

Certificate Issuance Service Operating Manual

Application Procedure for Students in School

**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 (Only available in Japanese)

| | |
|-----------------|--------------|
| Phone | 06-6809-4327 |
| Reception hours | 24 hours |



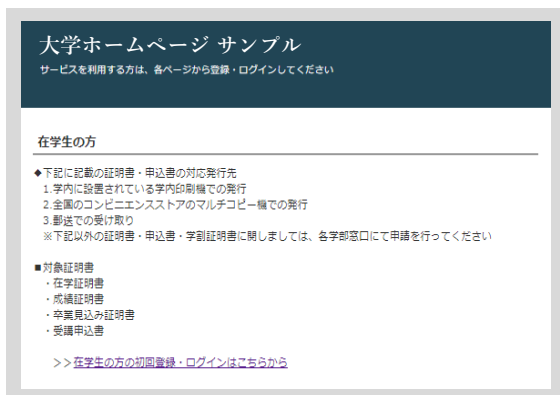
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.1 Registration of New Email Address *for first login

Screen Images

Steps

How to Operate



1

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

2

Enter the "User ID" and "Password" you use at university.



3

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

4

For the first login, the screen is displayed for registering an email address. Enter the email address you wish to register in the "Mail address" and "Check" fields.

5

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

6

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

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**

The University Set mail address

A confirmation mail has been sent.
Access the URL shown in the confirmation mail and complete the setting of a mail address.



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

Screen Images

Steps

How to Operate

Email Message

You can register your email address.

Access the following URL and finish by setting your email address.

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

Due date for the URL: 30 minutes

[Inquiries]

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

.....

7

Click the one-time URL in the email body text to complete the registration of the email address.

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

8

When the “Mail address setting complete” screen is displayed, click the “Move to Login Page” button to perform login.

The University Mail address setting complete

The mail address has been set.

From now on, information from the system will be delivered to this mail address.

You can change the mail address in the menu after login.

Move to Login page

8



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 Student Login page.

2

Enter the "User ID" and "Password" you use at university.

*For the first login, you need to register an email address.

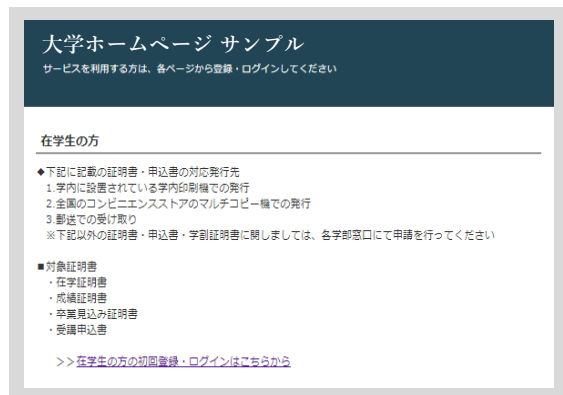
For how to register it, see the following:

- ▶ How to register an email address:
2.1 "Registration of New Email Address"

3

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 Change the Login Information


(a) Change the Email Address

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”.

*See below for information on how to log in to the Certificate Issuance Service:

► 2.2 “How to Log In”

2

Enter a new email address you wish to register into the “New mail address” and “Check” fields.

3

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

The University Select printing destination

Date and time c

Top page

Manual

Change mail address

Logout

Current application list

Application list

Issue certificate

Convenience store

Sending by post

Reissue ID

Send online

The University Mail address setting

Current mail address

*****@*****

New 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 some time to send the confirmation message.

Back

Check



*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.

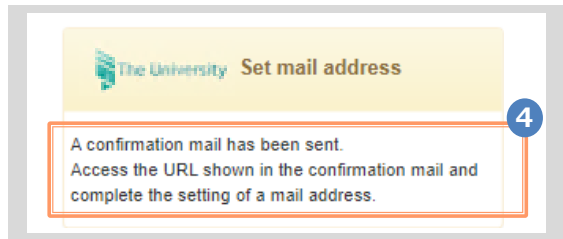
5

Click the one-time URL in the email body text to complete the changing of the email address.

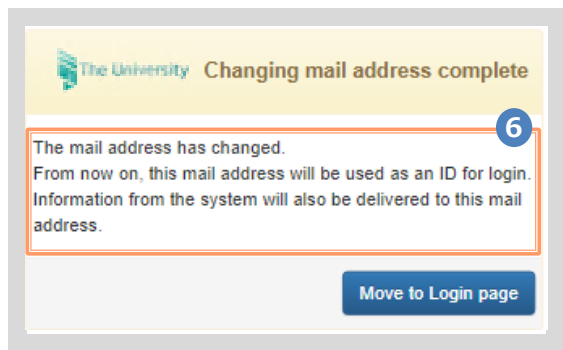
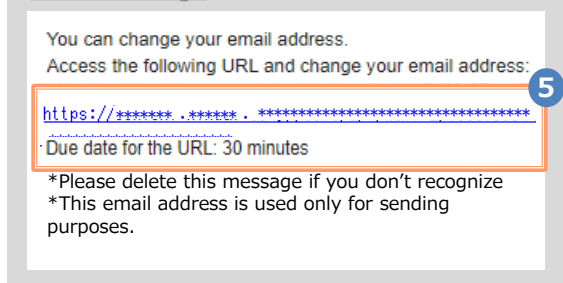
*The URL has an expiration time, so please complete the operation within the displayed time limit.

6

A message is displayed on the screen showing that the email address has been changed.





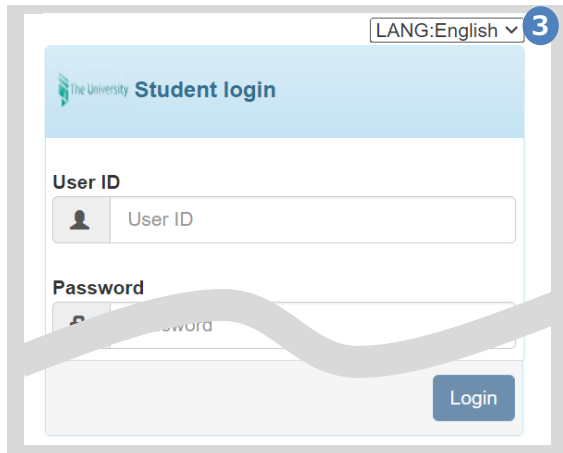
Email message



2.4 Switch Languages

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



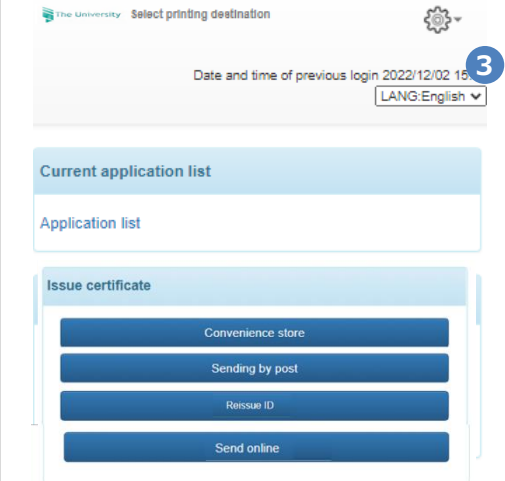
(a) Log In Screen

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

(b) Select Printing Destination Screen

| Screen Images | Steps | How to Operate |
|--|----------|--|
|  | <p>1</p> | <p>Click the language selection pull-down to switch languages.</p> |
|  | <p>2</p> | <p>Click the language you want to display in the pull-down.</p> |
|  | <p>3</p> | <p>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.</p> |



2 Log In to the Certificate Issuance Service

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

2.5 How to register an additional student registration number

*Only those who have more than one student registration number, such as those who graduated from an undergraduate or graduate school, should do this.

Screen Images

Steps

How to Operate

1


Access the homepage of the certificate issuing service and enter the User ID, Password, and Second Password.

*For details on how to log in:
▶2.2 How to log in

2

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

3

Click the menu button  in the upper right corner of the screen, and then click "Register additional student number."



