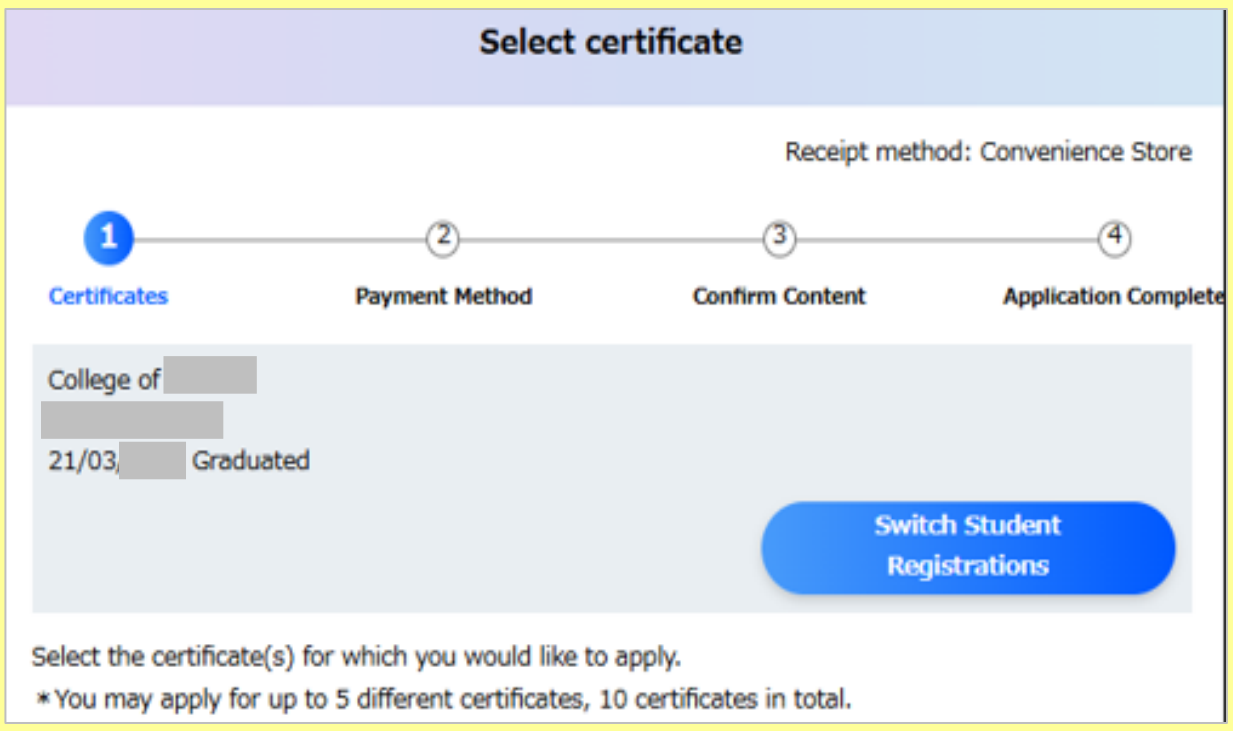
Attached file

Acceptable file formats : PDF,xls(x),doc(x),JPG,JPEG,PNG,GIF,BMP. File size : up to 20MB.

