

# **Certificate Issuance Service Operating Manual**

Application Procedure for Graduates

**July 17, 2025  
NTT-W**

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# 1 Introduction

## 1.1 Notes on Operation

### System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome FireFox Safari Edge
Smartphone, etc.	User	iPhone: Safari Android: Chrome

\*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.

\*The images may not be properly displayed depending on the model or browser.

\*The operation was confirmed with the latest version as of the date when it was performed.

\*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

### Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service

Phone	06-6809-4327
Reception hours	24 hours



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.1 How to Apply to Use the Service \*first time only

### Screen Images

### Steps

### How to Operate

1

Access the link to certificate issuance service found on the website of the university and access the Graduates Login page.

2

When using this service for the first time, you need to apply to use it. Click "New registration procedure" from "New registration."

大学ホームページ サンプル

サービスを利用する方は、各ページから登録・ログインしてください

---

卒業生の方

- ◆下記に記載の証明書・申込書の対応発行先
  1. 全国のコンビニエンスストアのマルチコピー機での発行
  2. 郵送での受け取り
 ※下記以外の証明書・申込書・学位証明書に關しましては、各学部窓口にて申請を行ってください
- 対象証明書
  - ・成績証明書
  - ・卒業証明書

>> 卒業生の方の利用申請・ログインはこちらから

The University Graduate login

Mail address

Mail address

Password

Password

Second password

Second password

If you have forgotten your password

Note

Login

New registration

Register yourself from here if you use this service for the first time.

New registration procedure



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

**The University Mail address setting**

**Mail address**

✉ Mail address

**Check**

✉ Mail address

**Note**

**!Be sure to read the Notes.**

- Press the "Confirm" button. A confirmation message will be sent to the designated email address.
- Access the URL described in the confirmation message and finish by setting your email address.
- It may take a while to send the confirmation message.
- You may not be able to receive the confirmation message addressed to a free email address.

\*Check the following if you did not receive the confirmation message after 30 minutes:

1. Is the email address you entered correct?
2. Did you enter any unnecessary spaces, etc.?
3. Did you enter single-byte alpha-numerical characters?
4. Is the email address you added to the exception list for spam emails correct?

**Back** **Check**

3

Enter an email address you wish to register into the "Mail address" and "Check" fields.

4

Read the "Note" and click the "Check" button.

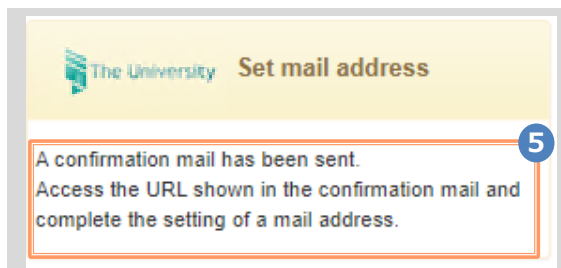


\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

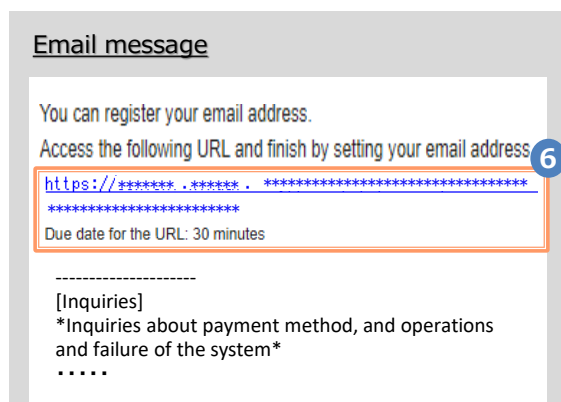
## Steps

## How to Operate



5

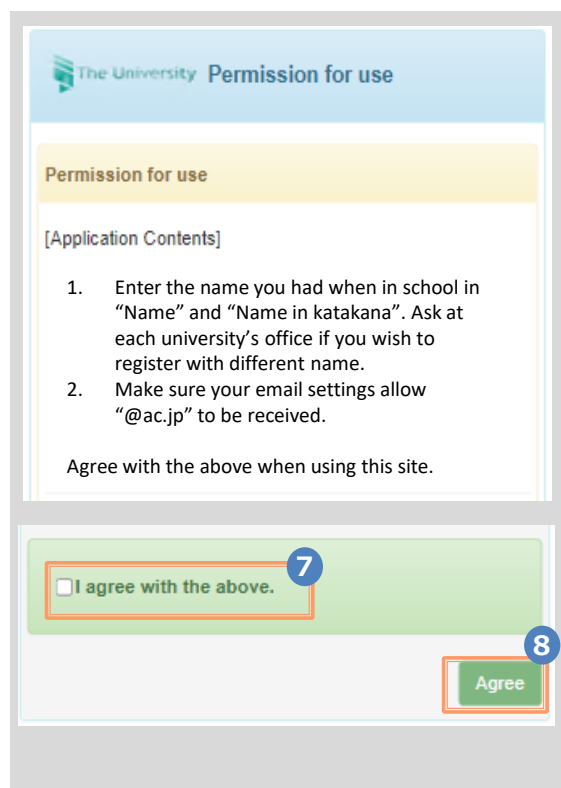
A message is displayed on the screen, and a confirmation notification is sent to the registered email address.



6

Click the one-time URL in the email body text and register the applicant information.

\*The URL has an expiration time, so please complete the operation within the displayed time limit.



7

Read the "Permission for use" displayed on the screen and select "I agree with the above"

8

Click the "Agree" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

9

Enter the information of the applicant.

\*The input items vary depending on the operating environment.

\*The items in red are required.

► Application type (Required)

Select "New" for new registration.

► Applicant's name (Required)

Enter the name of the applicant in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

► Birth date (Required)

Enter the birth date of the applicant.

\*In the western calendar year.

10

Enter the information of the applicant when in school.

\*The input items vary depending on the operating environment.

\*The items in red are required.

► Name when in school

Enter the name used when in school in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

► University/Department/Subject (Required)

Select the university, department, and subject.

► Student ID number

Enter the student ID number.

► Graduation (completion) year and month

Enter the graduation (completion) year and month.

\*In the Western calendar year.

► Graduate/Withdrawal/Expulsion (Required)

Select the applicable type.



**Applicant's information**

Application Type

☒ New  
☐ Reapplication (e.g., Email address used in the past is no longer available)

\*Applicant's name  
 DENDEN TAROU

Applicant's name in katakana  
 デンデン タロウ

Applicant's name in roman characters  
 DENDEN TAROU

\*Birth date  
 1990/09/09

**University's information (When in school)**

Name when in school  
 DENDEN TAROU

Name when in school in katakana  
 デンデン タロウ

Name when in school in roman characters  
 DENDEN TAROU

University  
 University

Department  
 Foreign Language

Subject  
 Division of Foreign Language

Student ID number  
 \*\*\*\*\*

Graduation (completion) year and month  
 2015/03

☒ Graduation ☐ Withdrawal ☐ Expulsion



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

11

Enter the current address and contact information.

\*The input items vary depending on the operating environment.

### ► Postal code

Enter the postal code of the current address.

### ► Prefecture/City/Street and number/ Apartment name and room No.

Enter the current address.

### ► Phone number

Enter the home phone number.

### ► Mobile phone number

Enter the mobile phone number.

12

Enter work information.

\*The input items vary depending on the operating environment.

### ► Workplace name

Enter your workplace name.

### ► Postal code

Enter the postal code of your workplace.

### ► Prefecture/city/street and number/ Apartment name and room No.

Enter the address of your workplace.

### ► Phone number

Enter the phone number of your workplace.

**Current address**

Postal code  
100-0001

Prefecture  
Tokyo

City  
Chiyoda-ku

Street and number  
1-1 Chiyoda

Apartment name and room No.  
Apartment name and room No.

Phone number  
03-1111-2222

Mobile phone number  
090-1111-2222

**Work information**

Workplace name  
ABC Corp.

Postal code

Prefecture  
Tokyo

City  
Chiyoda-ku

Street and number  
1-1 Chiyoda

Apartment name and room No.  
Apartment name and room No.

Phone number



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

## Before attaching the image

## Copy of an identification document

## Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card  
☐ Photo ID

## Image of an identification document

Choose File No file chosen

## Image (back side) of an identification document

Choose File No file chosen

Back

The image file is displayed after being attached.

## After attaching the image

## Copy of an identification document

## Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card  
☐ Photo ID

## Image of an identification document

Choose File Photo.png



## Image (back side) of an identification document

Choose File Photo\_back.png

備考

Back

Check

13

The copy of an identification document is required. Attach the file for identifying the applicant.

## ► Type of identification document

Select the type of an attached document for identifying the applicant.

## ► Image of an identification document

Click the "Choose File" button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver's license, add the image of the back side.

Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.

Note that an image file having the ".jpg," ".gif," or ".png" extension can be registered.

13-\*

When a file is selected, the image of the document is displayed for the "Image of the identification document."  
 Check if the name, address, and birth date are readable.

14

Click the "Check" button.

\*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

15

Check the entered information for registration and click the "Application" button.

16

Check that the Application reception screen is displayed.

Applicant's information	Current address
Application Type New	Postal code 100-0001
Applicant's name (Required) DENDEN TAROU	Prefecture Tokyo
Applicant's name in katakana デンデン タロウ	City Chiyoda-ku
Applicant's name in roman characters DENDEN TAROU	Street and number 1-1 Chiyoda
Birth date 1990/09/09	Apartment name and room No.
	Phone number 03-1111-2222
	Mobile phone number 090-1111-2222
University's information (When in school)	Work information
Name when in school DENDEN TAROU	Workplace name
Name when in school in katakana デンデン タロウ	Postal code
Name when in school in roman characters DENDEN TAROU	Prefecture
University University	City
Department Foreign Language	Street and number
Subject Division of Foreign Language	Apartment name and room No.
Student number *****	Phone number
Graduation year and month (Required) 2015/03	Copy of an identification document
Graduation, Withdrawal, Expulsion Graduation	Type of identification document Driving licence
	Image of an identification document 
	Image (back side) of an identification document 
<a href="#">Back</a>	<a href="#">Application</a>

**The University Application reception**

Your application will be checked.  
The result will be sent to the registered mail address later.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

## Email message

Title: Result of the application for use

The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.

\*After you log in, change the password.

Initial password: \*\*\*\*\*<sup>17</sup>

Log in here

[https://\\*\\*\\*\\*.\\*\\*\\*\\*.\\*\\*\\*\\*.\\*\\*\\*\\*/\\*\\*\\*\\*/\\*\\*\\*\\*.\\*\\*\\*\\*](https://****.****.****.****/****/****.****)<sup>18</sup>

© This email is for sending only.

For more information, contact the administrative representative.

After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.

\*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.

Click the URL for "Log in here" in the email body text to access the login screen.

For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result.

\*Leave the "Second password" field empty.

The University Graduate login

Mail address<sup>19</sup>

✉ Mail address

## Password

🔒 Password

## Second password

🔒 Second password

[If you have forgotten your password](#)

## Note

## !Be sure to read the Notes.

- Be sure to log out and close your browser when you leave this site.
- You will log out automatically if you do not make any operation for a while after logging in.
- Change your passwords on a regular basis.
- Storing your passwords on the browser is not recommended for security reasons.

Login<sup>20</sup>

Read the "Note" and click the "Login" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

21

The Password Setting screen opens, where you can change the initial password and set the second password.

Fill in the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.

\*The password and the second password must be different.

22

Read the "Note" and click the "Set" button.

23

Click the "OK" button.

The Certificate Issuance Service has now become available.

\*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, can add the student ID number by referring to the following:

► 2.3 "How to Add a Student ID number"



## 2.2 How to Log In

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

### Screen Images

### Steps

### How to Operate

1

Access the link to certificate issuance service found on the website of the university and access the Graduates Login page.

2

Enter the registered email address, password, and second password.

\*For login for the first time, you need to apply to use this service. For how to apply for it, see the following:

▶ 2.1 "How to Apply to Use the Service"

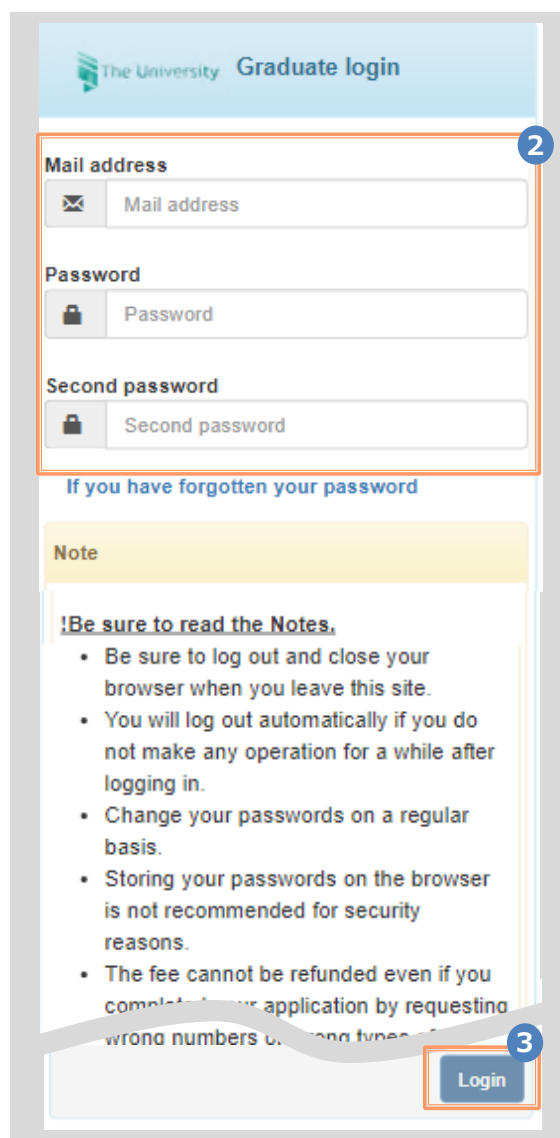
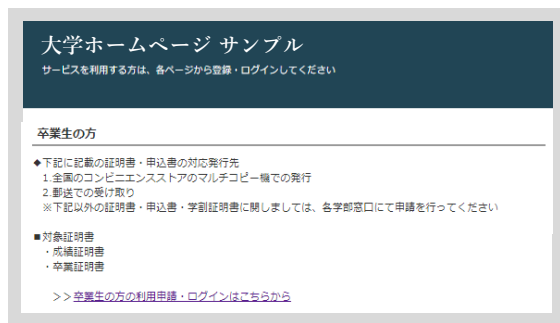
\*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, should see the following:

▶ 2.3 "How to Add a Student ID number"

3

Read the "Note" and click the "Login" button.

▶ Go to **3** "Application for Certificates."



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.3 How to Add a Student ID Number

\*applicable for those who have multiple student ID numbers

### Screen Images

### Steps

### How to Operate


1

Perform registration for either undergraduate or graduate by following the instruction in 2.1 “How to Apply to Use the Service” in this manual. Enter the registered email address and password.

2

Read the “Note” and click the “Login” button.

3

Click the menu button “” in the upper right of the screen, and then click “Register additional student ID number”



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Read the "Note" and click the "Send" button.

The University Send mail registering additional student information

**Note**

! Be sure to read the Note.

- A student ID number of a department and a student ID number of the graduate school can be managed as one user.
- Add a department or a student ID number of the graduate school the user can currently handle.
- Do not register the student ID number of others.
- Press the "Send" button. An application confirmation mail will be sent to the registered mail address.
- Access the URL written in the application confirmation mail and complete your application for addition of a student ID number.
- It may take some time until the application confirmation mail is sent.

Back Send

5

When the Application Completed screen is displayed, click the "OK" button.

Application complete

The Email has been sent.

OK

6

An email including a one-time URL is sent to the registered email address. When you receive it, click the one-time URL.

\*The URL has an expiration time, so please complete the operation within the displayed time limit.

Email message

Title: Addition of the student ID number

Please add the student ID number. Access the URL below and complete the application for use of the student ID number you wish to add.

[https://\\*\\*\\*\\*\\*/\\*\\*/\\*\\*\\*\\*\\*](https://*****/**/*****)

-----

© This email is for sending only.  
For more information, contact the administrative representative.





\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

7

Enter your information as of the time you were enrolled at undergraduate or graduate you want to add.

\*The input items vary depending on the operating environment.

\*The input items in red are required.