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

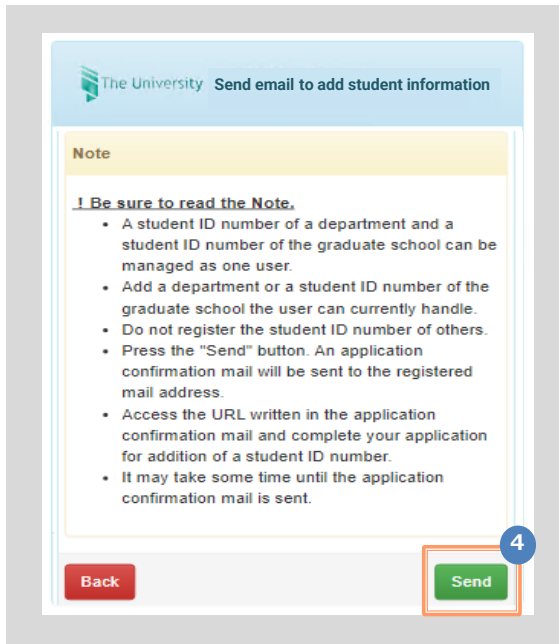
Screen Images

Steps

How to Operate

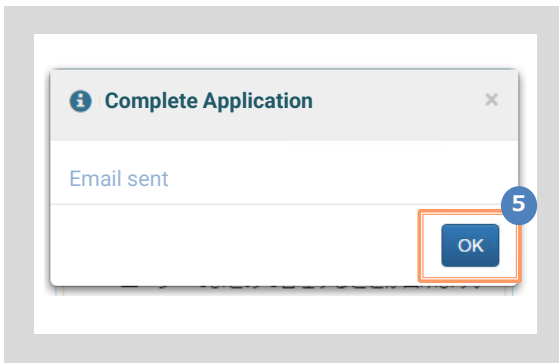
4

Review the "Notes" and click the "Submit" button.



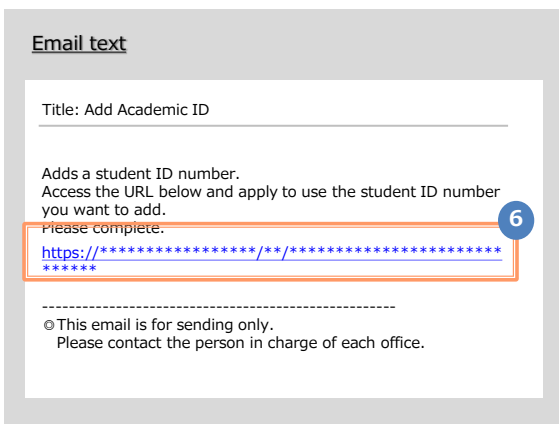
5

When the "Complete Application" screen appears, click the "OK" button.



6

You will receive an email with a one-time URL to the registered email address. Click the one-time URL.



2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate

7

Enter the information of the undergraduate or graduate school you want to register.

*The entry items vary depending on the usage environment.

*Entries in red are required.

► Name at school

Name at school in kanji, katakana, and romaji, respectively.

*Put a space between your last name and your first name.

► University/Faculty/Department Name (required)

Select the name of the university, the name of the faculty, and the name of the department.

► Academic number

Enter your academic number.

► Year and month of graduation

Enter the month and year of graduation.

*Enter in the Western calendar.

► Graduation/Withdrawal/Removal Type (Required)

Select the appropriate type.

8

Click the Confirm button.

9

After confirming the entered information, click the "Apply" button.

University's information (When in school)

Name when in school
YAMADA TAROU

Name when in school in katakana
ヤマダ タロウ

Name when in school in roman characters
YAMADA TAROU

University
[Dropdown]

Department
[Dropdown]

Subject
[Dropdown]

Student ID number
A12345678

Graduation (completion) year and month
[Text]

☒ Graduation ☐ Withdrawal ☐ Expulsion

Check

University's information (When in school)

Name when in school

Name when in school in katakana

Name when in school in roman characters

University

Graduation

Back

Application

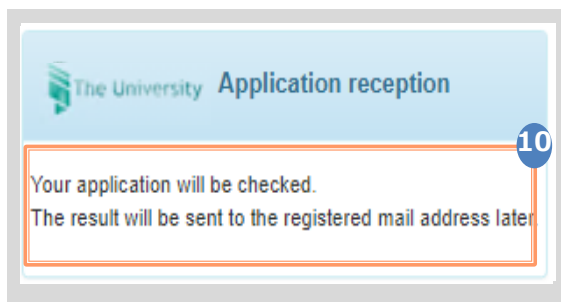


*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

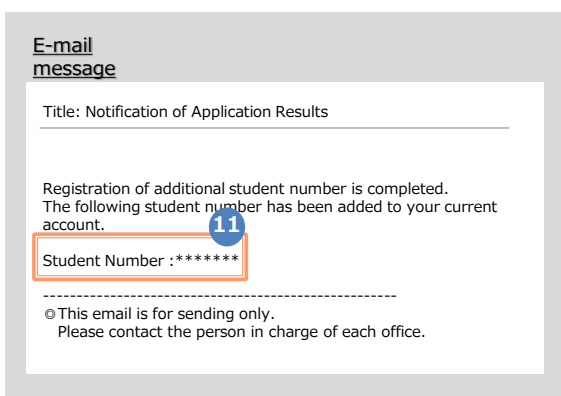


The University Application reception

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

10

The application has been completed.



E-mail message

Title: Notification of Application Results

Registration of additional student number is completed.
The following student number has been added to your current account.

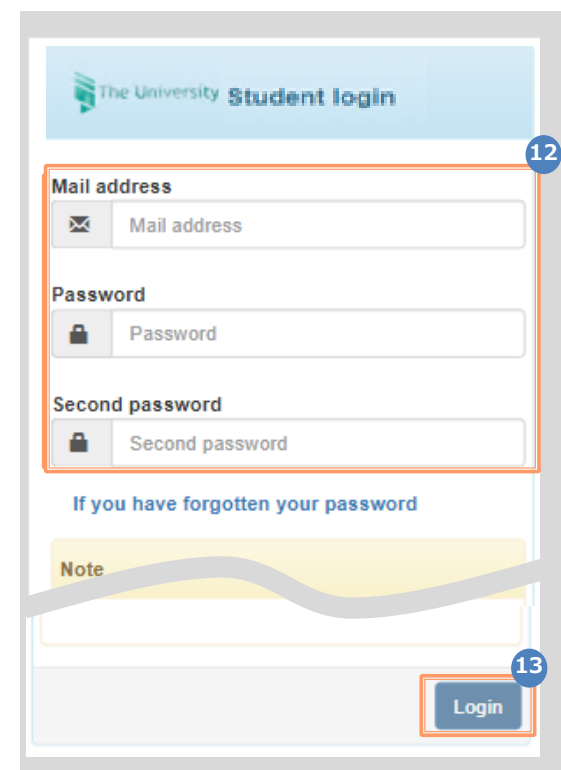
Student Number :*****

© This email is for sending only.
Please contact the person in charge of each office.

11

After approval, you will receive an email to the registered email address. After checking the contents, confirm that the service is available.

*Screen images are if approved. They may be rejected or reapplied.



The University Student login

Mail address

Mail address

Password

Password

Second password

Second password

If you have forgotten your password

Note

Login

12

Access the Certificate Issuance Service home page and enter the "User ID", "Password", and "Second Password" again.

*For details on how to log in:
▶2.2 How to log in

13

Review the "Notes" and click the " Login" button.



2 Logging in to the Certificate Issuing Service

*"Screen image" is a sample image. Follow the instructions on the actual screen.

Screen Images

Steps

How to Operate

14

From "Submit Certificate", select either printing method.

*This screen image is for when you select Convenience Store printing. If you only want to check if your student ID number is registered, you can select either option.

15

Make sure that you can select two student ID numbers. Select which student ID number you want to print, and then apply for a certificate.