Continue to enter destination

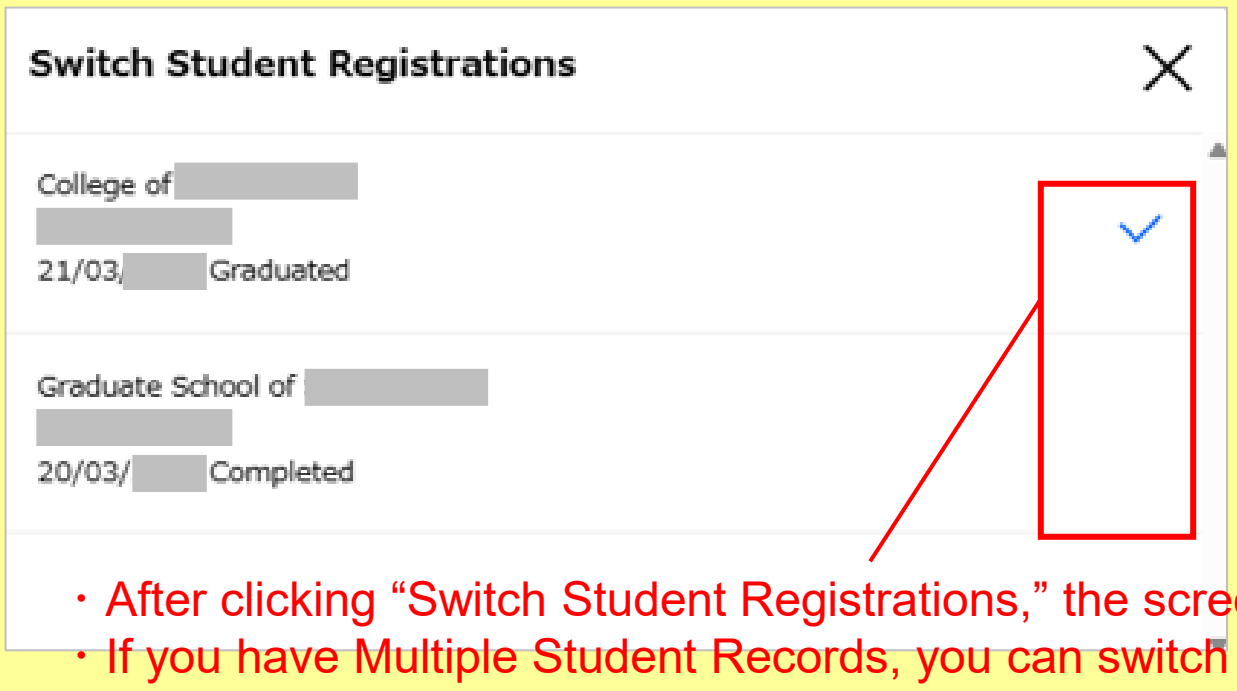
＜Notes for Those with Multiple Student Records＞

On the “Select Certificate” screen, please click the “Switch Student Registrations” button.



■When Multiple Student Records Are Displayed

You can apply for certificates for multiple student records at the same time.



・After clicking “Switch Student Registrations,” the screen will switch to this page.
・If you have Multiple Student Records, you can switch between them as shown.
・Please select (check) the student record for which you wish to issue certificates.

■When Multiple Student Records Are Not Displayed

Certificates for multiple student records that are not displayed—due to year of attendance or other reasons—cannot be applied for at the same time. Please proceed using one of the following methods.

(1) In the case of [Receipt Method：Postal mail]

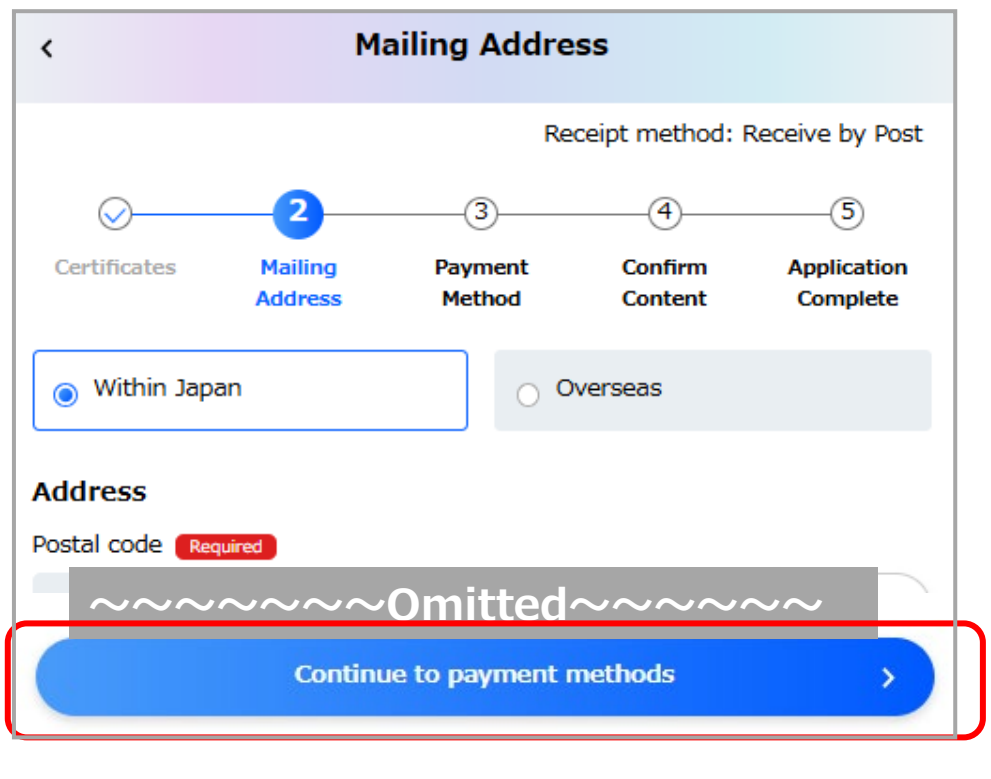
・Select “Receive by Post” on the “Receipt Method Selection” screen.
・Select the number of certificates needed for each of the student records.
・Enter the details of your request in the Notes section.

