

Type of Certificates, Issuance Fee and Required Lead-time

< Type of Certificates, Issuance Fee and Required Lead-time

- Please be sure to apply for the appropriate reception department before you apply via face to face or mail. If applying to unappropriated departments, it takes longer than usual.
- ※1 The lead-time is indicated as just a guide and the lead time might be changed depending on the situation of application such as the volume or reception timing etc.
- The lead-time does not include Saturdays, Sundays, public holidays, and out of reception hours, furthermore we cannot guarantee the arrival date of certificates.
- In case you need a type of certificates without below mentioned, or issue on the other form you request without using specified paper of the university, please contact the graduate school section beforehand. Please understand that at least two days requires for the lead-time. (Depends on the content, it takes 2 -7days.)

For the Current Enrolled Students

Type of Certificates	Language	Issuance Fee per one	Lead Time as a standard※1			Notes
			By Vending Machines	By in-person submission at the Graduate school office	By Mail	
Academic Transcript	Japanese	300yen	On the spot	In 2 days	In 2 days from the day of arrival of the application	Description of the courses acquired, the number of credits and grades, the year of enrollment and the year of completion
	English	300yen	—	In 7 days	In 7 days from the day of arrival of the application	
Certificate of Expected Graduation	Japanese	300yen	On the spot	In 2 days	In 2 days from the day of arrival of the application	Allowed period is from April 1st in the final year
	English	300yen	—	In 7 days	In 7 days from the day of arrival of the application	
Enrollment Certificates	Japanese	200yen	On the spot	In 2 days	In 2 days from the day of arrival of the application	
	English	200yen	—	In 7 days	In 7 days from the day of arrival of the application	
Leave of Absence	Japanese	300yen	Only the application form is available from vending machines.	In 2 days	In 2 days from the day of arrival of the application	
	English	300yen	Only the application form is available from vending machines.	In 7 days	In 7 days from the day of arrival of the application	

※1 For shipping date, it will be one day after the issue date as a standard.

For Alumni

Type of Certificates	Language	Issuance Fee per one	Lead Time as a standard※1			Notes
			Online Application	By in-person submission at the Graduate school office	By Mail	
Academic Transcript	Japanese	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	Including course-titles, grade, credits acquired, date of enrollment and date of graduation
	English	300yen	In 7 days after the settlement completion	In 7 days	In 7 days from the day of arrival of the application	
Certificate of Completion	Japanese	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	Including date of enrollment and date of graduation, name of degree conferred,
	English	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	
Certificate of Period of Enrollment	Japanese	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	Including date of enrollment and date of graduation, withdrawing
	English	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	

※1 For shipping date, it will be one day after the issue

For students who have dropped out

Type of Certificates	Language	Issuance Fee per one	Lead Time as a standard※1			Notes
			Online Application	By in-person submission at the Graduate school office	By Mail	
Certificate of Withdrawal	Japanese	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	Including date of enrollment, date of withdrawal
	English	300yen	In 7 days after the settlement completion	In 7 days	In 7 days from the day of arrival of the application	
Academic Transcript	Japanese	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	Including course-titles, grade, credits acquired, date of enrollment and date of graduation
	English	300yen	In 7 days after the settlement completion	In 7 days	In 7 days from the day of arrival of the application	
Certificate of Period of Enrollment	Japanese	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	Including date of enrollment and date of graduation, withdrawing
	English	300yen	In 2 days after the settlement completion	In 2 days	In 2 days from the day of arrival of the application	

※1 For shipping date, it will be one day after the issue date as a standard.

For Graduate Research Students/Non-degree students

Certificate of Graduate Research Student	Japanese	300yen	—	In 7 days	In 7 days from the day of arrival of the application	Only for Graduate Research Student
Certificate of Registration for Non-degree students	Japanese	300yen	—			For Non-degree student only

※1 For shipping date, it will be one day after the issue date as a standard.