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

The University Select printing destination

Current application list

Application list

Issue certificate

Convenience store

Sending by post

Reissue ID

Send online

The University Select certificate (printing at a convenience store)

*****@example.com
Date and time of previous login 2022/11/29 14:52

Select application certificate

Student ID number : *****

Student ID number : *****

Certificates

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

Others

| 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 |

Back Proceed

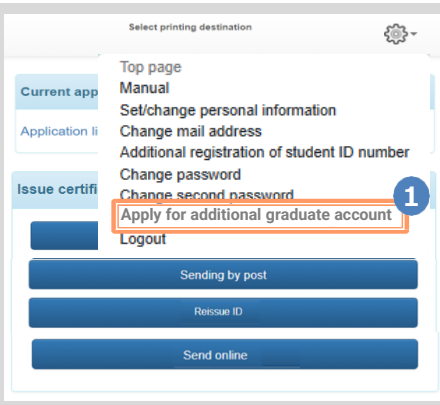

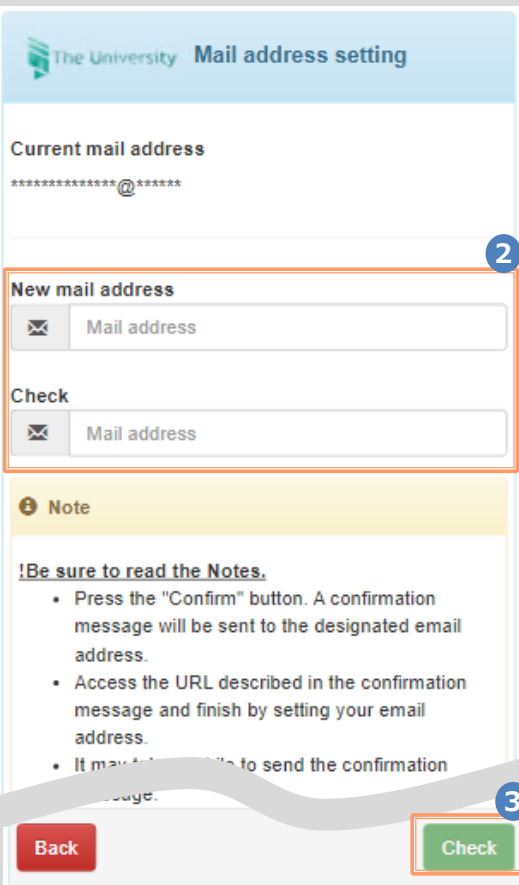


2 Log In to the Certificate Issuance Service

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

2.6 How to register a graduate student registration number

(a) Change the email address

| Screen Images | Steps | How to Operate |
|---|-------|--|
|  | 1 | Log in to the Certificate Issuance Service from the current student login page, select the menu button  in the upper right corner of the screen, and click "Apply for additional graduate account (卒業生アカウント追加申請)". *For details on how to log in: ▶ 2.2 How to log in |
|  | 2 | Enter the e-mail address to be registered in the "New e-mail address" and "Confirmation" fields. |
| | 3 | After confirming the notes, click the "Check" button. |



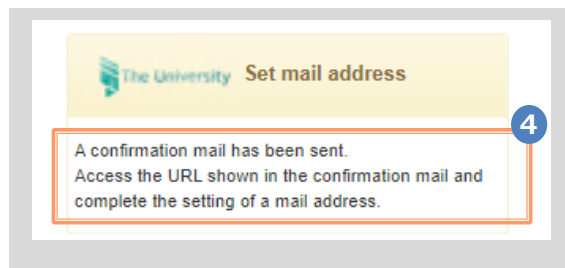
2 Log In to the Certificate Issuance Service

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

Screen Images

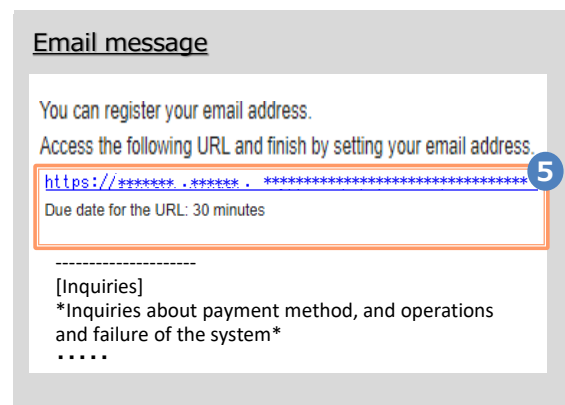
Steps

How to Operate



4

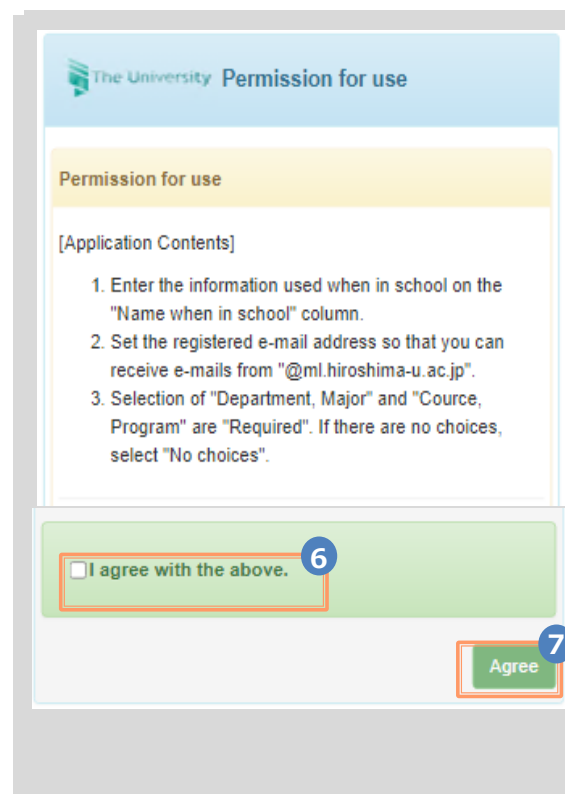
A message will appear on the screen and a confirmation notice will be sent to your registered e-mail address.



5

Click the one-time URL in the body of the email to proceed to the applicant information registration.

*The URL has a time limit. Please complete the operation within the indicated time limit.



6

Confirm the "License Agreement" displayed on the screen and check the "I agree to the above terms (上記内容に同意する)" checkbox.

7

Click the "Agree (同意する)" button.



2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate

8

Enter information about the applicant.

*The entry items vary depending on the usage environment.

*Entries in red are required.

► Application Type (required)

Select "New" for new registration.

► Applicant Name (required)

Enter the name of the person applying in kanji, katakana, and romaji, respectively.

*Please put a space between the last name and the first name.

► Gender

Select the gender of the person applying.

► Date of Birth (required)

Enter the date of birth of the person applying.

*Enter in the Western calendar.

► Year and month of graduation (required)

Enter the month and year of graduation.

*Enter in the Western calendar.

9

Enter your current address and contact information.

*The entry items vary depending on the usage environment.

► Postal code

Enter the postal code of the current address.

*After clicking the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.

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

Enter the current address.

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

Gender

☐ Male ☐ Female

*Birth date

1990/09/09

Graduation (completion) year and month

2015/03

Current address

Postal code

100-0001

Search

Prefecture

Tokyo

City

Chiyoda-ku

Street and number

1-1 Chiyoda

Apartment name and room No.

Apartment name and room No.



2 Logging in to the Certificate Publishing Service

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

Screen Images

Steps

How to Operate

The first screenshot shows the 'Current address' section with fields for Postal code, Prefecture, City, Street and number, and Apartment name and room No. The Postal code field contains '100-0001' and is highlighted with a red box and a red circle labeled '9-1'. The Search button is highlighted with a red box and a red circle labeled '9-2'.

The second screenshot shows the same form with the Search button clicked. The address fields are now populated with 'Tokyo', 'Chiyoda-ku', and '1-1 Chiyoda'. The entire address section is highlighted with a red box and a red circle labeled '9-3'.

The third screenshot shows the 'Apartment name and room No.' field with the text 'アパート 1001号室' entered. Below it, the 'Phone number' and 'Mobile phone number' fields are highlighted with a red box and a red circle labeled '9'.

9-※

Example of address search by zip code

9-1

Enter your zip code in the format “XXX-XXXX” in the zip code field.

9-2

Click the Search button.

*Please note that the zip code and address in the screen image are examples, so please check the actual screen.

9-3

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

*Please note that the zip code and address in the screen image are examples, so please check the actual screen.