► **Name when in school**

Enter the name used when in school in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

► **University/Department/Subject (Required)**

Select the university, department, and subject.

► **Student ID number**

Enter the student ID number.

► **Graduation (completion) year and month**

Enter the graduation (completion) year and month.

\*In the Western calendar year.

► **Graduate/Withdrawal/Removal (Required)**

Select the applicable type.

8

Click the "Check" button.

9

Check the inputs and click the "Application" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

10

A message is displayed stating that the application has been accepted.

11

After the application is approved, an email is sent to the registered email address. Check to see if the service has become available.

\*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.

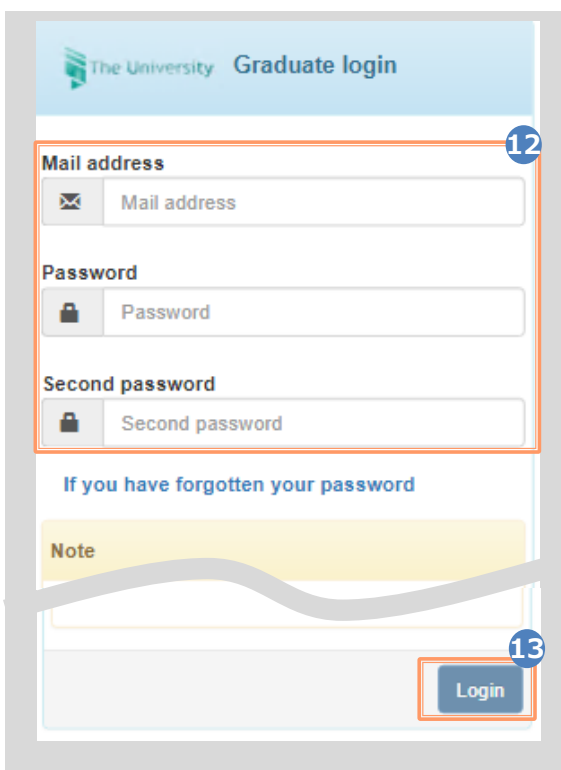
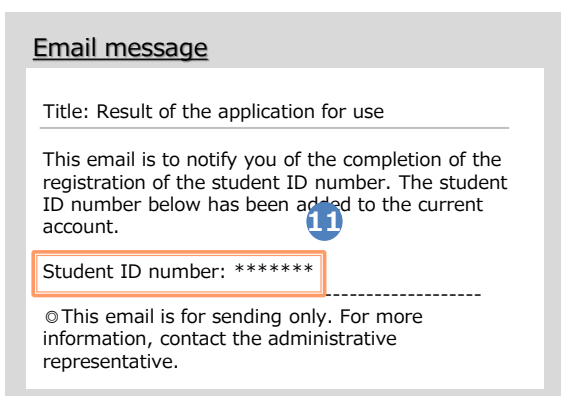
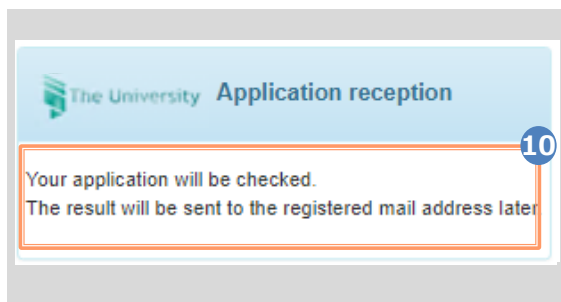
12

Access the website of the certificate issuance service and enter the email address, password, and second password again.

\*For how to log in, see the following:  
▶ 2.2 "How to Log In"

13

Read the "Note" and click the "Login" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

14

Select one of the printing methods from the "Issue Certificates".

\*The screen image on the left will be displayed when selecting "CVS" for printing. To access the service only for checking whether the student ID number is registered, you can select any option.

15

Check that two student ID numbers are selectable.

Select the student ID number you want to use for printing a certificate before applying for the certificate.

► Go to **3** "Application for Certificates."

Type of certificate	Commission	Number of copies
Certificate of Completion (Japanese)	800 yen	0
Certificate of Completion (English)	800 yen	0

Type of certificate	Commission	Number of copies
Medical Examination Certificate	200 yen	0
Certificate of Academic Record	200 yen	0
Certificate of Graduation	200 yen	0



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 2.4 How to Change the Login Information


### (a) Change the Personal Information

#### Screen Images

#### Steps

#### How to Operate

1

Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Personal setting”.

\*For how to log in, see the following:  
▶ 2.2 “How to Log In”

2

Fill the personal information items you want to change.

3

Click the “Check” button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Check the inputs and click the "Application" button.

**Applicant's information**

Applicant's name  
DENDEN TAROU

Applicant's name in Katakana

Applicant's name in roman characters

Sex

Birth date  
1999/09/09

**Current address**

Apartment name and room No.

Phone number

Back Application

5

The Change Completed screen is displayed stating that the information has been changed. Click the "OK" button.

**Change complete**

Applicant information has been changed.

OK



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.


## (b) Change the Email Address \*if you can log in

### Screen Images

### Steps

### How to Operate

1

Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change mail address.”

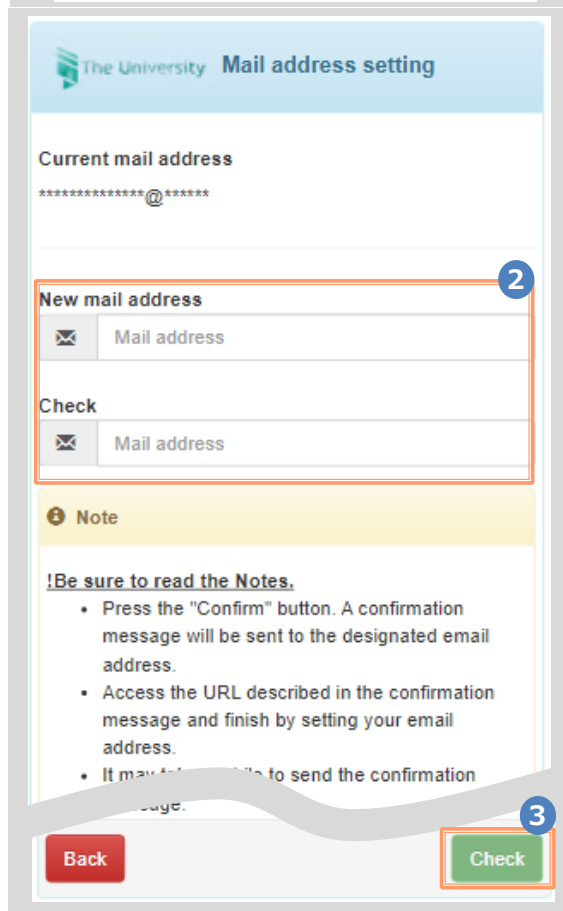
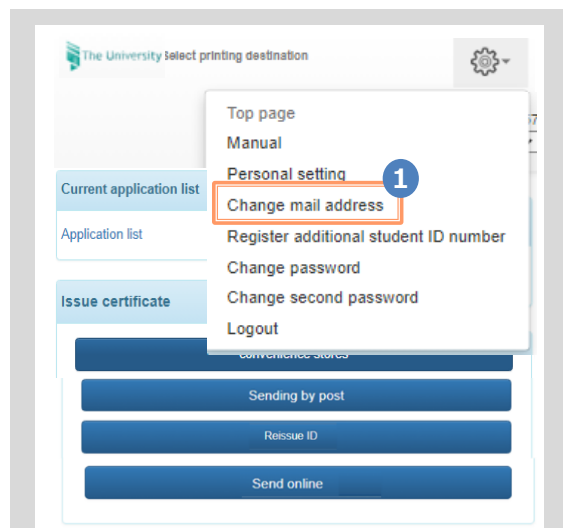
\*For how to log in, see the following:  
▶ 2.2 “How to Log In”

2

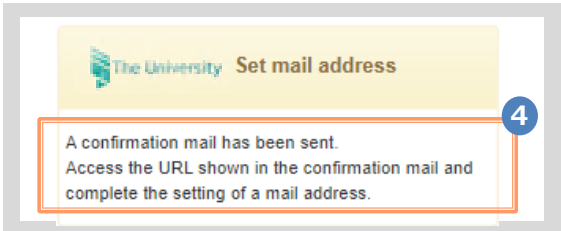
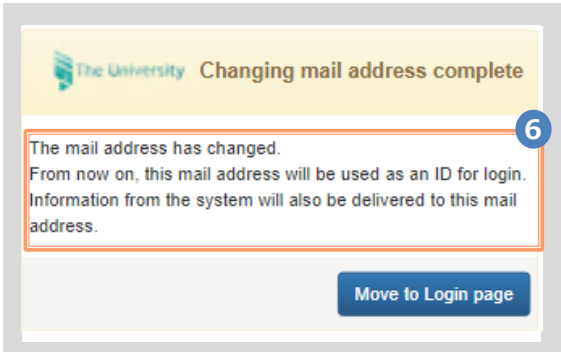
Enter a new email address into the “New mail address” and “Check” fields.

3

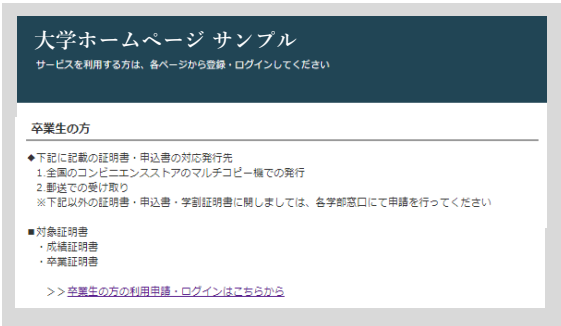
Read the “Note” and click the “Check” button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	4	A message is displayed on the screen and a confirmation notification is sent to the registered email address.
<p><b>Email message</b></p> <p>You can change your email address. Access the following URL and change your email address: <a href="https://*****.*****.*****">https://*****.*****.*****</a> ***** Due date for the URL: 30 minutes</p> <p>*Please delete this message if you don't recognize *This email address is used only for sending purposes.</p>	5	Click the one-time URL in the email body text to complete changing the email address. *The URL has an expiration time, so please complete the operation within the displayed time limit.
	6	A message is displayed on the screen stating that the email address has been changed.

(C) Change the Email Address \*If the email address you used in the past can no longer be used, etc.

Screen Images	Step	How to Operate
	1	Access the link to certificate issuance service found on the website of the university and access the Graduates Login page.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

2

Click "New registration procedure" from "New registration".

3

Enter an email address you wish to change into the "Mail address" and "Check" fields.

4

Read the "Note" and click the "Check" button.

The University Graduate login

Mail address

Password

Second password

If you have forgotten your password

Note

Login

New registration

Register yourself from here if you use this service for the first time.

New registration procedure

The University Mail address setting

Mail address

Check

Note

Be sure to read the Notes.

- Press the [Check] button. A confirmation message will be sent to the designated email address.

Back

Check



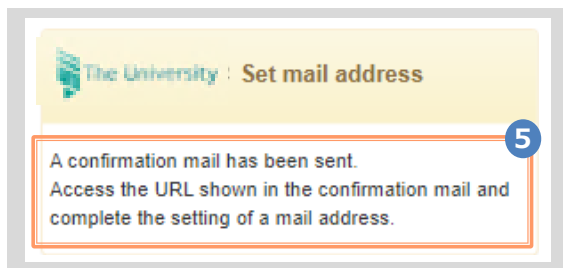


\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

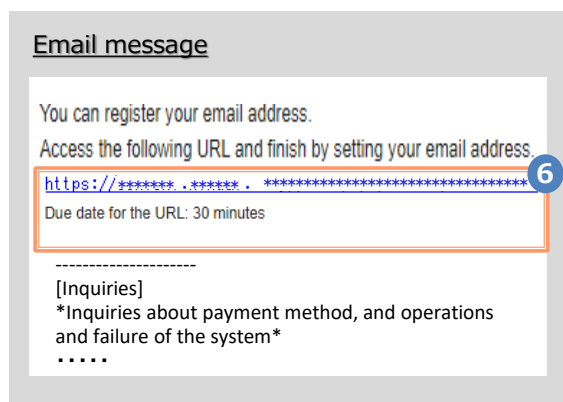
## Steps

## How to Operate



5

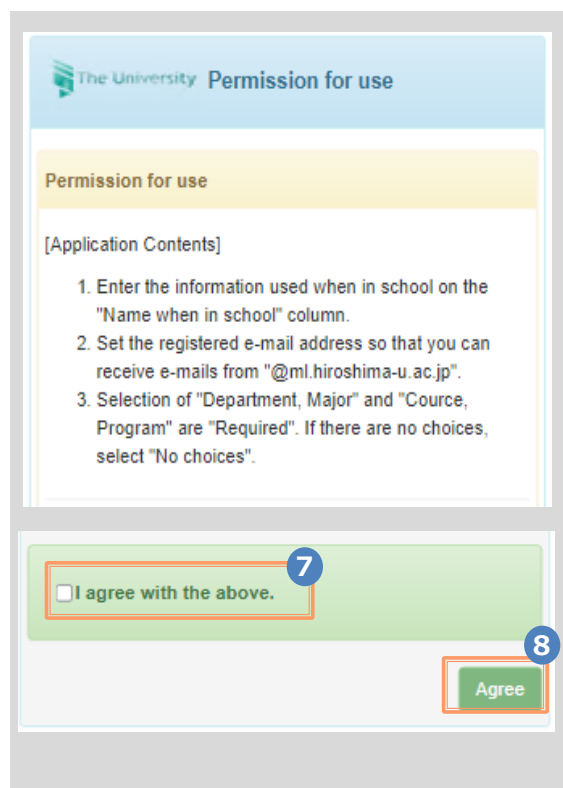
A message is displayed on the screen, and a confirmation notification is sent to the email address you entered.



6

Click the one-time URL in the email body text and register the applicant information.

\*The URL has an expiration time, so please complete the operation within the displayed time limit.



7

Read the "Permission for use" displayed on the screen and select "I agree with the above".

8

Click the "Agree" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

9

Enter the information of the applicant.

\*The input items vary depending on the operating environment.

\*The items in red are required.

► Application type (Required)

Select "New" for new registration.

► Applicant's name (Required)

Enter the name of the applicant in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

► Birth date (Required)

Enter the birth date of the applicant.

\*In the western calendar year.

10

Enter the information of the applicant when in school.

\*The input items vary depending on the operating environment.

\*The items in red are required.

► Name when in school

Enter the name used when in school in kanji, katakana, and roman characters.

\*Place a space between the family name and first name.

► University/Department/Subject (Required)

Select the university, department, and subject.

► Student ID number

Enter the student ID number.

► Graduation (completion) year and month

Enter the graduation (completion) year and month.

\*In the Western calendar year.

► Graduate/Withdrawal/Expulsion (Required)

Select the applicable type.



**Applicant's information**

Application Type

☒ New

☐ Reapplication (e.g., Email address used in the past is no longer available)

\*Applicant's name

DENDEN TAROU

Applicant's name in katakana

デンデン タロウ

Applicant's name in roman characters

DENDEN TAROU

\*Birth date

1990/09/09

**University's information (When in school)**

Name when in school

DENDEN TAROU

Name when in school in katakana

デンデン タロウ

Name when in school in roman characters

DENDEN TAROU

University

University

Department

Foreign Language

Subject

Division of Foreign Language

Student ID number

\*\*\*\*\*

Graduation (completion) year and month

2015/03

☒ Graduation ☐ Withdrawal ☐ Expulsion

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

11

Enter the current address and contact information.

\*The input items vary depending on the operating environment.

## ► Postal code

Enter the postal code of the current address.

► Prefecture/City/Street and number/  
Apartment name and room No.

Enter the current address.

## ► Phone number

Enter the home phone number.

## ► Mobile phone number

Enter the mobile phone number.

12

Enter work information.

\*The input items vary depending on the operating environment.

## ► Workplace name

Enter your workplace name.

## ► Postal code

Enter the postal code of your workplace.

► Prefecture/city/street and number/  
Apartment name and room No.

Enter the address of your workplace.

## ► Phone number

Enter the phone number of your workplace.

## Current address

Postal code

100-0001

Prefecture

Tokyo

City

Chiyoda-ku

Street and number

1-1 Chiyoda

Apartment name and room No.

Apartment name and room No.

Phone number

03-1111-2222

Mobile phone number

090-1111-2222

## Work information

Workplace name

ABC Corp.