Example (if you have student records for both an undergraduate program and a graduate program):
“Please issue XX copies of the ○○ certificate for the undergraduate program and XX copies of the ○○ certificate for the graduate program.”

(2) In the case of [Receipt Method：Convenience Store]

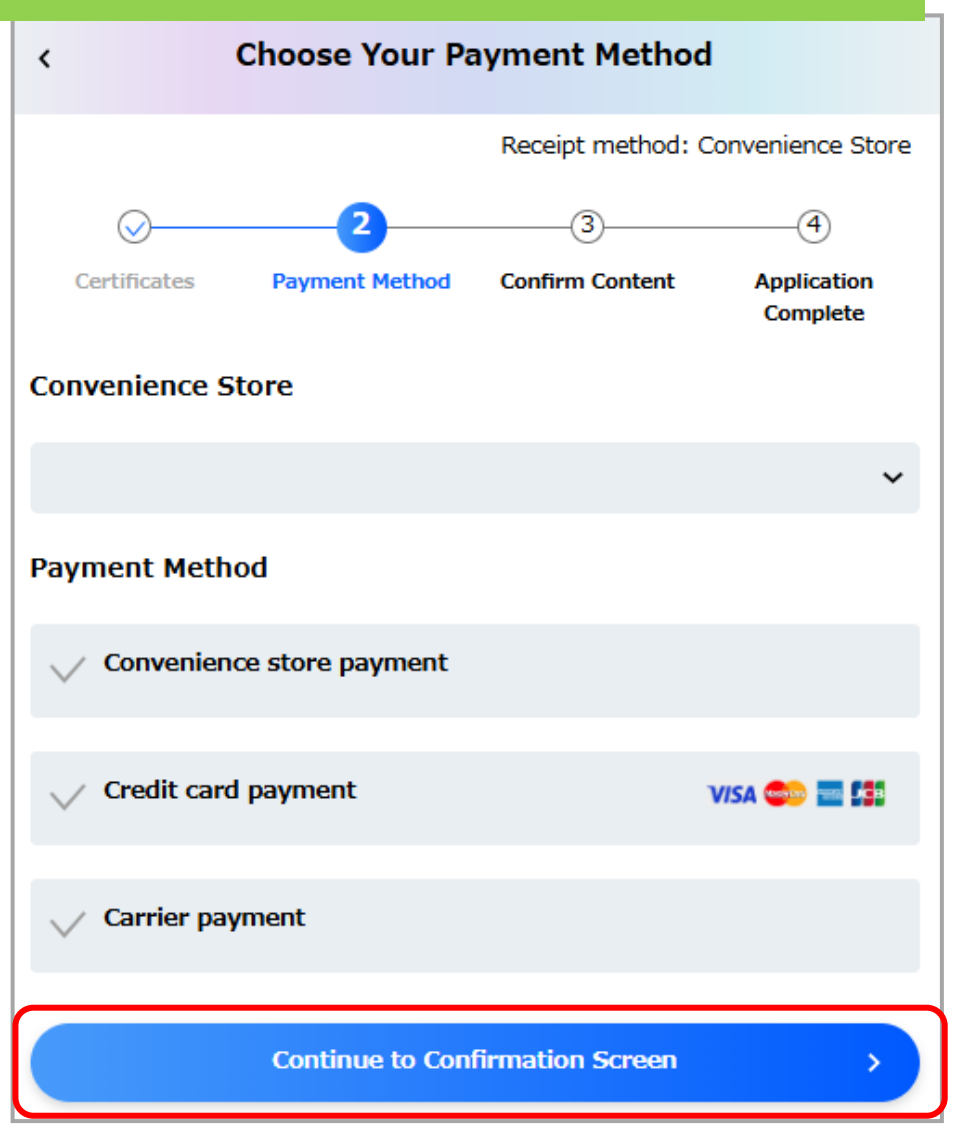
Please submit a new Application for Use for the additional student record(s), in addition to the one that has already been approved. In this case, you will need to prepare a different email address from the one that has already been approved. Please note that the system usage fee (250 yen) will be charged for each student record.

④（“Receive by Post” only）On the “Mailing Address” screen, first select either “Within Japan” or “Overseas,” and then enter the destination address.