9

► Phone number

Enter the home phone number.

► Mobile phone number

Enter the mobile phone number.



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

Screen Images

Steps

How to Operate

Work information

Workplace name

Postal code

Prefecture

City

Street and number

Apartment name and room No.

Phone number

10

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.

11

Click the "Check" button.

*Be sure to fill in the required items.



2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate

12

Confirm the information registration details you entered and click the “Apply (申請)” button.

12

13

Confirm that the “Application Complete” screen appears.

Applicant's information

Application Type
New

Applicant's name (Required)
DENDEN TAROU

Applicant's name in katakana
デンデン タロウ

Applicant's name in roman
DENDEN TAROU

Birth date
1990/09/09

Current address

Postal code
100-0001

Prefecture
Tokyo

City
Chiyoda-ku

Street and number
1-1 Chiyoda

Apartment name and room No.

Phone number
03-1111-2222

Mobile phone number
090-1111-2222

Work information

Workplace name

Postal code

Prefecture

City

Street and number

Apartment name and room No.

Phone number

Buttons: Back, Application

The University Application Complete

A password for graduates has been sent to the email address you set. Please check your email.



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

Screen Images

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: *****¹⁴

Log in here

https://****.****.****.****/****/****.****¹⁵

○ This email is for sending only.

For more information, contact the administrative representative.

Steps

How to Operate

14

The result of the application for use is sent to the registered email address. Find the initial password in the email.

*Please check the university website for the confirmation period.

15

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

16

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.

17

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



2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

How to Operate

18

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.

19

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

20

Click the "OK" button.

Now you can use the "Certificate Issuance Service" from the students of a graduate page.



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

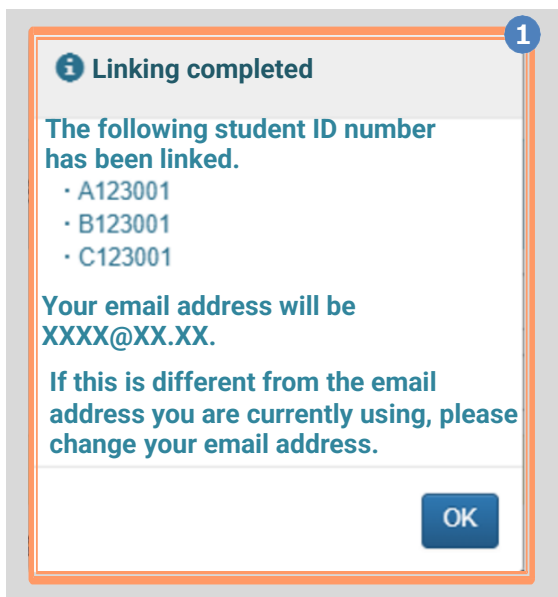
2.7 Automatic linking of multiple student IDs

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

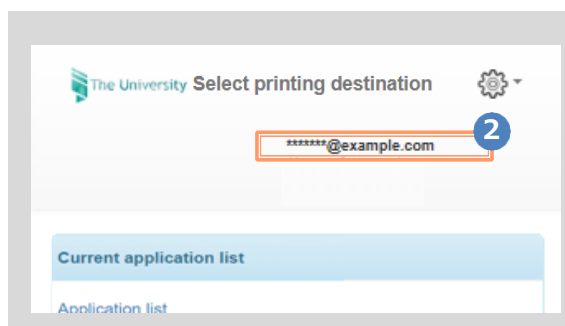
When Automatic linking is performed, the dialog shown on the left will be displayed at login.

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.

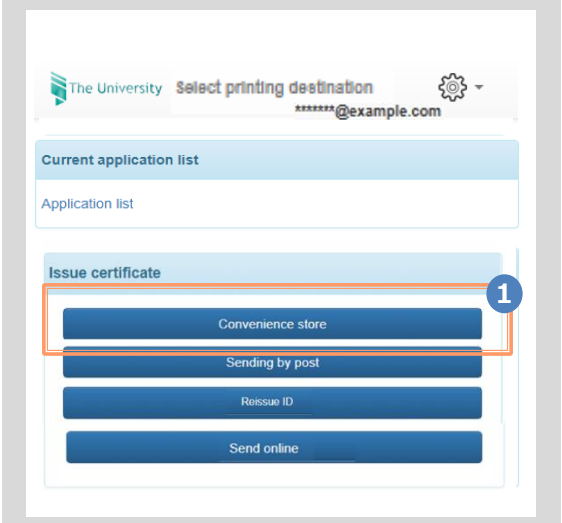
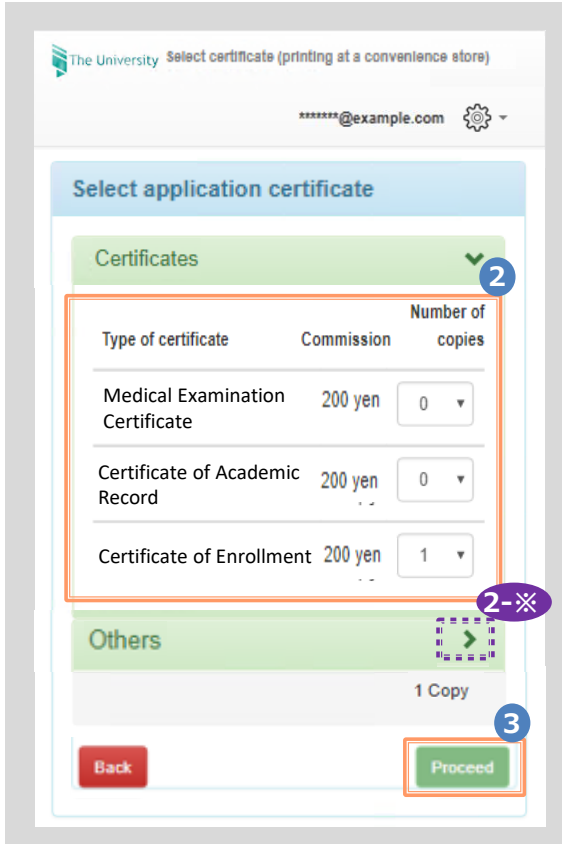


3 Application for Certificates

*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. |
| | 2-※ | *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. |
| | 3 | Click the "Proceed" button. |
| | | *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. |

Confirm the print deadline.

Print deadline for Certificate of Academic Record 2020/05/30 is set.

Are you sure you want to apply?

No Yes



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
- LINE Pay
- 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 "Sending by post" 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

The University Enter the destination. *****@example.com

4

Mailing address

*Destination category

Postal code 100-0001 Search

4-※

*Address

1-1, Chiyoda, Chiyoda-ku, Tokyo

*Recipient

YAMADA TAROU

Phone number

Steps

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

The top screenshot shows the 'Destination category' form. The 'Domestic' category is selected in the dropdown. The 'Postal code' field contains '100-0001'. A red box highlights the 'Postal code' field and the 'Search' button. A red circle with '4-1' is over the 'Domestic' dropdown.

The bottom screenshot shows the same form. The 'Address' field is highlighted with a red box and contains the text '1-1 Chiyoda, Chiyoda, tokyo'. A red circle with '4-3' is over the 'Address' field.

Example of address search by zip code

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

Click the Search button.