Postal code

Prefecture

Tokyo

City

Chiyoda-ku

Street and number

1-1 Chiyoda

Apartment name and room No.

Apartment name and room No.

Phone number



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

## Before attaching the image

## Copy of an identification document

## Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card  
☐ Photo ID

## Image of an identification document

Choose File No file chosen

## Image (back side) of an identification document

Choose File No file chosen

Back

The image file is displayed after being attached.

## After attaching the image

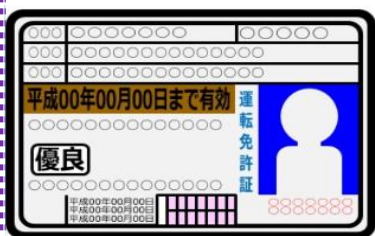
## Copy of an identification document

## Type of identification document

☒ Driving licence ☐ Passport ☐ Insurance card  
☐ Photo ID

## Image of an identification document

Choose File Photo.png



## Image (back side) of an identification document

Choose File Photo\_back.png

備考	

Back

Check

13

The copy of an identification document is required. Attach the file for identifying the applicant.

## ► Type of identification document

Select the type of an attached document for identifying the applicant.

## ► Image of an identification document

Click the "Choose File" button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver's license, add the image of the back side.

Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.

Note that an image file having the ".jpg," ".gif," or ".png" extension can be registered.

13-\*

When a file is selected, the image of the document is displayed for the "Image of the identification document."  
 Check if the name, address, and birth date are readable.

14

Click the "Check" button.

\*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

15

Check the entered information for registration and click the "Application" button.

16

Check that the Application reception screen is displayed.

Applicant's information	Current address
Application Type New	Postal code 100-0001
Applicant's name (Required) DENDEN TAROU	Prefecture Tokyo
Applicant's name in katakana デンデン タロウ	City Chiyoda-ku
Applicant's name in roman characters DENDEN TAROU	Street and number 1-1 Chiyoda
Birth date 1990/09/09	Apartment name and room No.
	Phone number 03-1111-2222
	Mobile phone number 090-1111-2222
University's information (When in school)	Work information
Name when in school DENDEN TAROU	Workplace name
Name when in school in katakana デンデン タロウ	Postal code
Name when in school in roman characters DENDEN TAROU	Prefecture
University University	City
Department Foreign Language	Street and number
Subject Division of Foreign Language	Apartment name and room No.
Student number *****	Phone number
Graduation year and month (Required) 2015/03	Copy of an identification document
Graduation, Withdrawal, Expulsion Graduation	Type of identification document Driving licence
	Image of an identification document 
	Image (back side) of an identification document 
<a href="#">Back</a>	<a href="#">Application</a>

 The University Application reception

16

Your application will be checked.  
The result will be sent to the registered mail address later.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

## Email message

Title: Result of the application for use

The application for use of the certificate issuance service has been accepted. Use the initial password below to log in.

\*After you log in, change the password.

Initial password: \*\*\*\*\*<sup>17</sup>

Log in here

[https://\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*/\\*\\*\\*\\*\\*](https://*****.*****.*****.*/*****)<sup>18</sup>

© This email is for sending only.

For more information, contact the administrative representative.

17

After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.

\*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.

18

Click the URL for "Log in here" in the email body text to access the login screen.

19

For the "Mail address" field, enter the registered email address, and for the "Password" field, enter the initial password shown in the email announcing the application result.

\*Leave the "Second password" field empty.

The University Graduate login

Mail address<sup>19</sup>

✉ Mail address

## Password

🔒 Password

## Second password

🔒 Second password

[If you have forgotten your password](#)

## Note

## !Be sure to read the Notes.

- Be sure to log out and close your browser when you leave this site.
- You will log out automatically if you do not make any operation for a while after logging in.
- Change your passwords on a regular basis.
- Storing your passwords on the browser is not recommended for security reasons.

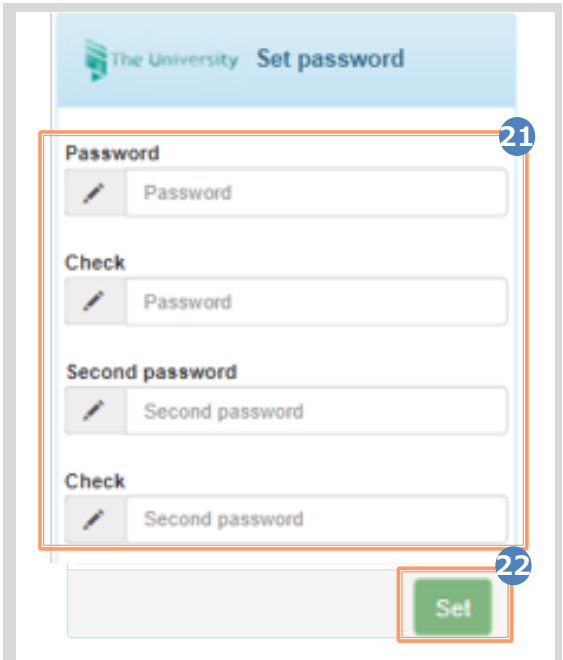
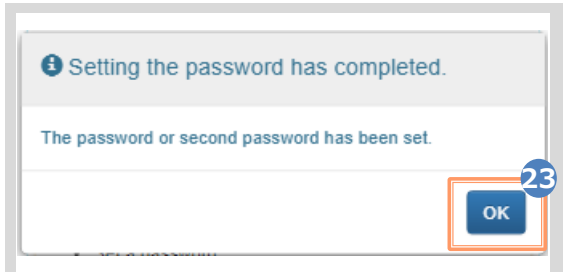
Login<sup>20</sup>

20

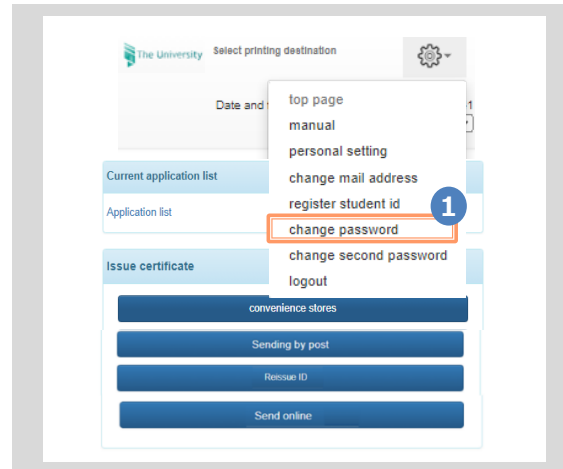

Read the "Note" and click the "Login" button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	21	<p>The Password Setting screen opens, where you can change the initial password and set the second password.</p> <p>Fill in the “Password” and “Second password” fields and the confirmation field for each with a password and second password, respectively, (other than the initial password) of at least eight single-byte characters, including both upper- and lowercase characters.</p> <p>*The password and the second password must be different.</p>
	22	<p>Read the “Note” and click the “Set” button.</p>
	23	<p>Click the “OK” button.</p> <p>The Certificate Issuance Service has now become available.</p>

### (d) Change the Password

Screen Images	Steps	How to Operate
	1	<p>Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change password.”</p> <p>*For how to log in, see the following:          ► 2.2 “How to Log In”</p>



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The University Change password

**Current password**

Current password

**New password**

New password

**Check**

New password

**Note**

! Be sure to read the Note.

Set a password according to these rules:

- It must be made up of eight or more characters.
- One or more half-width, uppercase alphabetic characters (A to Z) must be contained.
- One or more half-width, lowercase alphabetic characters (a to z) must be contained.
- One or more half-width numerals (0 to 9) must be contained.
- Characters and numerals other than half-width alphanumeric characters must not be contained.

Back Change

2

Enter the currently used password into the "Current password" field and a new password into the "New password" and "Change" fields.

3

Read the "Notes" and click the "Change" button.

4

A message is displayed on the screen stating that the password has been changed. Click the "OK" button.

**Change complete**

The password has been changed.

OK





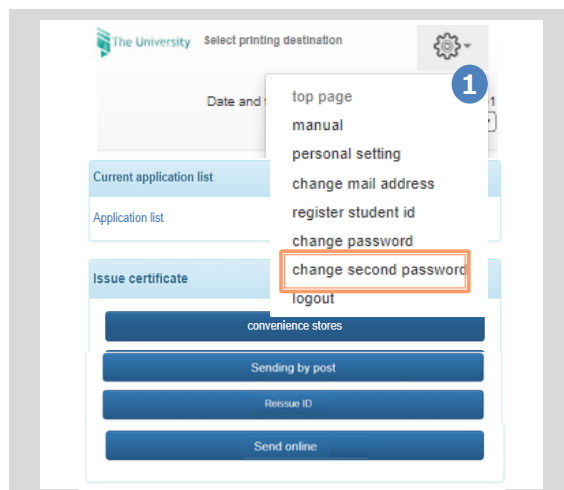
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

### (e) Change the Second Password


#### Screen Images

#### Steps

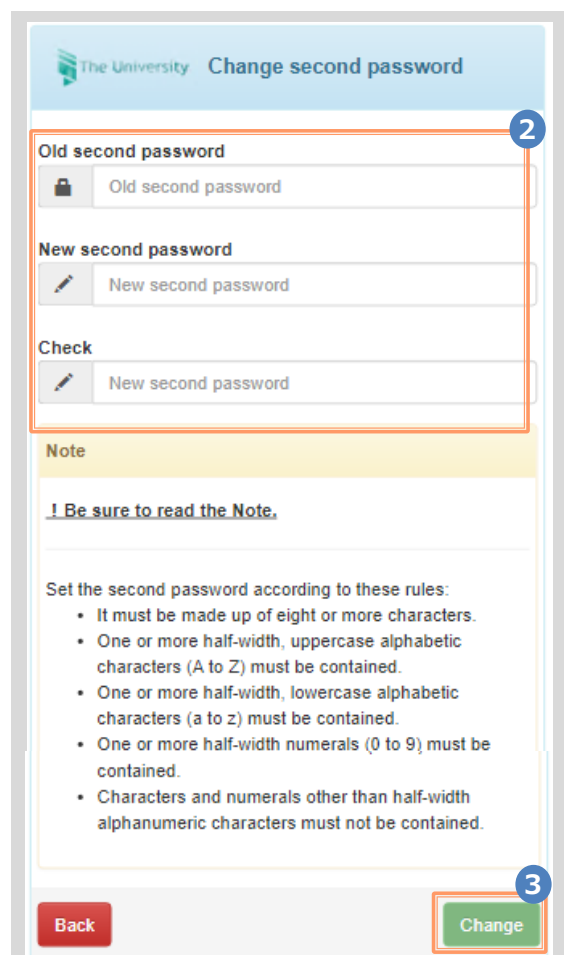
#### How to Operate



1

Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Change second password.”

\*For how to log in, see the following:  
▶ 2.2 “How to Log In”



2

Enter the currently used second password into the “Old second Password” field. Then enter a new second password into the “New second password” and “Check” fields.

3

Read the “Note” and click the “Change” button.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

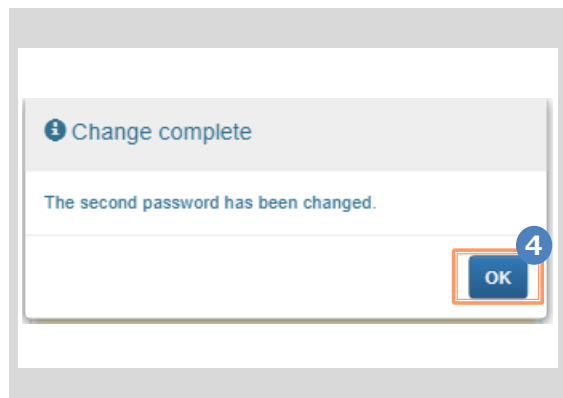
## Screen Images

## Steps

## How to Operate

4

A message is displayed on the screen stating that the second password has been changed. Click the "OK" button.

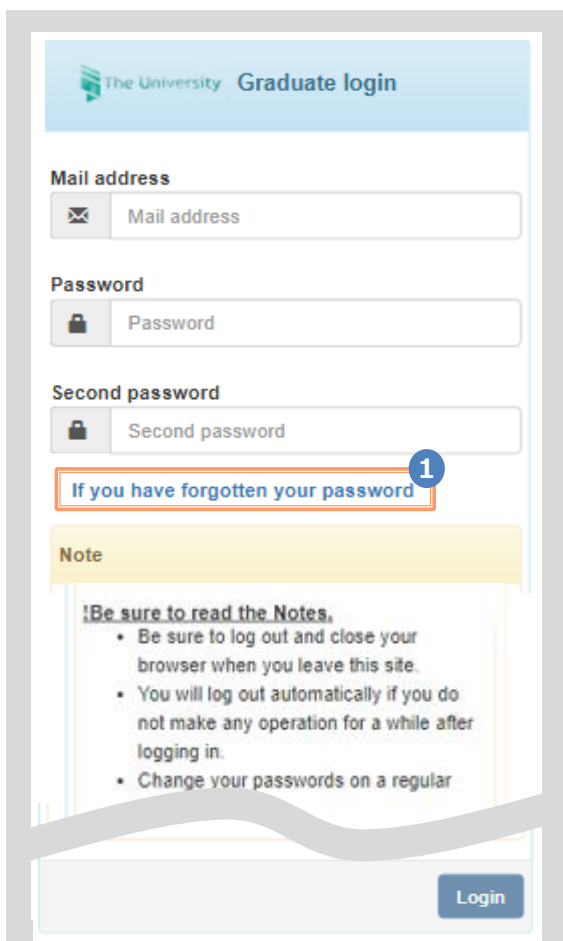


## (f) If You Forgot the Password

1

On the Graduates' Login screen of the certificate issuance service, click "If you have forgotten your password".

\*For how to log in, see the following:  
 ► 2.2 "How to Log In"



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

2

For resetting the password, enter the registered email address into the "Mail address" field.

3

Read the "Note" and click the "Send" button.

4

A message is displayed on the screen stating that a notification has been sent to the registered email address.

5

Click the one-time URL in the email body text to open the screen for re-setting the password.

\*The URL has an expiration time, so please complete the operation within the displayed time limit.

The University Reset password

Mail address

Note

**! Be sure to read the Note.**

- Input a registered mail address and press the "Send" button.
- Pressing the "Send" button sends a reset mail to the registered mail address.
- Access the URL shown in the reset mail and complete re-setting.
- It may take some time until the reset mail is sent.

Ⓢ If 30 minutes or longer has passed and the reset mail still does not come, check the following:

1. Is the input mail address correct?
2. Were extra spaces or other entries input by mistake?
3. Was the information input in half-width alphanumeric characters?

Send

The University Password reset mail sent

A password reset mail has been sent.

1. The password reset mail will be sent to the registered mail address.
2. Open the URL shown in the password reset mail and complete resetting of your password.

## Email message

Your password has been reset.  
Access the following URL to set the password again.

[https://\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*.\\*\\*\\*\\*\\*](https://*****.*****.*****)

Due date for the URL: 30 minutes

[Inquiries]

\*Inquiries about payment method, and operations and failure of the system\*

.....



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

6

Fill the "Password" and "Second password" fields and the confirmation field for each with a password and second password, respectively, (other than the old password) of at least eight single-byte characters including both upper- and lowercase characters.

7

Read the "Note" and click the "Set" button.

8

A message is displayed on the screen stating that the password and second password setting has been completed. Click the "OK" button.



## 2.5 Switch Languages

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

### (a) Mail Address Setting Screen

#### Screen Images

#### Steps

#### How to Operate

LANG:日本語

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

注意事項

！注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスにメールが送信されます。

1

Click the language selection pull-down to switch languages.

LANG:日本語

LANG:日本語

LANG:English

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

注意事項

！注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスにメールが送信されます。

2

Click the language you want to display in the pull-down.

LANG:English

The University Mail address setting

Mail address

Mail address

Check

Mail address

Note

！Be sure to read the Notes.

3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) Log In Screen

### Screen Images

### Steps

### How to Operate



LANG:日本語

The University 卒業生ログイン

メールアドレス  
✉ メールアドレス

パスワード  
🔒 パスワード

ログイン

1

Click the language selection pull-down to switch languages.