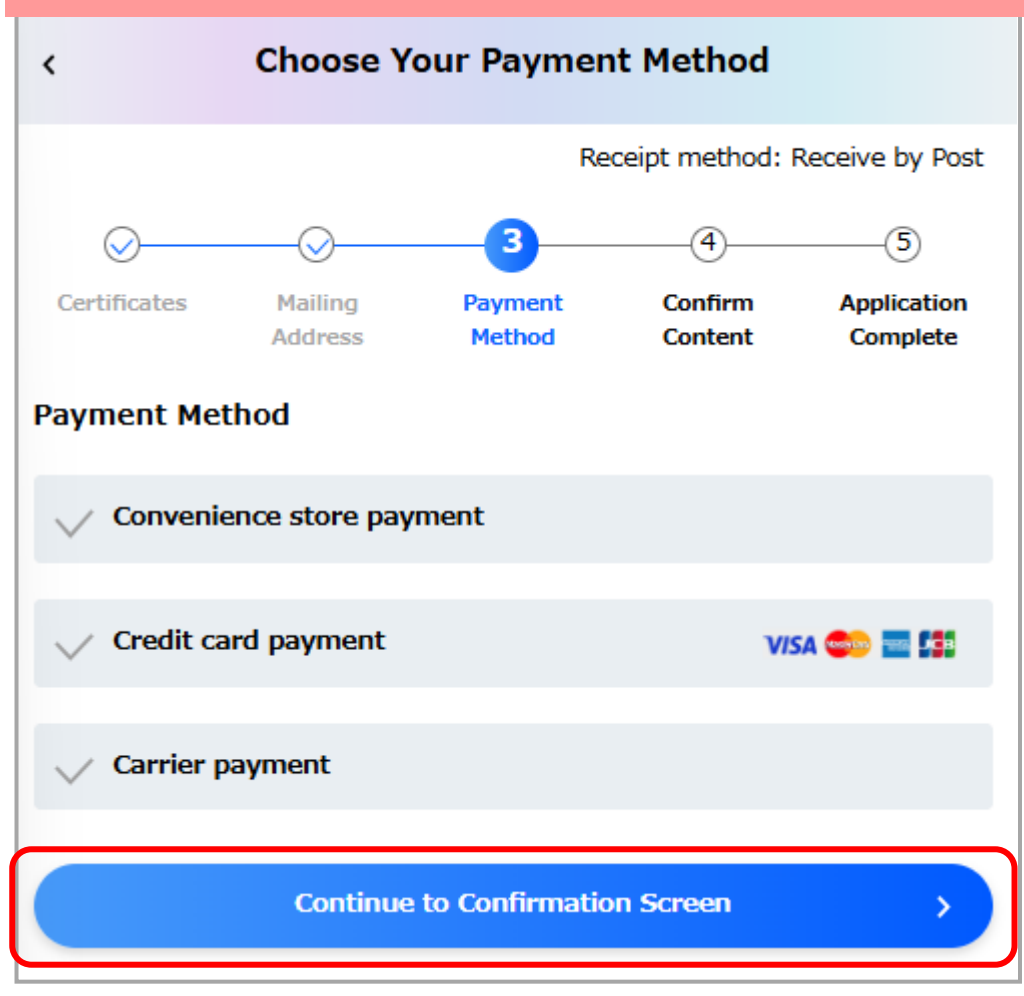


⑤On the “Choose Your Payment Method” screen, select the issuing store (for convenience store issuance only) and choose your payment method.