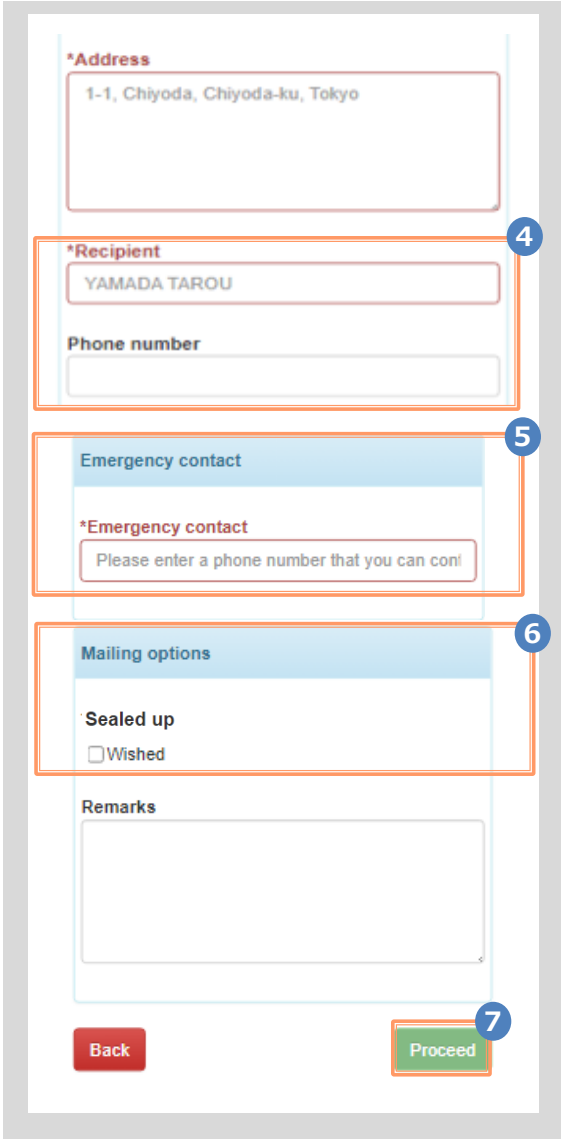
Check the displayed address and add the name of the apartment building, etc.

*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 |
|---|----------|---|
|  | <p>4</p> | <p>► Recipient (Required)</p> <p>Enter the recipient's name.</p> <p>► Phone number</p> <p>Enter the recipient's phone number.</p> |
| | <p>5</p> | <p>Enter emergency contact information.</p> <p>*The input item varies depending on the operating environment.</p> <p>*The items in red are required.</p> <p>► Emergency contact (Required)</p> <p>Enter a phone number that is easily reachable, such as your mobile phone number.</p> |
| | <p>6</p> | <p>Enter a postal option.</p> <p>*The input item varies depending on the operating environment.</p> <p>*The items in red are required.</p> <p>► Sealed up</p> <p>Select if you wish your mail sealed up (厳封).</p> <p>*If you have a request, for example "multiple mails to be sealed up," write the request in the "Remarks" field.</p> <p>► Attached file</p> <p>You can attach files.</p> <p>*Please enter the details of the file in "Remarks" at the bottom.</p> |
| | <p>7</p> | <p>Click the "Proceed" button.</p> <p>*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
- LINE Pay
- 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)
LINE Pay
Apple Pay
PayPay
MerPay

Proceed

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

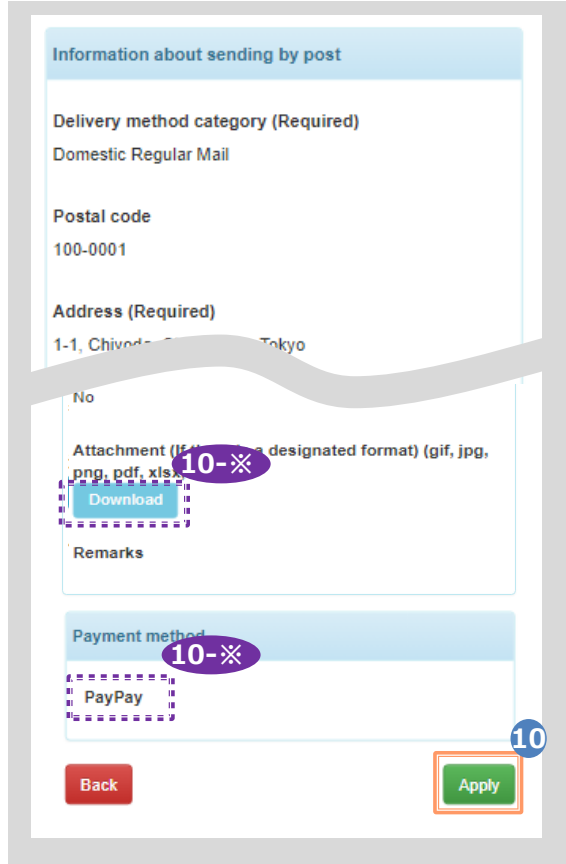
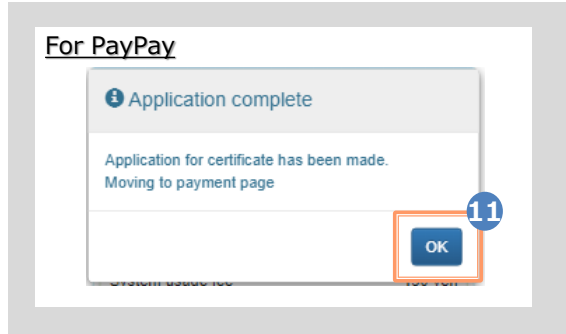
Content of application

| 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 |
|--|---|---|
|  | <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". *The name of downloaded file may be different from the one when you uploaded.</p> <p>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".</p> |
|  | <p>11</p> | <p>When the "Application Completed" screen is displayed, click "OK" button. *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.

(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.

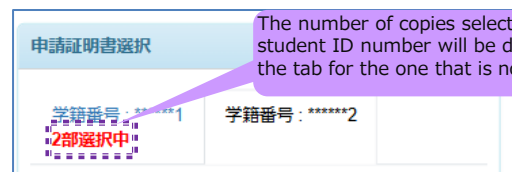
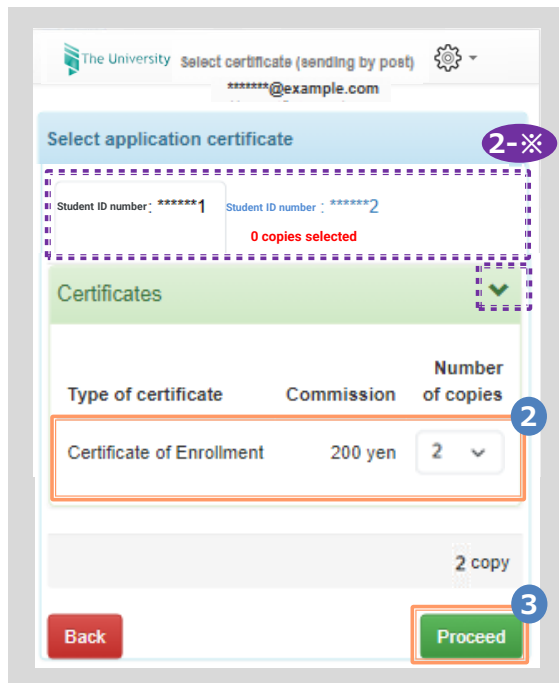
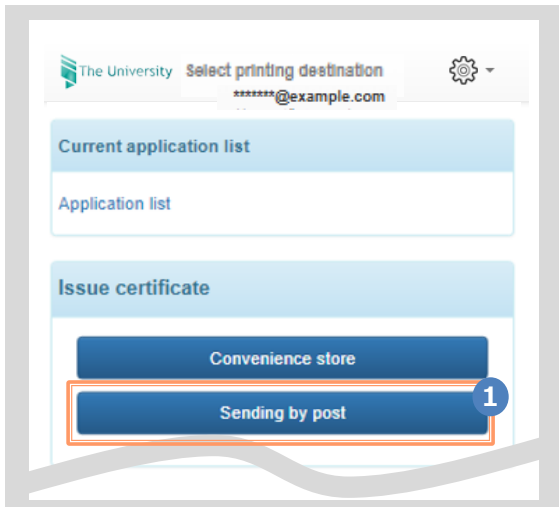
2-※