LANG:日本語

The University 卒業生ログイン

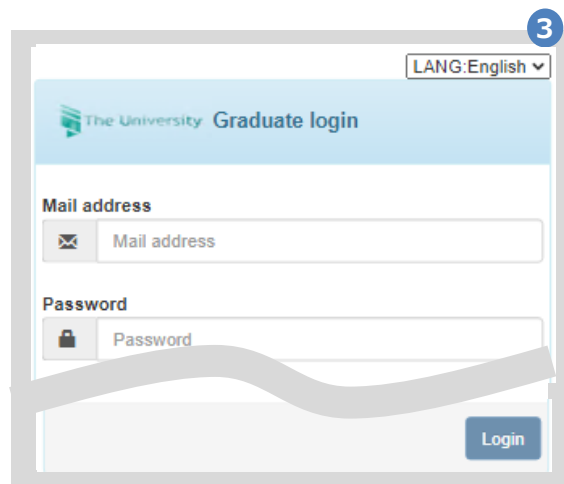
メールアドレス  
✉ メールアドレス

パスワード  
🔒 パスワード

ログイン

2

Click the language you want to display in the pull-down.



LANG:English

The University Graduate login

Mail address  
✉ Mail address

Password  
🔒 Password

Login

3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

### (c) Select Printing Destination Screen

#### Screen Images

#### Steps

#### How to Operate



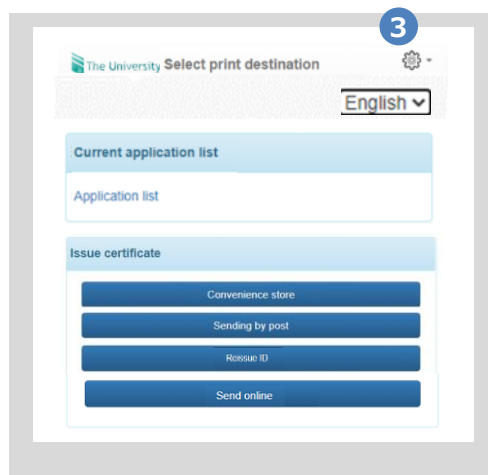
1

Click the language selection pull-down to switch languages.



2

Click the language you want to display in the pull-down.



3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. The language selection pull-down is displayed only on Select Printing Destination screen after login, so come back to Select Printing Destination screen in order to switch languages.



\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

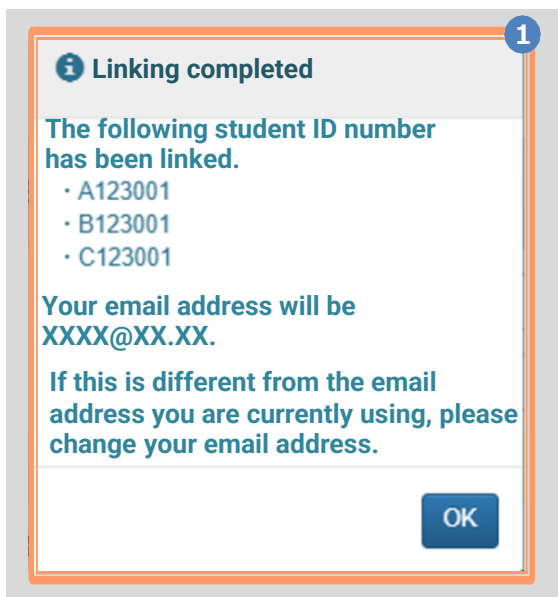
## 2.7 Automatic linking of multiple student IDs

If there are other student ID numbers available at the time of login, the system may automatically link them. (This student ID number is the number of the department from which you graduated before.) In this case, the following dialog box will appear.

### Screen Images

### Steps

### How to Operate



**1**

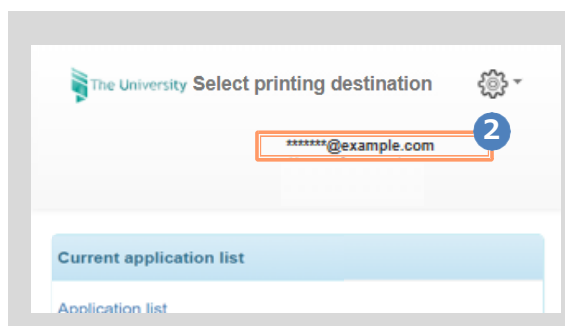
When Automatic linking is performed, the dialog shown on the left will be displayed at login.

The dialog will display the e-mail address you will use after logging in, so please make sure the e-mail address is correct. If the email address is not correct, please change it.

- ▶ 2.4 How to Change the Login Information
  - (a) Change the Personal Information

\*If your email address is incorrect, you will not receive the information and other information needed to print your certificate. Please be sure to check that your e-mail address is correct.

**2**



The e-mail address will also appear in the header section of the screen after login, so please check the contents.



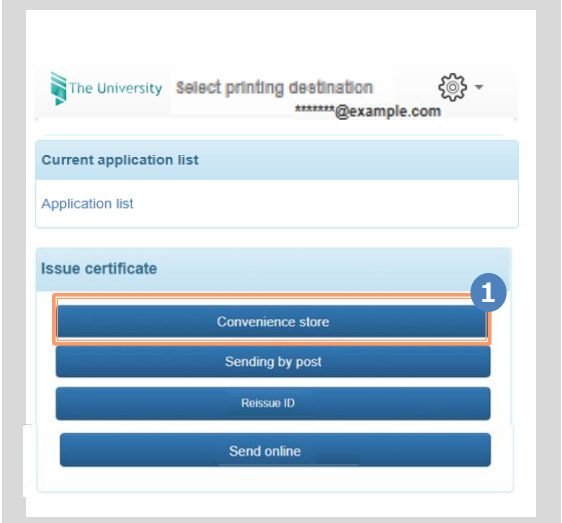
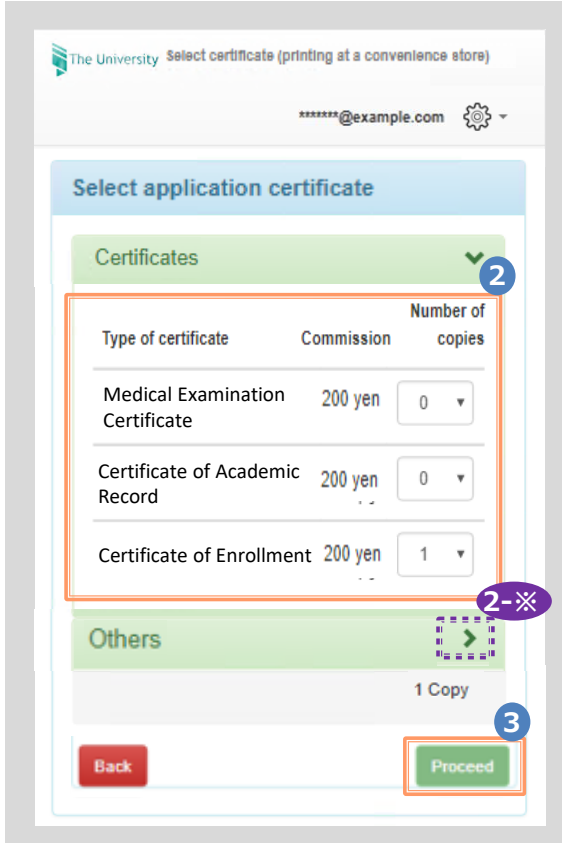


# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 3.1 How to Apply for a New Request

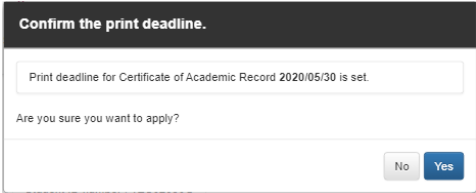
### (a) Printing at a Convenience Store

Screen Images	Steps	How to Operate
	1	Click "Convenience store" from "Issue certificate".
	2-※	Under "Select application certificate", select the number of copies of the certificate you want to request in the pull-down menu.
	3	Click the "Proceed" button.

\*System fee may be charged for each application.  
\*The screen image shows an example of the fee.  
See the actual screen to find the actual value.

If the desired certificate is not shown under "Type of certificate," click ">" at the right end.

\*If the selected certificate has a print deadline, the following screen will be displayed. Click "Yes" if you're okay with the content of it.  
\*Please pay and print by the printing deadline.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Select a convenience store where you want to print the certificate(s).

\*FamilyMart and Lawson use the Network Print Service of Sharp Marketing Japan Corporation, and Seven-Eleven uses the Net Print service of FUJIFILM Business Innovation Corp., Ltd.

5

Select the desired payment method.

▼Supported payment methods are the following:

- Convenience store cash payment (FamilyMart, Lawson)
- Credit card payment
- Convenience store cash payment (Seven-Eleven)
- Pay-easy
- d-Barai
- au Easy Payment
- Softbank payment
- Apple Pay
- PayPay
- MerPay

\*The above payment methods may not be available depending on the printing destination and charges.

6

Click the "Proceed" button.

7

A screen may be displayed showing maintenance information or other notification by the Net Print or Network Print Service.

\*Printing is unavailable at a convenience store during maintenance.

8

Read the details and click the "Check" button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

9

When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

\*System fee may be charged for each application.

\*The screen image shows an example of the amount of money. See the actual screen to find the actual value.

9-※

The screen image is when "Credit card" is selected as the payment method.

If you select another payment method, each payment method will be displayed in "Payment method".

10

When the Application Completed screen is displayed, click "OK" button.

\*The displayed screen varies depending on the payment method.

Type of certificate	Number of copies	Commission
Certificate of Enrollment	1 Copy	200 yen
System usage fee		130 yen
Total	1 Copy	330 yen

Application complete

Application for certificate has been made.  
Moving to payment page

OK



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) Sending by Post

### Screen Images

### Steps

### How to Operate

1

Click "mail or counter" from "Issue certificate".

2

Under "Select application certificate", select the number of copies of the certificate you want to request in the pull-down menu.

\*System fee may be charged for each application.

\*Postage is charged for each application..

\*The screen image shows an example of the fee. See the actual screen to find the actual value.

2-※

If the desired certificate is not shown under "Certificate Types," click "➤" at the right end.

3

Click the "Proceed" button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Enter the postal delivery details.

\*The input items vary depending on the operating environment.

\*The items in red are required.

### ► Delivery destination category (Required)

Select a category of the delivery destination.  
Domestic/International, region, etc.

### ► Postal code

Enter the delivery postal code.

If you click the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.

### ► Address (Required)

Enter the delivery address.

\*Be sure to enter the apartment name or other details, if any.

### Example of address search by zip code

4-※

### Example of address search by zip code

4-1

Enter your zip code in the format "XXX-XXXX" in the Postal code field.

4-2

Click the Search button.

4-3

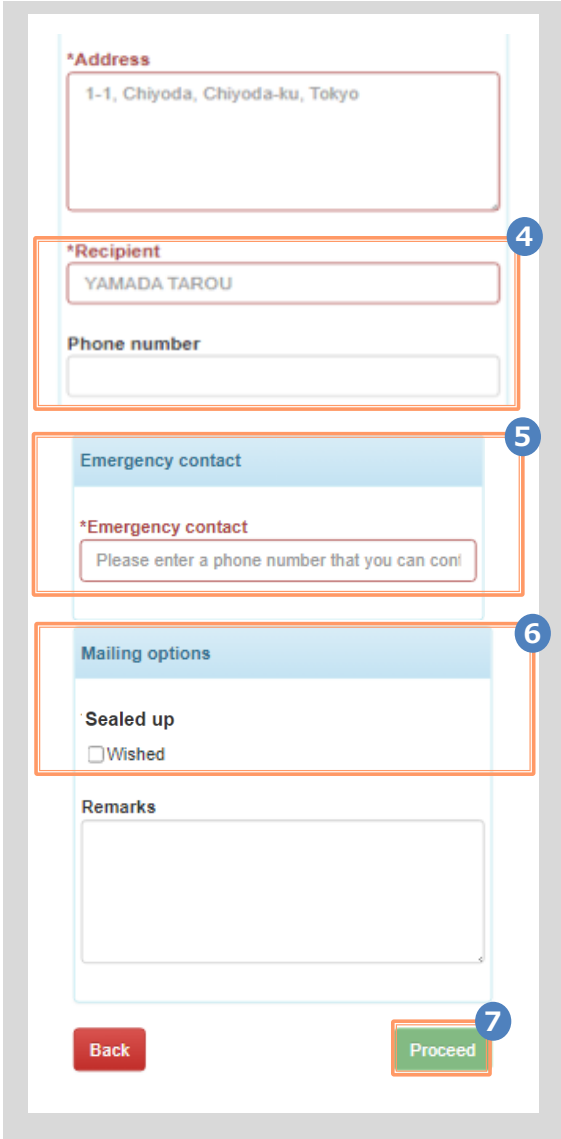
Check the displayed address and add the name of the apartment building, etc.

\*The zip code and address in Screen Images are just examples. Please check the actual screen.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	4	<ul style="list-style-type: none"><li>► <b>Recipient</b> (Required) Enter the recipient's name.</li><li>► <b>Phone number</b> Enter the recipient's phone number.</li></ul>
	5	<p>Enter emergency contact information. *The input item varies depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none"><li>► <b>Emergency contact</b> (Required) Enter a phone number that is easily reachable, such as your mobile phone number.</li></ul>
	6	<p>Enter a postal option. *The input item varies depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none"><li>► <b>Sealed up</b> Select if you wish your mail sealed up (厳封). *If you have a request, for example "multiple mails to be sealed up," write the request in the "Remarks" field.</li><li>► <b>Attached file</b> You can attach files. *Please enter the details of the file in "Remarks" at the bottom.</li></ul>
	7	<p>Click the "Proceed" button. *Be sure to fill the required items. If any of these items are left unfilled, it may take time to process postal delivery.</p>



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

8

Select a desired payment method.

▼Supported payment methods are the following:

- Convenience store cash payment (FamilyMart, Lawson)
- Credit card payment
- Convenience store cash payment (Seven-Eleven)
- Pay-easy
- d-Barai
- au Easy Payment
- Softbank payment
- Apple Pay
- PayPay
- MerPay

\*The above payment methods may not be available depending on the printing destination and charges.

9

Click the "Proceed" button.

10

When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

\*System fee may be charged for each application.

\*The screen image shows an example of the amount of money. See the actual screen to find the actual value.

The University Select payment method \*\*\*\*\*@example.com

Select payment method

Convenience store cash payment (FamilyMart, Lawson)  
Credit card payment  
Pay-easy payment  
d-Barai  
au Easy Payment  
SoftBank Collective Payment (B)  
Apple Pay  
PayPay  
MerPay

Proceed

The University Check content of application \*\*\*\*\*@example.com

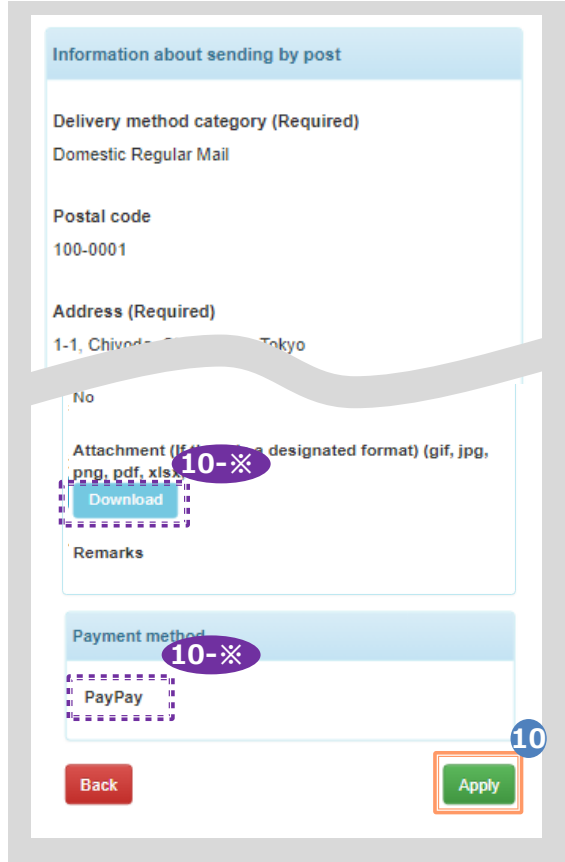
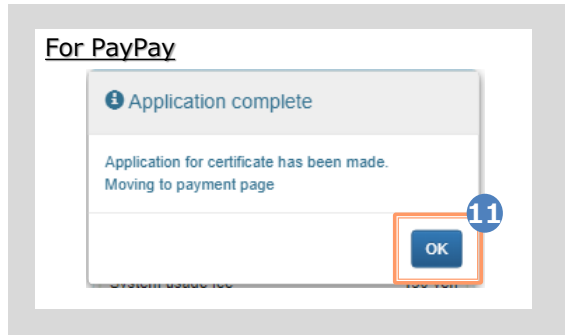
Content of application

Type of certificate	Number of copies	Commission
Certificate of Enrollment	1 Copy	300 yen
Postage		82 yen
System usage fee		150 yen
Total	1 Copy	532 yen



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	10	
	10-※	You can download and check the file attached in 6 *The name of downloaded file may be different from the one when you uploaded.
	10-※	The screen image is when "PayPay" is selected as the payment method. If you select another payment method, each payment method will be displayed in "Payment method".
	11	
		When the "Application Completed" screen is displayed, click "OK" button. *The displayed screen varies depending on the payment method.





# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b)' Sending by Post (Application with multiple student ID numbers)

If you have more than one student ID number, you may combine applications for different student ID numbers by mail.  
Please follow the steps below to apply.

### Screen Images

### Steps

### How to Operate

1

Click "Sending by post" from "Issue certificate".

2

Select the number of copies of the certificate to be applied for from the "Select application certificate" pull-down menu.

\*System fee may be charged for each application.  
\*Postage is charged for each application.

\*The screen image shows an example of the fee.  
See the actual screen to find the actual value.

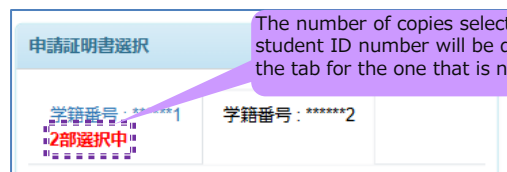
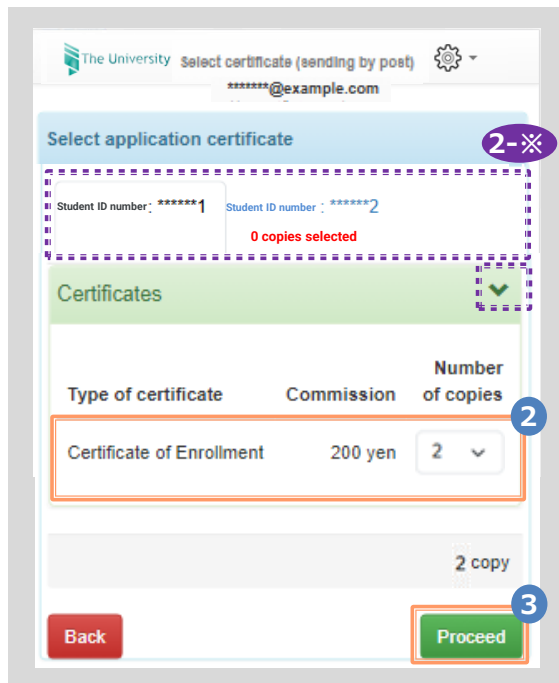
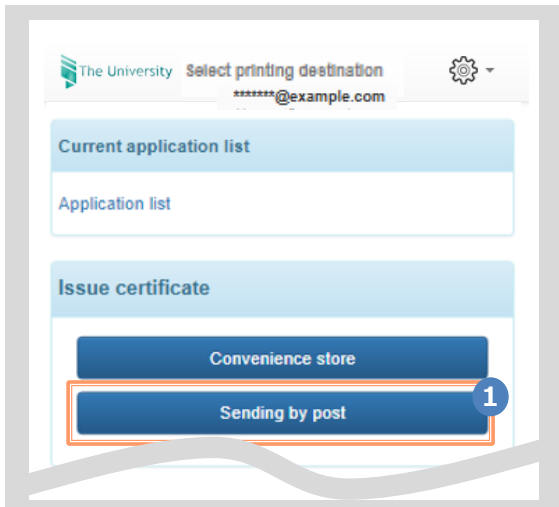
2-※

If you have more than one student ID number, and if you can issue certificates for more than one student ID number, the Student ID tab will appear. However, if you are sending by mail, you can select the number of copies for each student ID number.

For non-selected student ID numbers, the number of copies selected will be displayed below the student ID number. (2 copies selected)

3

Click the "Proceed" button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Enter the postal delivery details.

\*The input items vary depending on the operating environment.

\*The items in red are required.

### ► Delivery destination category (Required)

Select a category of the delivery destination.  
Domestic/International, region, etc.

### ► Postal code

Enter the delivery postal code.

If you click the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.

### ► Address (Required)

Enter the delivery address.

\*Be sure to enter the apartment name or other details, if any.

### Example of address search by zip code

4-※

### Example of address search by zip code

4-1

Enter your zip code in the format "XXX-XXXX" in the Postal code field.

4-2

Click the Search button.

4-3

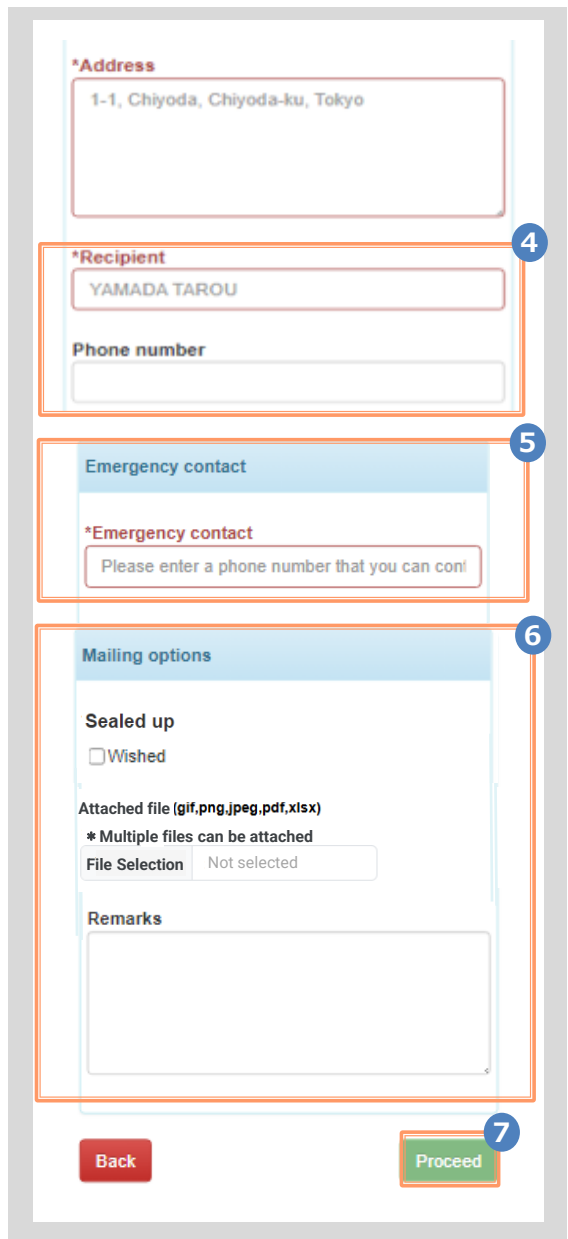
Check the displayed address and add the name of the apartment building, etc.

\*The zip code and address in Screen Images are just examples. Please check the actual screen.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	4	<ul style="list-style-type: none"><li>► Recipient (Required) Enter the recipient's name.</li><li>► Phone number Enter the recipient's phone number.</li></ul>
	5	<p>Enter emergency contact information. *The input item varies depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none"><li>► Emergency contact (Required) Enter a phone number that is easily reachable, such as your mobile phone number.</li></ul>
	6	<p>Enter a postal option. *The input item varies depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none"><li>► Sealed up Select if you wish your mail sealed up (厳封). *If you have a request, for example "multiple mails to be sealed up," write the request in the "Remarks" field.</li><li>► Attached file You can attach files. *Multiple files can be attached. *Please enter the details of the file in "Remarks" at the bottom.</li></ul>
	7	<p>Click the "Proceed" button. *Be sure to fill the required items. If any of these items are left unfilled, it may take time to process postal delivery.</p>



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

8

Select a desired payment method.

▼Supported payment methods are the following:

- Convenience store cash payment (FamilyMart, Lawson)
- Credit card payment
- Convenience store cash payment (Seven-Eleven)
- Pay-easy
- d-Barai
- au Easy Payment
- Softbank payment
- Apple Pay
- PayPay
- MerPay

\*The above payment methods may not be available depending on the printing destination and charges.

9

Click the "Proceed" button.

10-※

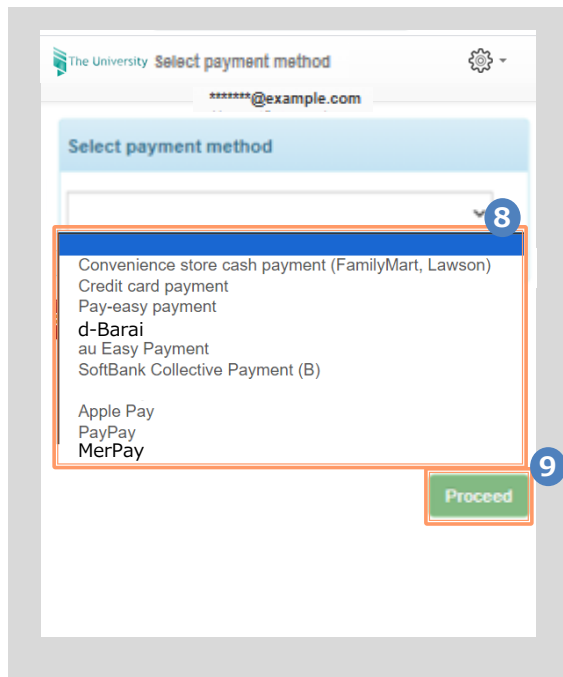
When issuing multiple student ID numbers, the selected number of copies and the amount will be displayed on the application confirmation screen for all student ID numbers for which you have selected the number of copies.

10

When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

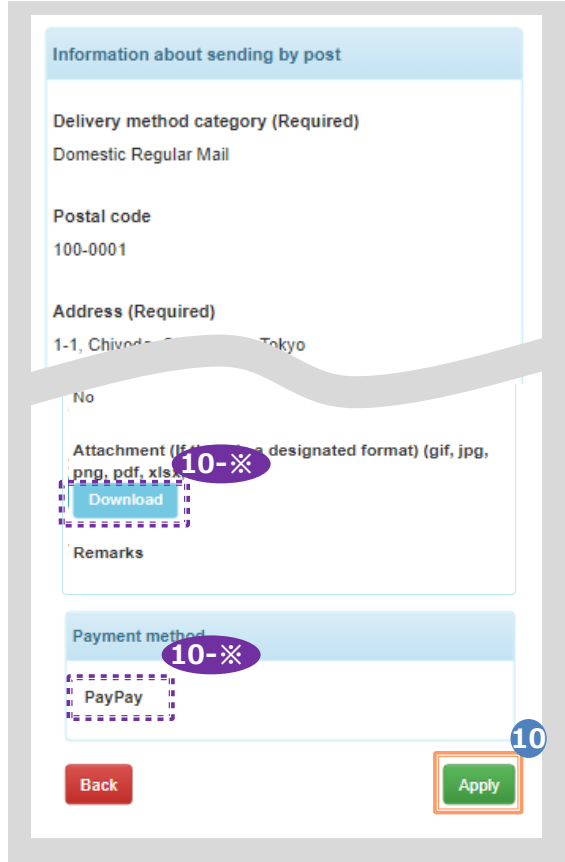
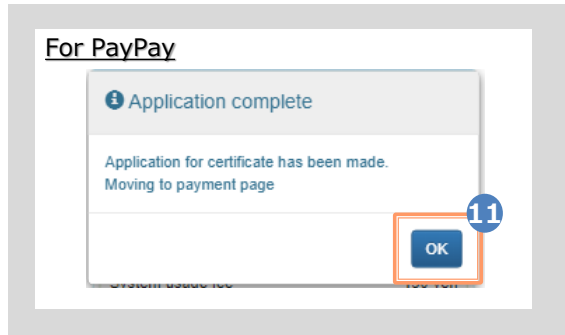
\*System fee may be charged for each application.

\*The screen image shows an example of the amount of money. See the actual screen to find the actual value.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	<p>10</p> <p>10-※</p> <p>10-※</p> <p>10</p>	<p>You can download and check the file attached in 6 from the "Download" button of "Attachment".</p> <p>*The name of downloaded file may be different from the one when you uploaded.</p> <p>*When multiple files are attached, clicking the "Download" button will download the files for the number of files attached.</p> <p>The screen image is when "PayPay" is selected as the payment method.</p> <p>If you select another payment method, each payment method will be displayed in "Payment method".</p>
	<p>11</p>	<p>When the "Application Completed" screen is displayed, click "OK" button.</p> <p>*The displayed screen varies depending on the payment method.</p>



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (c) Application Form

### Screen Images

### Steps

### How to Operate

1

From "Issue Certificate", click "Reissue ID".

2

From "Select application form", select the number of copies of the application form to apply from the pull-down menu.

\*System fee may be charged for each application.

\*The screen image shows an example of the fee.  
See the actual screen to find the actual value.

2-※

2-※

If the desired certificate is not shown under "Type of certificate," click ">" at the right end.

3

Click the "Proceed" button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

Select the desired payment method.

▼Supported payment methods are the following:

- Convenience store cash payment (FamilyMart, Lawson)
- Credit card payment
- Convenience store cash payment (Seven-Eleven)
- Pay-easy
- d-Barai
- au Easy Payment
- Softbank payment
- Apple Pay
- PayPay
- MerPay

\*The above payment methods may not be available depending on the printing destination and charges.

5

Click the "Proceed" button.

6

When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

\*System fee may be charged for each application.

\*The screen image shows an example of the amount of money. See the actual screen to find the actual value.

6-※

The screen image is when "Credit card payment" is selected as the payment method.

If you select another payment method, each payment method will be displayed in "Payment method".

7

When the "Application Completed" screen is displayed, click "OK" button.

\*The displayed screen varies depending on the payment method.

The University Select payment method \*\*\*\*\*@example.com

Select payment method

Convenience store cash payment (FamilyMart, Lawson)  
Credit card payment  
Pay-easy payment  
d-Barai  
au Easy Payment  
SoftBank Collective Payment (B)  
Apple Pay  
PayPay  
MerPay

Back Proceed

The University Check content of application \*\*\*\*\*@example.com

Content of application

999999

Type of certificate	Number of copies	Commission
Parking fee	1 Copy	300 yen
Total	1 Copy	300 yen

Payment method

Credit card payment

Back Apply

The University Application complete

Application for certificate has been made.  
Moving to payment page

OK



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (d) Send Certificates Online

### Screen Images

### Steps

### How to Operate

1

From "Issue Certificate", click "Send online".

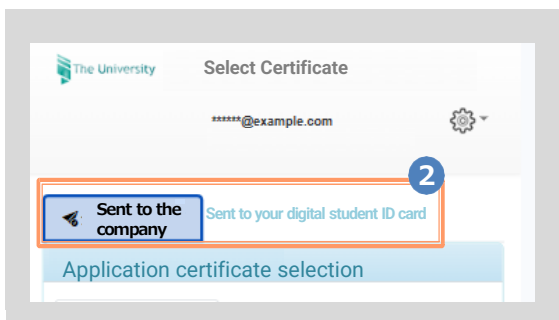
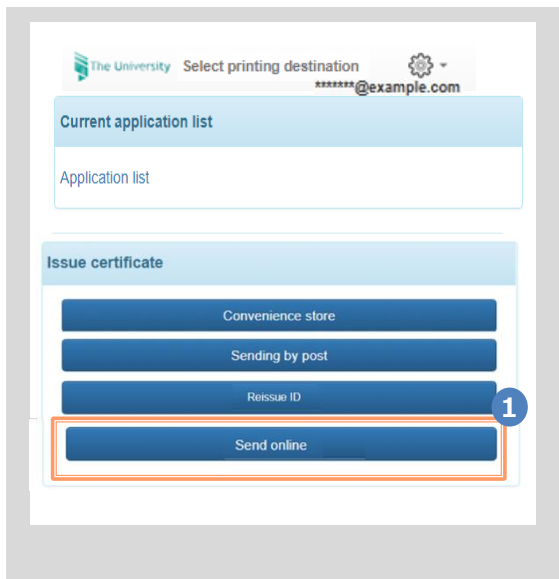
2

When you open the certificate selection screen, tabs may appear at the top of the "Select Certificate" field. Please select the destination of the certificate you wish to apply for.