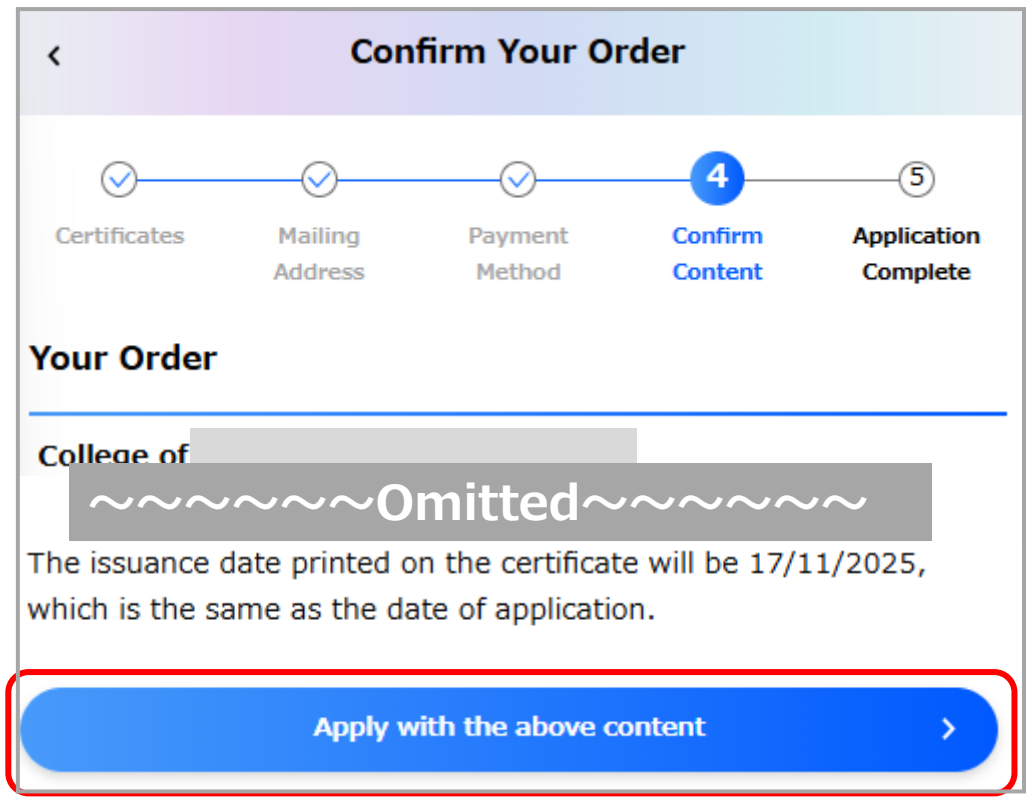
[Receipt Method：Convenience Store]



[Receipt Method：Postal mail]



⑥ On the “Confirm Your Order” screen, review the details of your certificate application, the receipt method, and the payment method, then click the submit button.



Payments are nonrefundable if you cancel the issuance or you pay incorrect fees. Please make sure that the content of your application is correct.

⑦ You will receive an email confirming that your certificate issuance application has been completed. Please check the details. If your Payment Method is “Convenience store payment,” the email will include instructions for making the payment at the store. Please review the instructions and make the payment accordingly.

[Sample Email (Japanese Version)]

証明書発行申請完了とお支払の完了について

do-not-reply@st.ritsumei.ac.jp

証明書の発行申請とクレジットカード決済が完了しました。
証明書の発行準備が完了次第、メールでご案内しますので、お待ちください。

証明書全般に関するお問合せは、ウチダ証明書学外発行サービス専用ヘルプデスク（0120-954-993）までご連絡ください。

支払方法

支払方法　クレジットカード
請求金額　***円

証明書発行申請内容

発行申請日時　****年**月**日 **：**
発行申請番号　**********

****学部 / 学生証番号 / 証明書の種類 / 部数 / ***

手数料　250 円

証明書の発行日付は、申請日である　****年**月**日 になります。

受取情報

コンビニ発行　ファミリーマート

メンテナンス情報

コンビニプリントサービスがメンテナンス中の場合、発行準備完了メールの送付とコンビニでの印刷はメンテナンス完了後となります。
メンテナンス情報は下記のURLよりご確認ください。
https://networkprint.ne.jp/information.html

プリント料金

⑧ [Receipt Method：Convenience Store]

After the payment is completed, you will receive an email once the certificates are ready for issuance. Please check the details in the email, and then print the certificates using a multi-function copier at the convenience store.

*Please note that convenience store issuance has a printing deadline. The deadline is stated in the email. You will not be able to print the certificates after the deadline, so please make sure to print them within the specified period. No refunds will be issued if the deadline has passed.

[Sample Email (Japanese Version)]

証明書発行準備完了

do-not-reply@st.ritsumei.ac.jp

以下の証明書の発行準備が完了しました。

＜証明書発行申請内容＞
・　****学部 / 学生証番号 / 証明書の種類 / 部数 / ***円

証明書発行日
・　****年**月**日
印刷先：ファミリーマート･ローソン

ユーザー番号：　**********

印刷期限：****年**月**日 **：

店舗のマルチコピー機でユーザー番号を入力して印刷してください。

＜店舗での印刷方法＞
ファミリーマート･ローソン
https://networkprint.ne.jp/sharp_netprint/ja/howto.aspx#howto_print

＜メンテナンス情報＞
コンビニプリントサービスがメンテナンス中の場合、コンビニでの印刷はメンテナンス完了後となります。
メンテナンス情報は下記のURLよりご確認ください。
https://networkprint.ne.jp/information.html

＜プリント料金＞
印刷時に所定のプリント料金がかかります。

⑨ [Receipt Method：Postal mail]

If your receipt method is “Receive by Post,” the certificates will be sent out as soon as they are ready. Please wait for their arrival.