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

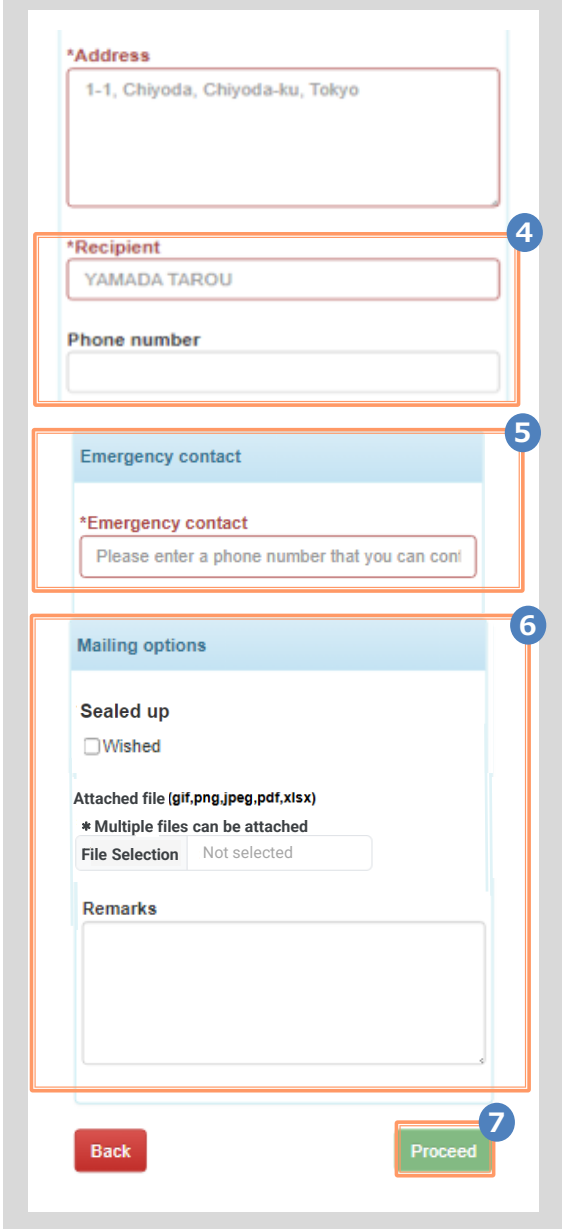
Check the displayed address and add the name of the apartment building, etc.

*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">► Recipient (Required) Enter the recipient's name.► Phone number Enter the recipient's phone number. |
| | 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">► Emergency contact (Required) Enter a phone number that is easily reachable, such as your mobile phone number. |
| | 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">► 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.► Attached file You can attach files. *Multiple files can be attached. *Please enter the details of the file in "Remarks" at the bottom. |
| | 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
- LINE Pay
- 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-※

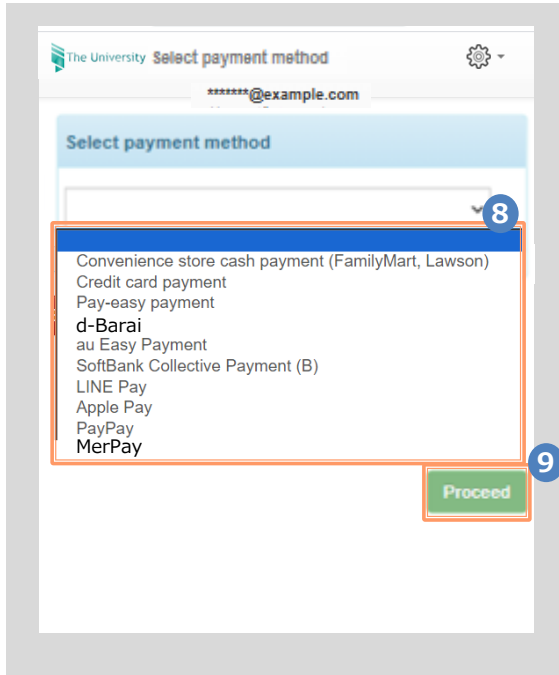
When issuing multiple student ID numbers, the selected number of copies and the amount will be displayed on the application confirmation screen for all student ID numbers for which you have selected the number of copies.

10

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

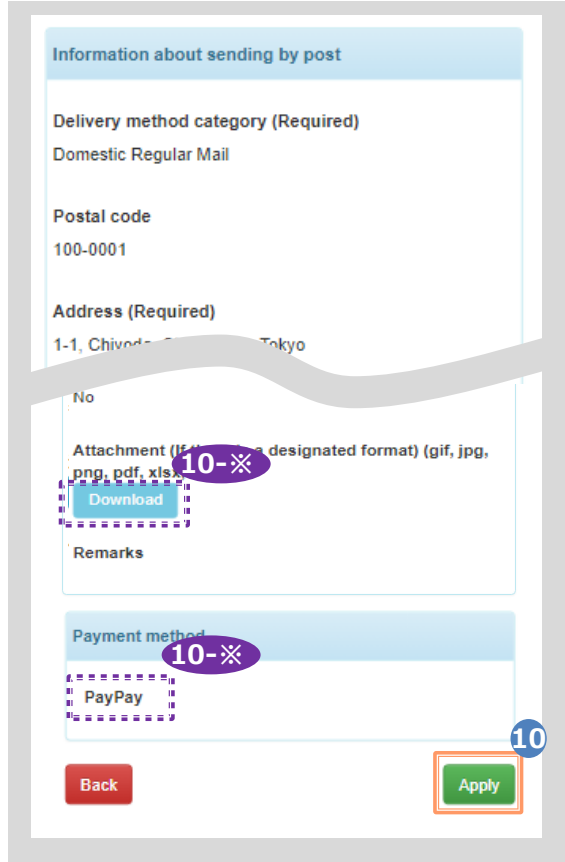
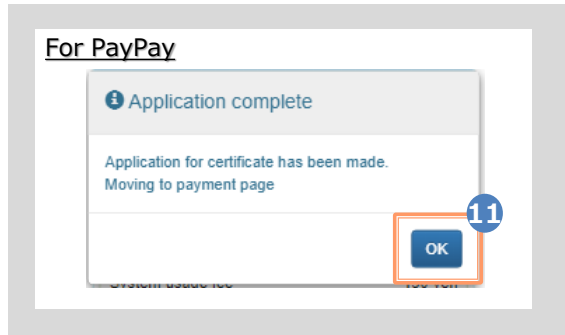
*System fee may be charged for each application.

*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 Collective Payment (B)
- LINE Pay
- 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-※

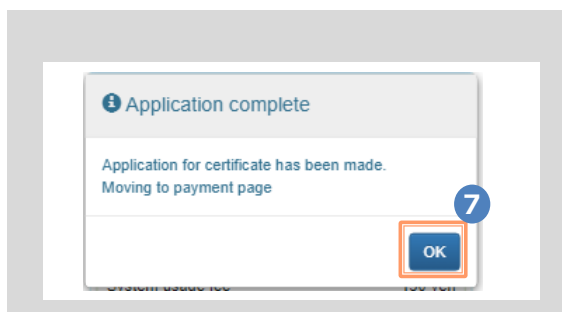
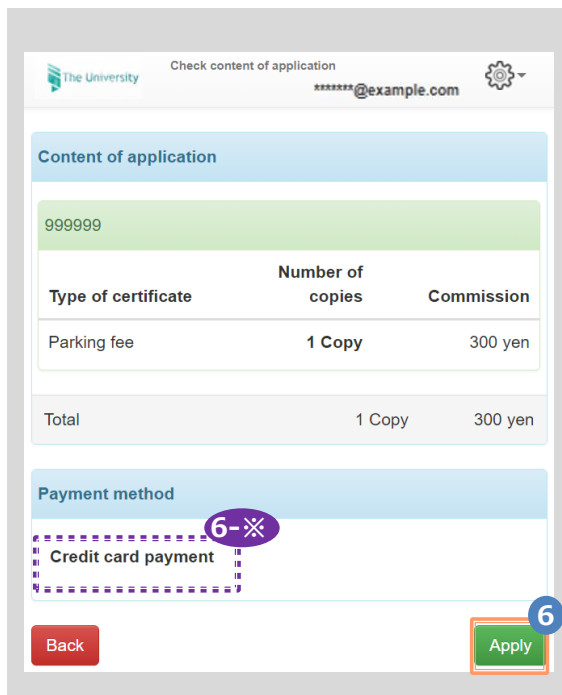
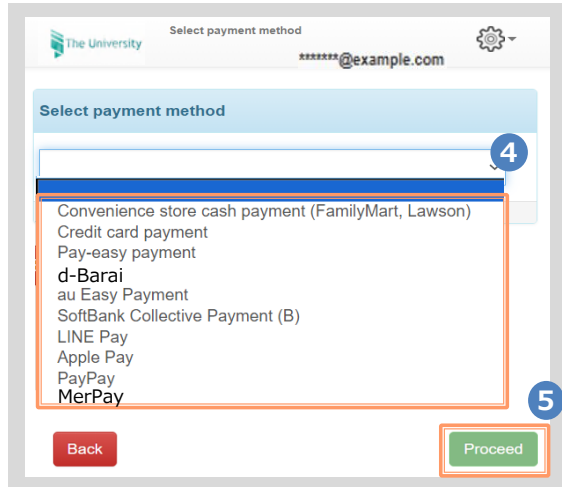
The screen image is when "Credit card payment" is selected as the payment method.