#### ► Sent to the company

This is an application to send the issued digital certificate directly to the company. This is the initial tab selected.

If only one of the two can be issued, the tab will not be displayed.





# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (d-1) When sending to a company

### Screen Images

The screenshot shows the 'Select application form' screen. At the top, it says 'The University' and '\*\*\*\*\*@example.com'. Below that is a 'Select application form' header. Underneath is a table with three columns: 'Type of certificate', 'Commission', and 'Number of copies'. The 'Type of certificate' column has a value 'Parking fee'. The 'Commission' column has a value '300 yen'. The 'Number of copies' column has a value '1'. There is a 'Back' button and a 'Proceed' button. A red box highlights the 'Proceed' button. A blue circle with the number '1' is next to the 'Proceed' button. A red box with a white 'X' is next to the 'Number of copies' dropdown menu.

### Steps

1

From "Select application form", select the number of copies of the application form to apply from the pull-down menu.

\*System fee may be charged for each application.

\*The screen image shows an example of the fee. See the actual screen to find the actual value.

1-X

If the "Type of Certificate" you wish to apply for is not displayed, click on ">" on the far right.

2

Click the "Proceed" button.

### Screen Images

The screenshot shows the 'Select payment method' screen. At the top, it says 'The University' and '\*\*\*\*\*@example.com'. Below that is a 'Select payment method' header. Underneath is a list of payment methods: 'Convenience store cash payment (FamilyMart, Lawson)', 'Credit card payment', 'Pay-easy payment', 'd-Barai', 'au Easy Payment', 'SoftBank Collective Payment (B)', 'Apple Pay', 'PayPay', and 'MerPay'. There is a 'Proceed' button. A red box highlights the 'Proceed' button. A blue circle with the number '3' is next to the 'Proceed' button. A red box with a white 'X' is next to the 'Number of copies' dropdown menu.

3

Select the desired payment method.

▼Supported payment methods are the following:

- Convenience store cash payment (FamilyMart, Lawson)
- Credit card payment
- Convenience store cash payment (Seven-Eleven)
- Pay-easy
- d-Barai
- au Easy Payment
- Softbank payment
- Apple Pay
- PayPay
- MerPay

\*The above payment methods may not be available depending on the printing destination and charges.

4

Click the "Proceed" button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

5

Fill in the form on "Register submission destination" screen.

► Submission name (Required)

Enter the company name of the submission destination.

► Department in charge

Enter the department name in charge of submission.

► Name of person in charge

Enter the name of the person in charge of submission.

► Destination email address (Required)

► Confirmation of destination email address (Required)

Enter the email address of the submission destination.

► Name of applicant (Required)

Enter your name.

► Contact information for submission

Enter the contact information for the submitter. The information you provide here will be emailed to the submitting organization when you send the form online.

The University Register submission destination. \*\*\*\*\*@example.com

**Submission registration** 5

**\*Submission name**

Submission name

**Department in charge**

Department in charge

**Name of person in charge**

Name of person in charge

**\*Destination email address**

Destination email address

**\*Confirmation of destination email address**

Destination email address

**\*name of applicant**

name of applicant

**Contact information for submission**

The information entered here will be sent to the recipient via email with instructions on how to obtain the certificate.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The screenshot shows a web form titled "Select Recipient Language". At the top, there is a dropdown menu labeled "LANG: 日本語" with a downward arrow. Below this is a yellow box with an information icon and the text "Check notes". The notes section contains three paragraphs of text. Below the notes is a green box with a checkbox and the text "\*The above has been confirmed.". At the bottom of the form is a blue box titled "Contact information for campus personnel" containing a "Contact details" label and a large text input area. At the very bottom are two buttons: a red "Back" button and a blue "Proceed" button. Numbered callouts are placed on the screen: 5 points to the dropdown menu, 6 points to the green confirmation box, and 7 points to the "Proceed" button.

5

### ► Select Recipient Language

Select the language of the email notification to "Destination email address" when sending certificates online.

For example, select "LANG: English" if you want to send the email notification in English to foreign companies.

#### [Notes]

- The entered information will also be notified to the submission destination, so please be careful with mistyping.

- Please use Common-use Chinese characters.

External characters (if you use old Chinese characters, etc.) might get garbled when notifying the submission destination.

6

### ► Contact information for campus personnel

Enter this field if you wish to communicate with the person in charge at the university.

After confirming the notes, check "\*The above has been confirmed".

7

Click the "Proceed" button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The University Check content of application \*\*\*\*\*@example.com

Content of application

\*\*\*\*\*

Type of certificate	Number of copies	Commission
	1 Copy	

Payment method 9-✖

Cash payment at convenience store (7-Eleven)

Submission destination

Submission destination name

Department in charge

Name of person in charge

Confirmation of destination email address @example.com

Name of applicant

Contact information for submission

Specify the destination language LANG: 日本語

Contact details Contact the person in charge at the university

Back Apply 9

For cash payment at convenience store (7-Eleven)

Application complete

Application for certificate has been made.  
Moving to payment page

OK 10

8

"Check content of application" screen is displayed.

\*System fee may be charged for each application. Please check the university's website for the details.  
\*The screen image shows an example of the fee. See the actual screen to find the actual value.

9-✖

The screen image is when "Cash payment at convenience store (7-Eleven)" is selected as the payment method.

If you select another payment method, it will be displayed in "Payment method".

9

click the "Apply" button.

10

"Application Complete" screen will be displayed. Click the "OK" button.

\*The displayed screen varies depending on the payment method.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

The University Check content of application \*\*\*\*\*@example.com

Content of application

Type of certificate	Number of copies	Commission
	1 Copy	

Payment method

Cash payment at convenience store (7-Eleven)

Submission destination

Submission destination name

Department in charge -

Name of person in charge

Confirmation of destination email address -

Name of applicant

Contact information for submission -

Specify the destination language LANG:日本語

Contact details -

Back Apply

5

"Check content of application" screen is displayed.

\*System fee may be charged for each application. Please check the university's website for the details.  
\*The screen image shows an example of the fee. See the actual screen to find the actual value.

5-※

When submitting an application to Digital Student ID, the "Submission Destination Registration" screen will not be displayed, and the submission destination will be automatically set to "Digital Student ID".

Note that "-" will be set for "department in charge," "person in charge," "e-mail address," "contact information for submitter," and "contact information for campus staff," which do not require setting.

6

click the "Apply" button.

7

"Application Complete" screen will be displayed. Click the "OK" button.

\*The displayed screen varies depending on the payment method.

For cash payment at convenience store (7-Eleven)

Application complete

Application for certificate has been made.  
Moving to payment page

OK



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

6

Fill in the form on "Register submission destination" screen.

► Submission name (Required)

Enter the company name of the submission destination.

► Department in charge

Enter the department name in charge of submission.

► Name of person in charge

Enter the name of the person in charge of submission.

► Destination email address (Required)

► Confirmation of destination email address (Required)

Enter the email address of the submission destination.

► Name of applicant (Required)

Enter your name.

► Select Recipient Language

Select the language of the email notification to "Destination email address" when sending certificates online.

For example, select "LANG: English" if you want to send the email notification in English to foreign companies.

**[Notes]**

• The entered information will also be notified to the submission destination, so please be careful with mistyping.

• Please use Common-use Chinese characters.  
External characters (if you use old Chinese characters, etc.) might get garbled when notifying the submission destination.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

**Check notes**

You are responsible for the information you enter, including your email address.

The destination company name is printed on the certificate.

The applicant's name you enter will be quoted in the email sent to the company.

The applicant's email address registered for the service will be quoted in the email sent to the company.

☐ \*The above has been confirmed.

Back Proceed

**Check content of application**

\*\*\*\*\*@example.com

Content of application

Type of certificate	Number of copies	Commission
	1 Copy	

Payment method

9-※

Cash payment at convenience store (7-Eleven)

Submission destination

Submission destination name	Company A
Department in charge	Department B
Person in charge	Person A
Mail address	mailA@example.com
Name of applicant	Applicant A
Select Recipient Language	LANG:日本語

Back Apply

10

7

After confirming the notes, check “\*The above has been confirmed”.

8

Click the “Proceed” button.

9

“Check content of application” screen is displayed.

\*System fee may be charged for each application. Please check the university's website for the details.

\*The screen image shows an example of the fee. See the actual screen to find the actual value.

9-※

The screen image is when “Cash payment at convenience store (7-Eleven)” is selected as the payment method.

If you select another payment method, it will be displayed in “Payment method”.

10

click the “Apply” button.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

**For cash payment at convenience store (7-Eleven)**

Application complete

Application for certificate has been made.  
Moving to payment page

OK

11

"Application Complete" screen will be displayed. Click the "OK" button.

\*The displayed screen varies depending on the payment method.





# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (e) Notes on Selecting the Number of Copies of Certificates/Application Forms (common to all certificates and application forms)

### Screen Images

### Steps

### How to Operate

1-※

When selecting a certificate, a note may appear at the bottom of the certificate.

If this is the case, please confirm the precautions before issuing the certificate.

2-※

Some certificates have a limit on the number of certificates that can be issued.

When the “Number of certificates to be issued” is displayed, only the number of certificates that are displayed can be issued, so be sure to issue only the required number of certificates.

Type of certificate	Available copies	Commission	Number of copies
Letter of recommendation		300 yen	0
For mail only * Up to 3 copies can be issued per day	3		0

Type of certificate	Available copies	Commission	Number of copies
Letter of recommendation		300 yen	0
For mail only * Up to 3 copies can be issued per day	3	300 yen	0



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 3.2 How to Apply when Resending Online

### Screen Images

### Steps

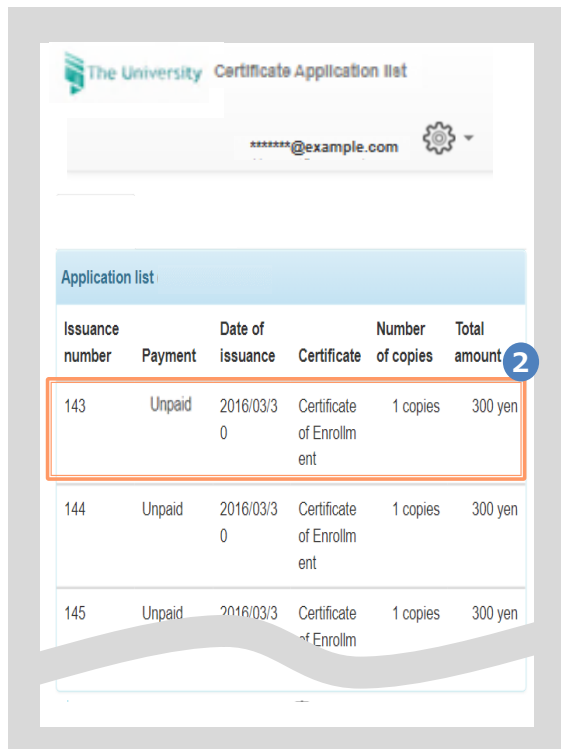
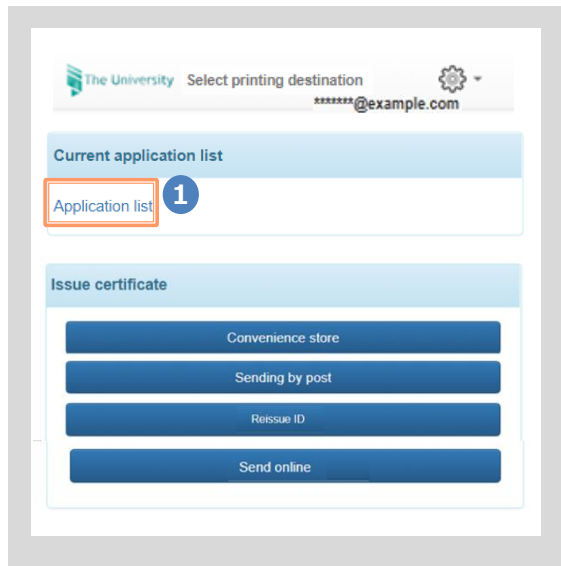
### How to Operate

1

Click "Application List" from "Current application list".

2

Click the issuance number of the send online you want to check from the "Application list (present) ".



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

3

Click the “Resend” button at the bottom of the “Application Information Details” screen.

\*The “Resend” button is displayed only when sending certificates online. This button will not appear if the recipient company has already checked your certificate.

4

“Register Submission destination” screen is displayed.

4-※

\*In case sending certificates online to the recipient company failed due to the system error such as failure of an electronic signature, “Check content of application” screen will be displayed instead.

5

Enter the email address to resend.

\*In case of resending, you can change the email address and recipient language only.



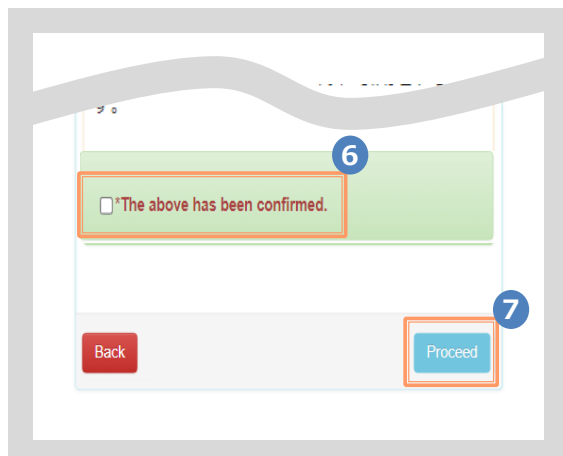
# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate



6

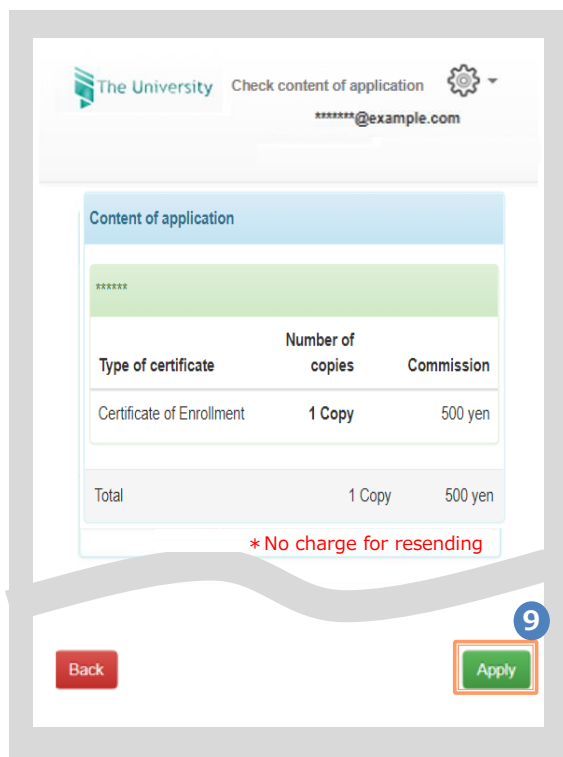
After confirming the notes, check “\*The above has been confirmed”.

7

Click the “Proceed” button.

8

“Check content of application” screen is displayed.



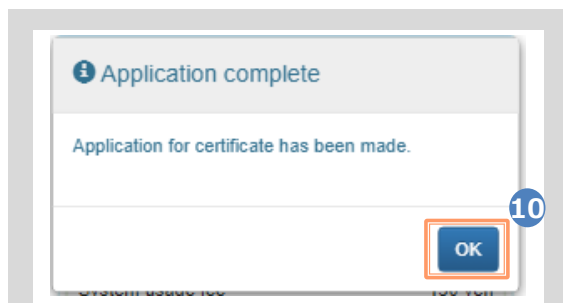
9

Click the “Apply” button.

10

When the dialog shown on the left is displayed, click the “OK” button.

The application has been completed if the “Application Complete” screen is displayed.



