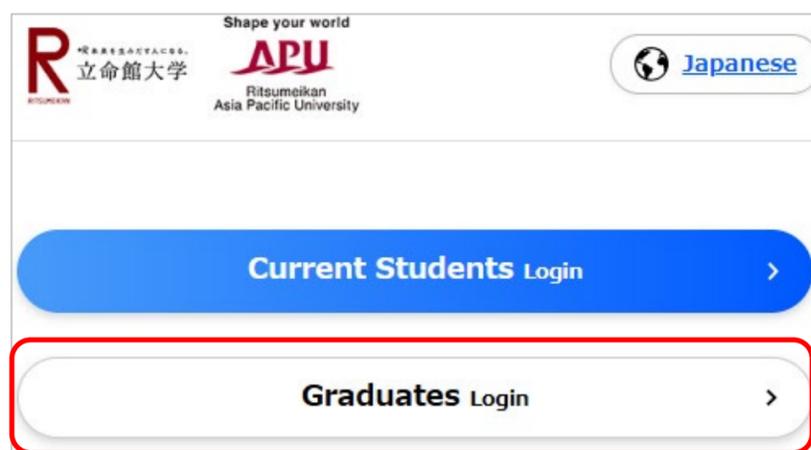


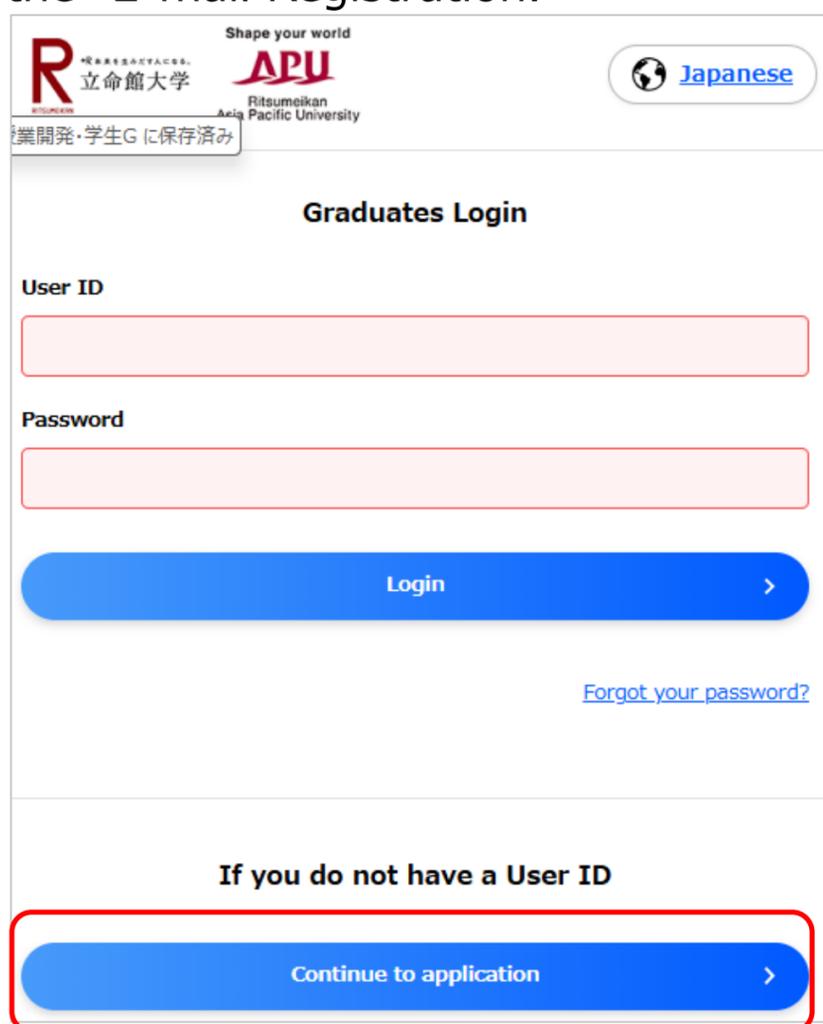
# [Online Application Website] Manual for Applying for Use (Only for the First Time)

(1) Click "Graduation Login."

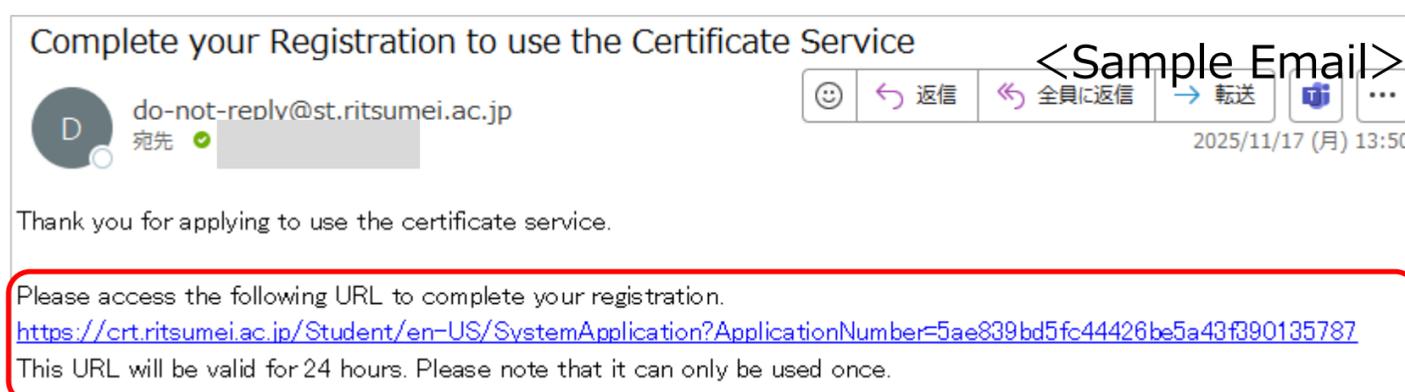


(2) Follow the steps below to complete the provisional registration and the service application. Please prepare an image of your identification document.

① Under "If you do not have a User ID", click "Continue to application" and proceed with the "E-mail Registration."



② When you receive the email titled "Complete your Registration to use the Certificate Service", please access the URL provided in the message.



③ Enter the required information in the form, proceed to the confirmation screen, and submit your application.

If you have multiple student records (for example, if you enrolled in a graduate school after completing your undergraduate program), please select only one student record when submitting your application.

④ After you receive the email confirming that your application has been accepted, please wait until the result is notified. Please note that applications are reviewed on business days of the Kinugasa Manabi Station. Applications submitted during the night or on non-business days will be processed on or after the next business day.

You will not be able to log in when you receive the email confirming that your application has been accepted. You can log in after you receive the (3) Application Approval Email.

(3) You will receive the Application Approval Email. When you receive the email, log in using the User ID (the email address you registered when applying) and the password you set during the application process.