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.



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 "online delivery".

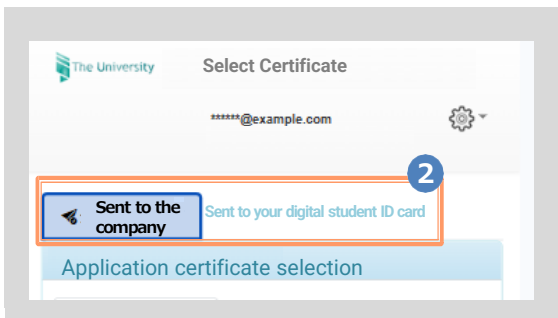
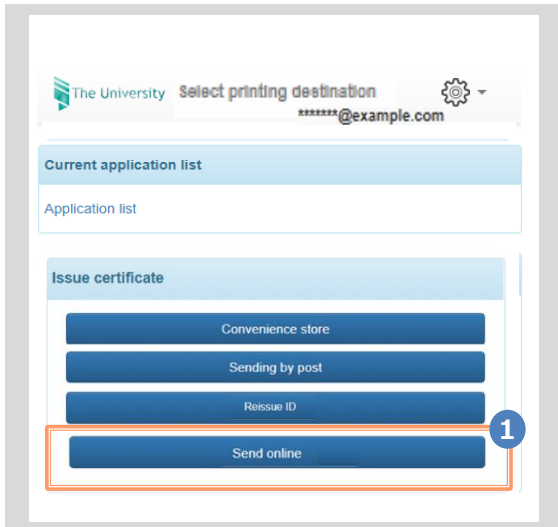
2

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 'Select application form'. Below that, there's a dropdown for 'Application form' with a green checkmark icon. A table follows with columns: 'Type of certificate', 'Commission', and 'Number of copies'. The first row is 'Parking fee', '300 yen', and '1'. A red box highlights the 'Parking fee' row. Below the table, there's a 'Back' button and a 'Proceed' button. A blue circle with the number '1' is next to the 'Number of copies' dropdown. A blue circle with '1-✕' is next to the 'Application form' dropdown. A blue circle with the number '2' is next to the 'Proceed' button.

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-✕

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

2

Click the "Proceed" button.

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
- LINE Pay
- Apple Pay
- PayPay
- MerPay

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

4

Click the "Proceed" button.

Screen Images

The screenshot shows the 'Select payment method' screen. At the top, it says 'The University' and 'select printing destination/payment method'. Below that, there's a dropdown for 'Select payment method'. A list of payment methods follows: 'Convenience store cash payment (FamilyMart, Lawson)', 'Credit card payment', 'Pay-easy payment', 'd-Barai', 'au Easy Payment', 'SoftBank Collective Payment (B)', 'LINE Pay', 'Apple Pay', 'PayPay', and 'MerPay'. A red box highlights the 'd-Barai' option. Below the list, there's a 'Proceed' button. A blue circle with the number '3' is next to the payment method list. A blue circle with the number '4' is next to 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

***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 of the screen are two buttons: a red "Back" button on the left and a blue "Proceed" button on the right. 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.

► Contact information for campus personnel

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

6

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

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

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.

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

5

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 5-※

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 6

For cash payment at convenience store (7-Eleven)

Application complete

Application for certificate has been made.
Moving to payment page

OK 7

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.



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.

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

Submission registration

***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

Select Recipient Language
LANG:日本語



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

The University Select certificate (sending by post) ⚙️

*****@example.com

Select application certificate

Certificate2 ✓

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

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.

The University Select certificate (sending by post) ⚙️

*****@example.com

Select application certificate

Certificate2 ✓

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

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.



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

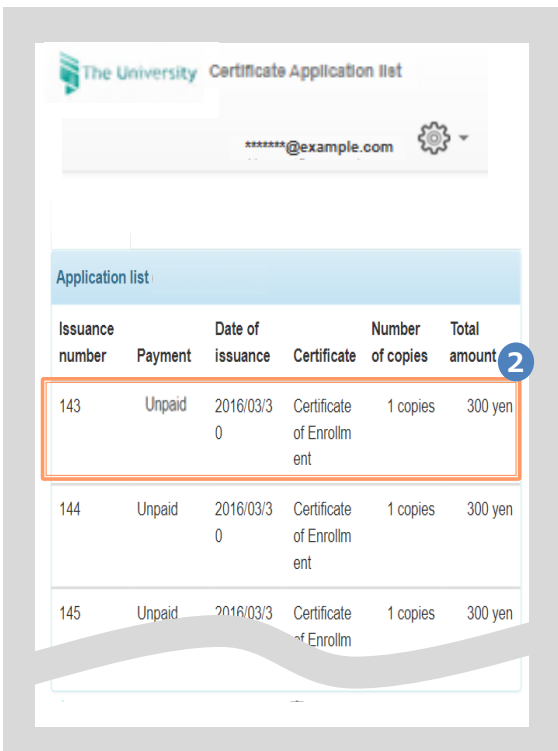
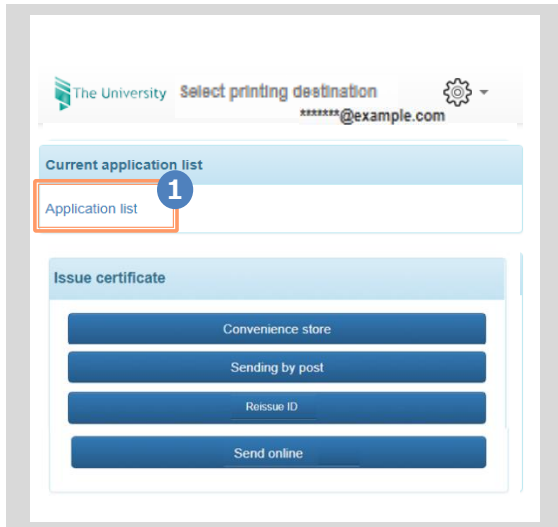
How to Operate

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".



| Issuance number | Payment | Date of issuance | Certificate | Number of copies | Total amount |
|-----------------|---------|------------------|---------------------------|------------------|--------------|
| 143 | Unpaid | 2016/03/30 | Certificate of Enrollment | 1 copies | 300 yen |
| 144 | Unpaid | 2016/03/30 | Certificate of Enrollment | 1 copies | 300 yen |
| 145 | Unpaid | 2016/03/30 | Certificate of Enrollment | 1 copies | 300 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

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.