# 3 Application for Certificates

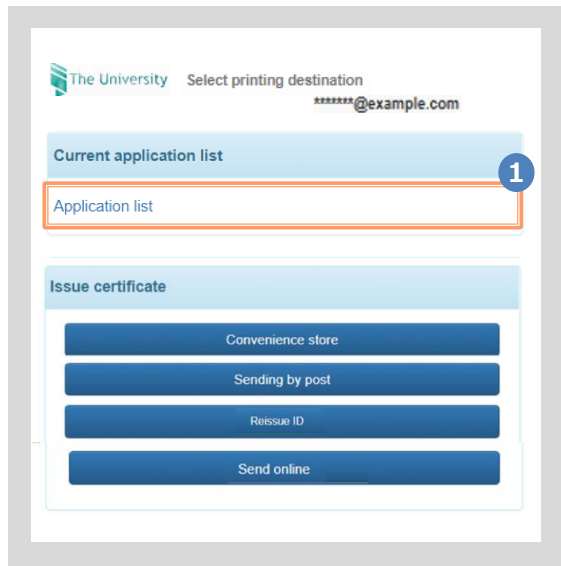
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 3.3 How to Stop Sending Certificates Online

### Screen Images

### Step

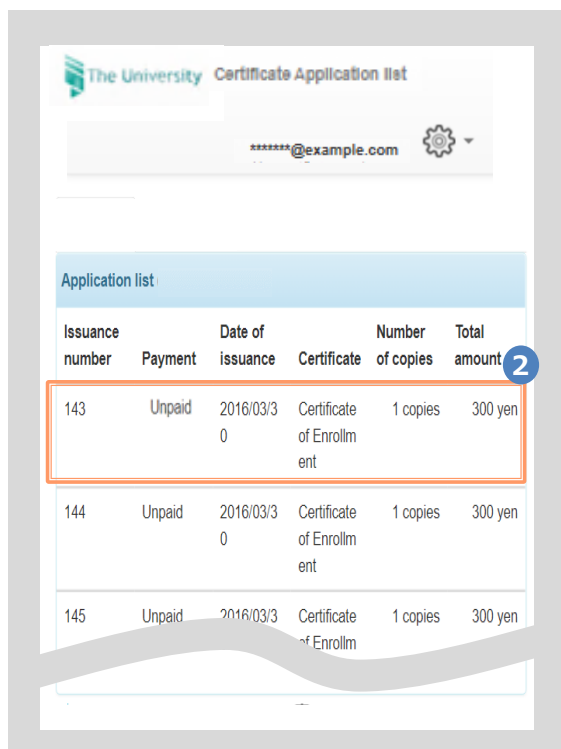
### How to Operate



Please follow the steps in this section to stop sending certificates online in case you registered the wrong e-mail address for submission, etc. This will make the recipient unable to see the certificate you sent online.

1

Click "Application list" from "Current application list".



2

Click the issuance number of the send online you want to check from the "Application list (present)".



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Step

## How to Operate

3

Click the "Stop sending" button in the "Issued information" section of the "Application information details" screen.

\*"Stop sending" button is displayed only for send online.

4

The dialog on the left is displayed. Click "OK" if you are okay with the content of the message.

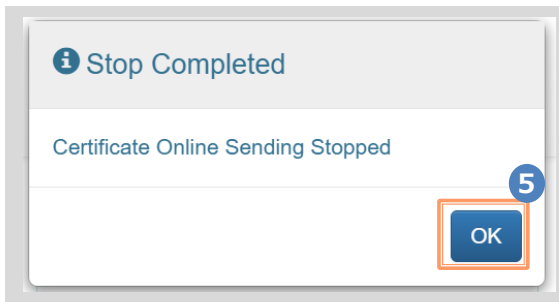
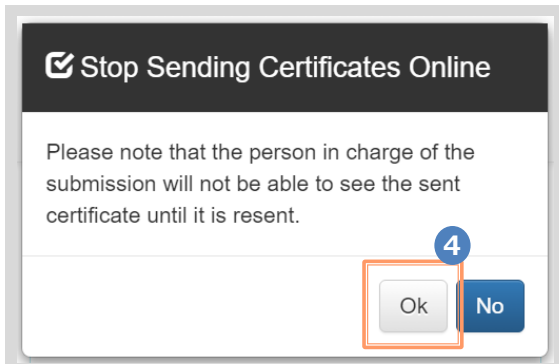
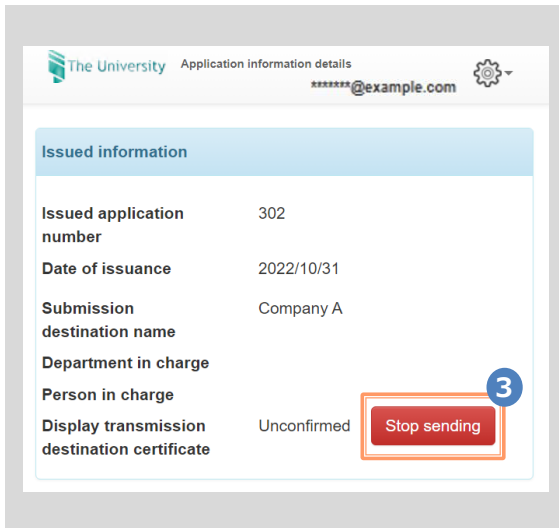
5

Click "OK" when the dialog on the left is displayed.

Sending certificates online has completed when "Stop Completed" screen is displayed and the recipient is unable to see the information of your application until you finish resending it.

See the following for instructions on how to resend certificates:

"3.2 How to Apply when Resending Online"



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 3.4 How to Check Application Status

### (a) Common

#### Screen Images

#### Steps

#### How to Operate

1

To check the application status of the requested certificate, click "Application list" from "Current application list".

2

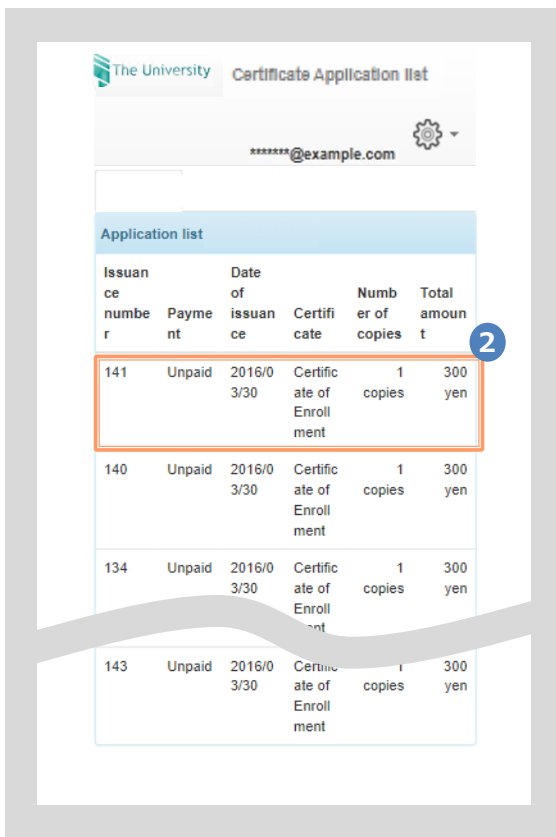
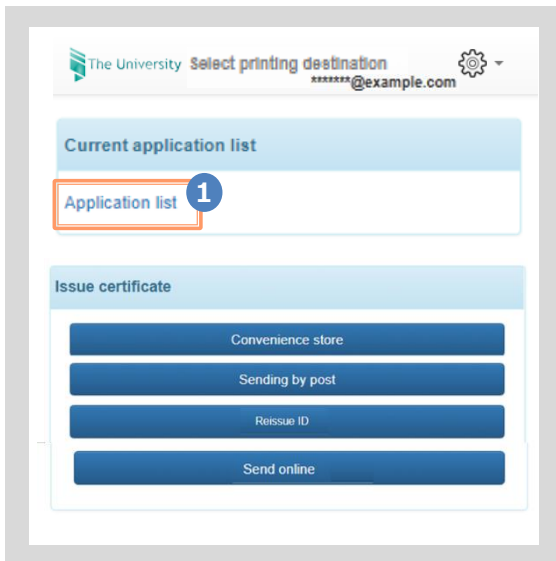
Click the issuance number of the certificate you want to check from the "Application list (present)".

#### ■ Information that can be confirmed

- Date of issue
- Print reservation destination
- Method of payment
- Payment status
- Number required for printing
- File attached by mail application ..., etc.

\*The "Total amount" shows the total of the certificate issuance fee, with, in the case of postal mail, the postal fee added.

\*The screen image shows an example of the amount of money. See the actual screen to find the actual value.



# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) By "Send Online" \*how to check the confirmation status of the recipient

### Screen Images

### Steps

### How to Operate



1

Click the issuance number of the certificate you want to check from the "Application list (present)".

2

"Application information details" screen is displayed.

3

Check "Display transmission destination certificate" in the "Issued information" section on "Application information details" screen.

"Unconfirmed" :

The recipient has not checked your certificate yet.

"Confirmed" :

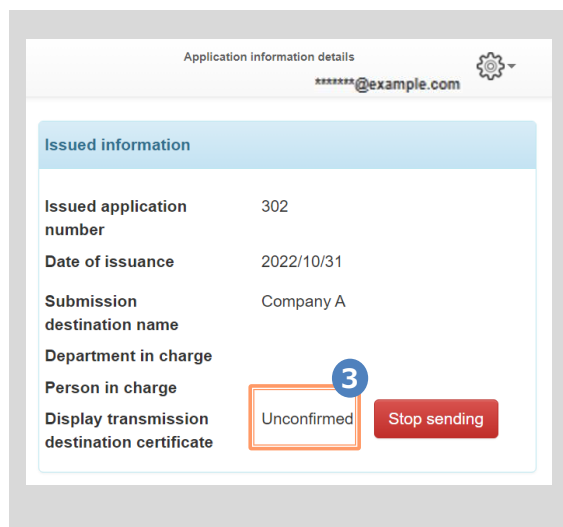
The recipient has already checked your certificate.

"Cancel" :

Stop sending certificates has completed.

See the following for instructions on how to resend certificates:

"3.3 How to Stop Sending Certificates Online"





# 3 Application for Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

4

### Issued information

Issued application number 923  
Date of issuance 2022/10/31  
Submission destination name Company A  
Department in charge  
Person in charge  
Display transmission destination certificate Confirmed [Stop sending](#)

### Submission destination details

Email address to submit to	Date of application	Date of digital signature	Status
mailA@example.com	2022/10/31	2022/10/31	<a href="#">Sent</a>

Check "Status" in the "Submission destination details" section on "Application information details" screen.

#### 【Notes】

Please confirm that the status of the first row of "Submission destination details" is "Sent".

If it is not "Sent", click the "Resend" button at the bottom of the screen to resend.

**If you do not "resend" the certificate, it will not be sent online to the submission destination.**

See the following for instructions on how to resend certificates:

► 3.2 How to Apply when Resending Online



# 4 Payment of Fees

## 4.1 Payment Method

### List of payment methods

#### ▼ Convenience store cash payment (FamilyMart, Lawson)

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : 300,000 yen

#### ▼ Credit card payment

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ Convenience store cash payment (Seven-Eleven)

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : 300,000 yen

#### ▼ Pay-easy

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ d-Barai

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ au Easy Payment

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ Softbank payment (B)

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ Apple Pay

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ PayPay

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

#### ▼ MerPay

Available print destinations : convenience store, mail, send online, application form  
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.






# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.1 How to Print at a Convenience Store

\*If you forgot the selected convenience store, see ► “5.4 How to Check the Specified Printing Destination.”

### (a) At Seven-Eleven

Screen Images	Steps	How to Operate
	1	When you have an eight-digit print reservation number, select (touch) “Print (プリント)” on the top screen of the multi-functional copy machine in a Seven-Eleven. *If you forgot the eight-digit printing reservation number, see the following: ► 5.3.1 “Checking the Print Reservation Number”
	2	Select (touch) “Net Print (ネットプリント)”.
	3	Enter the print reservation number. *On the screen, “Print reservation No (プリント予約番号)” is shown.
	4	Press the “Confirm (確認)” button.



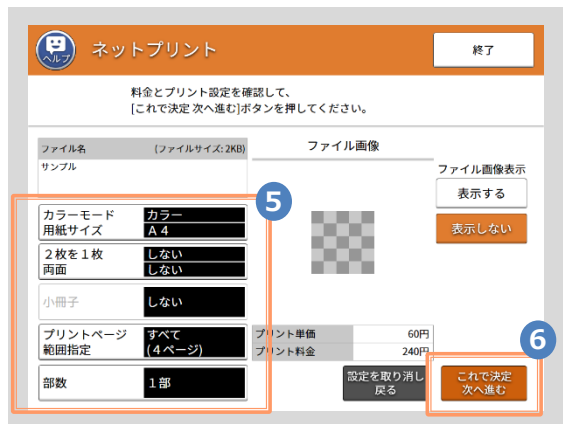
# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate



5 Confirm the printing settings.

\*Color mode: Full color/B&W, etc.

6 Press the "Confirm (確認)" button.

7 Put coins into the slot and press "Start Print." The selected certificate will be printed.

\*Keep the receipt for printing in a safe place.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) At FamilyMart

### Screen Images

### Steps

### How to Operate

1

When you have a 10-digit user number, select (touch) "Print Service (プリントサービス)" on the top screen of the multi-functional copy machine at FamilyMart.

\*If you forgot the 10-digit user number, see the following:

▶ 5.3.2 "Checking the User Number"

2

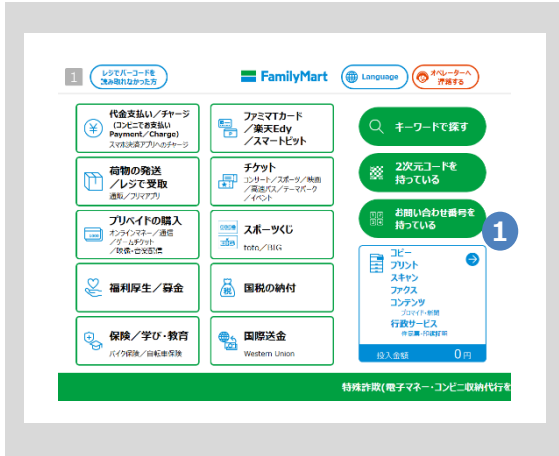
Select (touch) "Network Print (ネットワークプリント)".

3

Enter the "user number (ユーザー番号)".

4

Press the "Next (次へ)" button.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

5

Select (touch) a file you want to print out.  
\*Proceed to the next operation if this screen isn't displayed.

6

Press the "Next (次へ)" button.

7

Confirm the printing settings.  
\*Color mode: Full color/B&W, etc.

8

Press the "Next (次へ)" button.

9

Put coins into the slot and press "Start Print." The selected certificate will be printed.  
\*Keep the receipt for printing in a safe place.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (c) At Lawson

### Screen Images

### Steps

### How to Operate

1

When you have a 10-digit user number, select (touch) “Print Service (プリントサービス)” on the top screen of the multi-functional copy machine at Lawson.

\*If you forgot the 10-digit user number, see the following:

▶ 5.3.2 “Checking the User Number”

2

Enter the “user number (ユーザー番号)”.

3

Press the “Next (次へ)” button.

4

Press the “Print documents (文書プリント)” button.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate



5

Select (touch) "My box".

\*Proceed to the next operation if this screen isn't displayed.

6

Select (touch) a file you want to print out.

7

Press the "Next (次へ)" button.

8

Confirm the printing settings.

\*Color mode: Full color/B&W, etc.

9

Put coins into the slot and press the "Next" button.





# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate



10

It will start printing once you select “Yes”.

\*Keep the receipt for printing in a safe place.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.2 How to Check Postal Mail

### 5.2.1 Checking the Processing Status

#### Screen Images

#### Steps

#### How to Operate

1

Log in to the certificate issuance service and click "Application list" from the "Current application list."

\*For how to log in, see the following:  
► 2.2 "How to Log In"

2

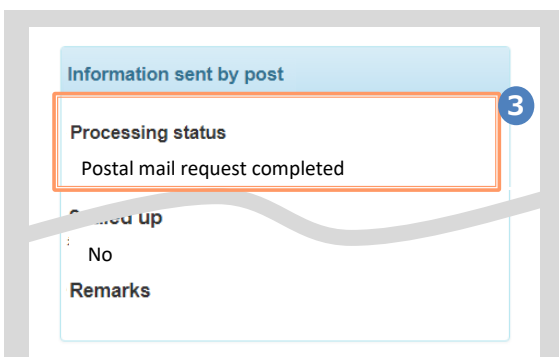
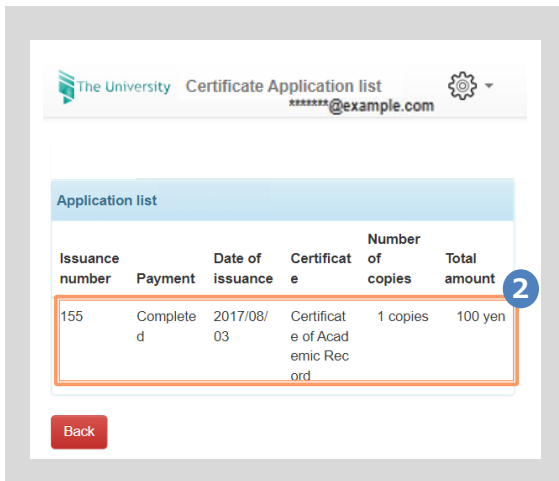
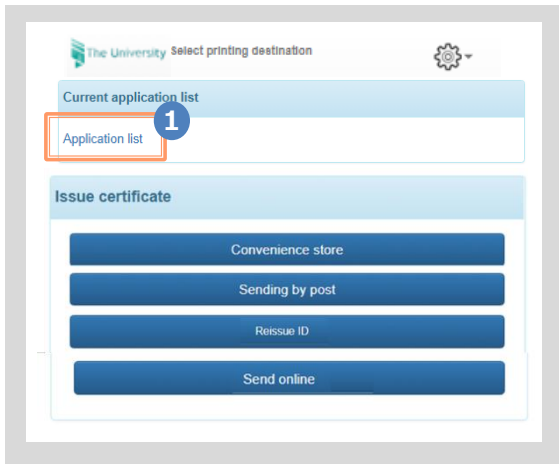
Click the issuance number of the certificate to check from the "Application list (present)".

\*The applications displayed for the Application list (present) are being processed by the university.

3

Check the "Processing status" under "Information sent by post".  
"Postal mail request completed" is displayed.

\*The request is being processed by the university. Please wait for the processing to be completed.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.2.2 Checking the Status of Sent Mail

### Screen Images

### Steps

### How to Operate

1

Log in to the certificate issuance service and click "Application list" from the "Current application list."

\*For how to log in, see the following:  
► 2.2 "How to Log In"

2

Click the issuance number of the certificate to check from the "Application list (past)".

\*The applications displayed for the List of Applications (Past) are being processed by the university.

3

Check the "Processing status" under "Information sent by post".  
"Certificate Sent" is displayed along with the time the university completed mailing the certificate.

\*You will receive an email to notify the completion of mailing once the university completed its process.

\*The certificate will be delivered in a few days to the address you designated when applying. The process will be completed once you receive the certificate.

The University Select printing destination

Current application list

Application list

Issue certificate

Convenience store

Sending by post

Reissue ID

Send online

The University Certificate Application list \*\*\*\*\*@example.com

Application list

Issuance number	Payment	Date of issuance	Certificate	Number of copies	Total amount
155	Completed	2017/08/03	Certificate of Academic Record	1 copies	100 yen

Back

Information sent by post

Processing status

Certificate Sent

Sealed

No

Remarks



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.3 How to Check the Printing Information

### 5.3.1 Checking the Print Reservation Number

\*if you select Seven-Eleven as the printing destination

#### (a) Check on the Website

##### Screen Images

##### Steps

##### How to Operate

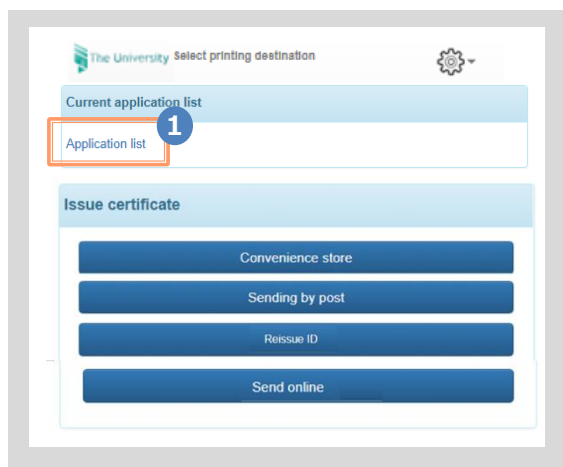
1

Log in to the certificate issuance service and click "Application list" from the "Current application list."

\*For how to log in, see the following:  
▶ 2.2 "How to Log In"

2

Click the issuance number of the certificate to check from the "Application list (present)".



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

3

The Application Information Details screen is displayed, where you can check the Printing reservation number under “Detailed Information”.

\*The print reservation number is displayed when Seven-Eleven is selected for the convenience store as the printing destination.

\*If the payment processing is not complete, the print reservation number is not displayed.

Issued information			
Issued application number	143		
Date of issuance	2016/03/30		
Printing reservation destination	7-Eleven		

Payment information			
Payment method	PayPay		
Payment status	Complete		

Detailed information			
Printing reservation number	student ID number	Certificate	Deadline
*****	*****	Certificate of Graduation	2016/04/06
Total		1 copy	

## (b) Check in Email

## Screen Images

## Steps

## How to Operate

1

With “Convenience store (Seven-Eleven)” selected for the printing destination, when the payment processing is completed, the “Print Reservation Number” necessary for printing is reported by email.

\*This information is necessary for printing at a convenience store. Please don't discard this email until you complete printing.

**Email message**

Your printing reservation has been completed. Your issuance application number is 143. The following printing reservation number is required when printing your certificate. Please keep it safe and be sure to bring it when printing. The issuance will expire seven days after your application.

Printing Reservation Destination: 7-Eleven

**Printing Reservation Number \*\*\*\*\***

Certificate of Graduation.pdf Until 2016/04/06



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.3.2 Checking the User Number

\*if you select FamilyMart or Lawson as the printing destination

### (a) Check on the Website

#### Screen Images

#### Steps

#### How to Operate

1

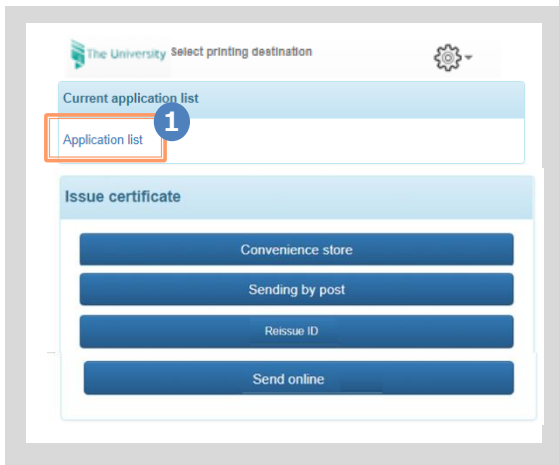
Log in to the certificate issuance service and click "Application list" from "Application list" .

\*For how to log in, see the following:

► 2.2 "How to Log In"

2

Click the issuance number of the certificate to check from the "Application list (present)) ."



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

3

The Application Information Details screen is displayed, where you can check the User number under "Printing Information (network print service)".

\*The user number is displayed when FamilyMart or Lawson is selected for the convenience store as the printing destination.

\*If the payment processing is not complete, the user number is not displayed.

The University Application information details

**Issued information**

Issued application number 143

Date of issuance 2016/03/30

Printing reservation destination **FamilyMart** FamilyMart

**Payment information**

Payment method Convenience store cash payment(FamilyMart, Lawson)

Payment status Complete

Payment details SmartPit sheet display

**Print information (network print service)**

**User number** \*\*\*\*\*

**Detailed information**

File name	student ID number	Certificate	Deadline
Certificate of Graduation.pdf	*****	Certificate of Graduation	2022/12/28
Total		1 copy	300 yen

## (b) Check in Email

## Screen Images

## Steps

## How to Operate

1

With "Convenience store (FamilyMart, Lawson) " selected for the printing destination, the "User Number" necessary for printing is reported by email when the payment processing is completed.

\*This information is necessary for printing at a convenience store. Please don't discard this email until you complete printing.

**Email message**

Your printing reservation has been completed. Your issuance application number is 143. The following printing reservation number is required when printing your certificate. Please keep it safe and be sure to bring it when printing. The issuance will expire seven days after your application.

Printing Reservation Destination: Lawson

**User Number** \*\*\*\*\*

Certificate of Graduation.pdf Until 2016/04/06



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.4 How to Check the Designated Printing Destination

### (a) Check on Website

#### Screen Images

#### Steps

#### How to Operate

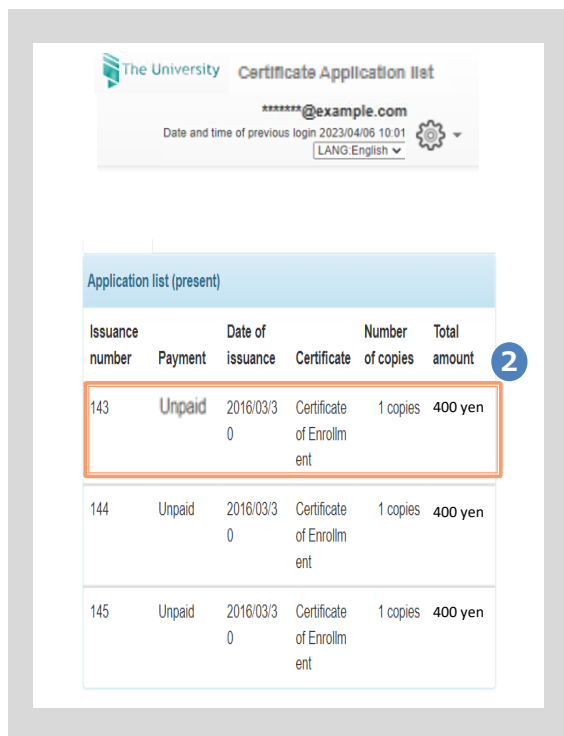
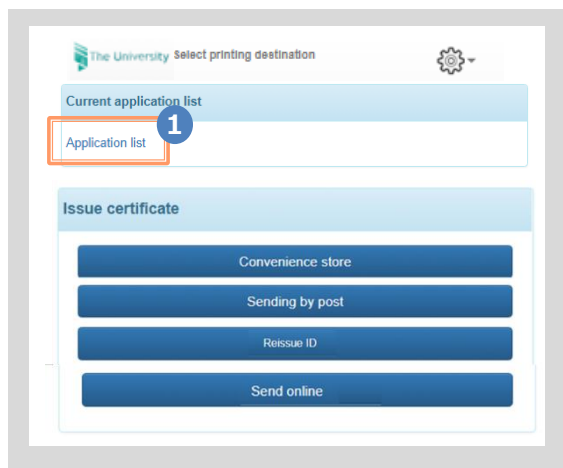
1

Log in to the certificate issuance service and click “Application list” from “Current application list”.

\*For how to log in, see the following:  
▶ 2.2 “How to Log In”

2

Click the issuance number of the certificate to check from the “Application list (present)”.







# 5

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.


## Screen Images

## Steps

## How to Operate


The University of Tokyo
Application information details


### Issued information

Issued application number	143
Date of issuance	2016/03/30
Printing reservation destination	 7-Eleven

### Payment information

Payment method	PayPay
Payment status	Complete

### Detailed information

Printing reservation number	student ID number	Certificate	Deadline
*****	*****	Certificate of Enrollment	2016/03/30 23:59:59
Total			1 copy

### Print information (network print service)

User number	*****
-------------	-------

### Detailed information

File name	student ID number	Certificate	Deadline
Certificate of Enrollment.pdf	*****	Certificate of Enrollment	2016/03/30 23:59:59
Total			1 copy

### Information sent by post

Processing status	Postal mail request complete
-------------------	------------------------------

3

The Application Information Details screen is displayed.  
Check the selected printing destination displayed for the Print reservation destination.

When "Print at a Convenience Store" is selected:  
Displays the selected convenience store name

When "Postal Mail" is selected:  
Displays "Sending by post"

3-\*

The printing destination can be checked also as follows:

For Seven-Eleven:

Under "Detailed information," "Print reservation number (8 digits)" is displayed.

For FamilyMart and Lawson:

Under "Printing Information (network print service)," "User number (10 digits)" is displayed.

For "Postal mail":

Under "Information sent by post", "Processing status" is displayed.

3-\*

- The display varies depending on the printing destination.



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

For "Send online"

The University Application information details

Issued information

Issued application number	*****
Date of issuance	2016/03/30
Submission destination name	A Corp.
Department in charge	Department A
Person in charge	Applicant A
Display transmission destination certificate	Confirmed

Submission destination details

Signature failure	Date of application	Date of digital signature	Status
email@example.com	2022/03/30	2022/03/30	Sent

3-※

### For "Send online":

There is no print destination for sending online.  
"Display transmission destination certificate" is displayed in "Issued information".

### "Unconfirmed" :

The recipient company has not checked your certificate yet.

### "Confirmed" :

The recipient company has already checked your certificate.

### For "Application Form" :

There is no print destination for application form. Please submit your issuance number and ID to verify yourself at the university counter in charge.

3-※



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) Check in Email

### Screen Images

#### Email message

##### < Seven-Eleven >

Your printing reservation has been completed.  
Your issuance application number is 143.  
The following printing reservation number is required when printing your certificate.  
Please keep it safe and be sure to bring it when printing.  
The issuance will expire seven days after your application.

Printing Reservation Destination: 7-Eleven

Printing Reservation Number \*\*\*\*\*

Certificate of Graduation.pdf Until 2016/04/06

1

The printing destination can be checked from the email that is received after the application for the certificate or the payment processing is completed. Note that the timing to send the email notification depends on the selected payment method.

When the payment processing is completed, the print information is notified by email. The selected convenience store name, "Certificate issuance reservation by mail is completed" is displayed in the body of the email, so confirm it.

##### < FamilyMart, Lawson >

Your printing reservation has been completed.  
Your issuance application number is 143.  
The following printing reservation number is required when printing your certificate.  
Please keep it safe and be sure to bring it when printing.  
The issuance will expire seven days after your application.

Printing Reservation Destination: Lawson

User Number \*\*\*\*\*

Certificate of Graduation.pdf Until 2016/04/06

1-\*

The printing destination can be checked also as follows:

For Seven-Eleven:

"Print reservation number (8 digits)" is displayed.

For FamilyMart and Lawson:

"User number (10 digits)" is displayed.

For Postal mail:

The notification is displayed stating that certificate issuance by postal mail has been reserved.

##### < Postal Mail >

The reservation of certificates issuance by postal mail is completed.

Your issuance application number is 143. Please wait for the certificate to arrive.

The emergency contact you entered might be contacted from us.

Certificate of Enrollment.pdf

1

1-\*



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## Screen Images

## Steps

## How to Operate

### Email message

<Send Online>

The online certificate has been sent to the designated recipient.

Reception number: \*\*\*\*\*

Submission recipient name	Company A
Department in charge	Department A
Name of the person in charge	Person A
Destination email address	email@example.com
Applicant name	Applicant A

Please keep this email.

Certificate of Enrollment

<Application form>

Dear \*\*\*\*\*

Payment has been completed.  
Your issuance number is 5695.  
Total payment amount: (JPY) 460  
Payment method: credit card payment  
Payment date: 2021-11-11 19:30:05:383

(Issuer) University A  
(Breakdown)  
Type  
Quantity  
Unit price  
Price

Parking fee

1  
(JPY) 300  
(JPY) 300

Please keep this email in a safe place until the procedure is completed.

1-※

For "Send online" :

There is no print destination for send online.  
You will be notified that the online certificate has been sent to the recipient.

For "Application Form" :

There is no print destination for application form. Please submit your issuance number and ID to verify yourself at the university counter in charge.

1-※

1-※



# 5 Printing of Certificates

\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.6 Procedure for Application Form

### Screen Images

### Steps

### How to Operate

#### Email message

Dear \*\*\*\*\*

Payment has been completed.

Your issuance number is 5695.

Total payment amount: (JPY) 460

Payment method: credit card payment

Payment date: 2021-11-11 19:30:05:383

(Issuer) University A  
(Breakdown)

Type

Quantity

Unit price

Price

-----  
Parking fee

1

(JPY) 300

(JPY) 300

-----  
Please keep this email in a safe place until the procedure is completed.

1

Select "Application form" as the print destination, and when the payment process is completed, you will be notified by e-mail of the "Issuance number".

\*Please keep it in a safe place as it is necessary for application.

2

Please submit your issuance number and ID to verify yourself at the university counter in charge.