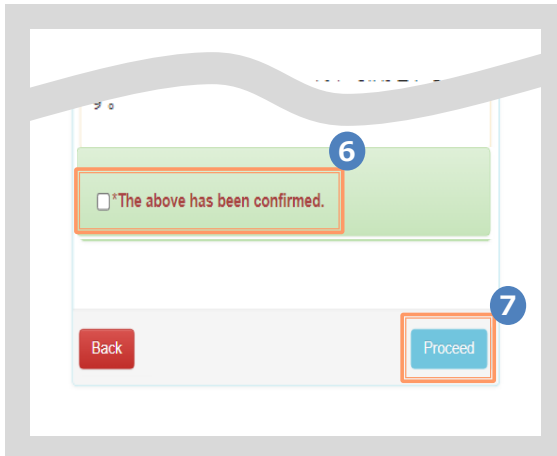
3 Application for Certificates

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

Screen Images

Steps

How to Operate



6

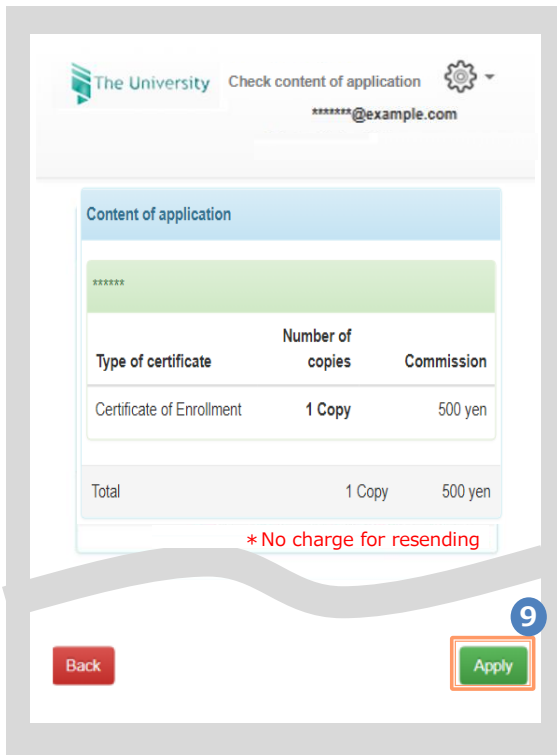
After confirming the notes, check “*The above has been confirmed”.

7

Click the “Proceed” button.

8

“Check content of application” screen is displayed.



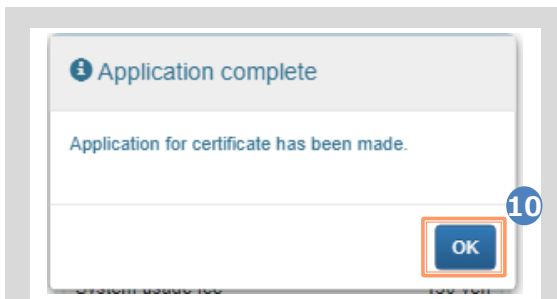
9

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

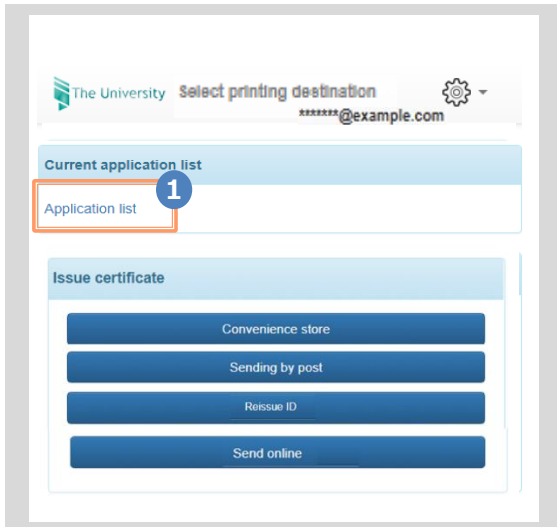
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

3.3 How to Stop Sending Certificates Online

Screen Images

Step

How to Operate

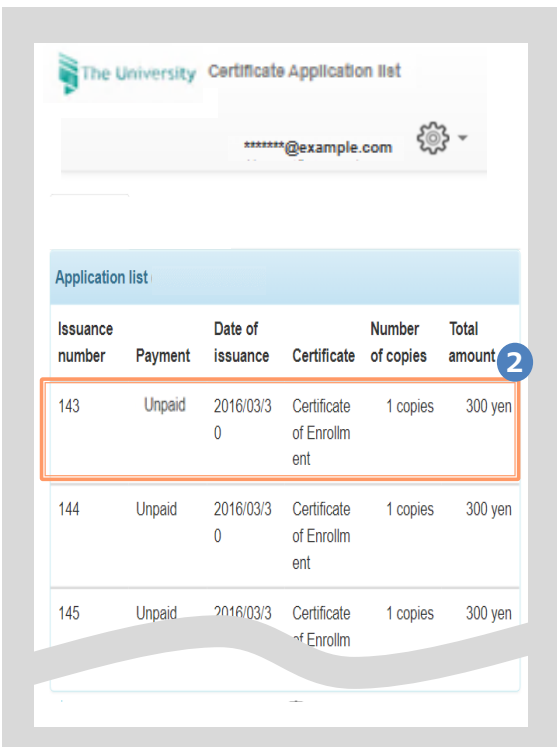


Please follow the steps in this section to stop sending certificates online in case you registered the wrong e-mail address for submission, etc.

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".



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.

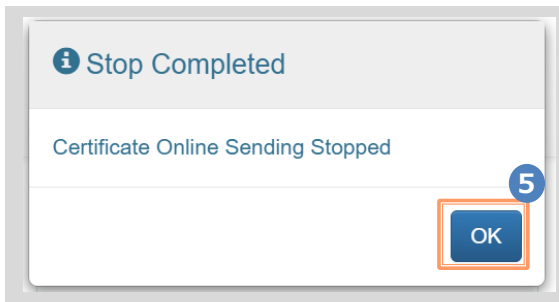
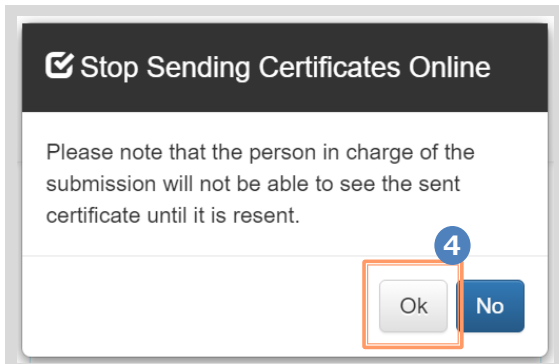
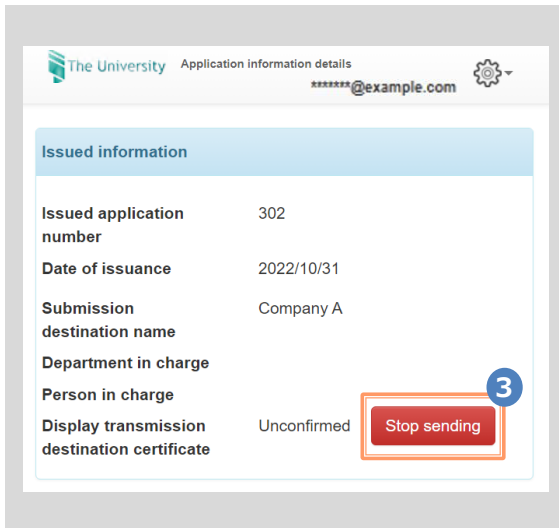
5

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 "Application list".

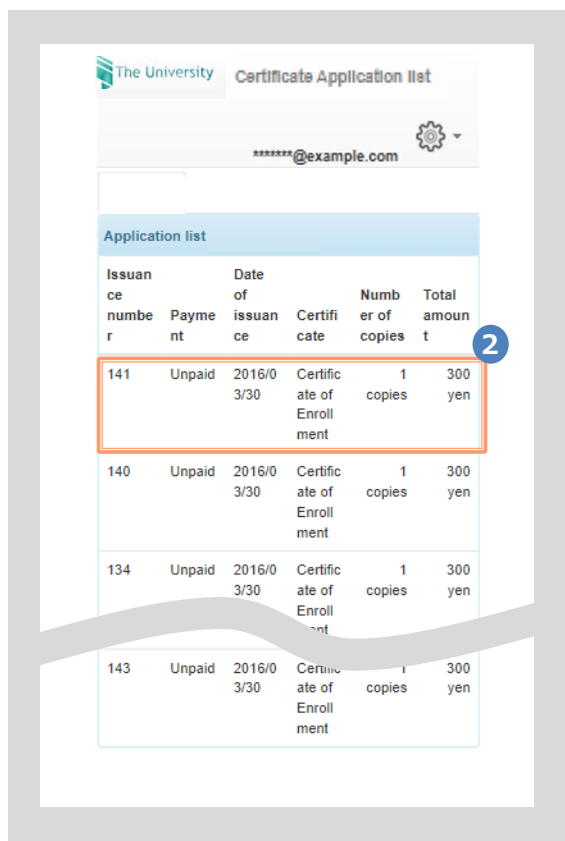
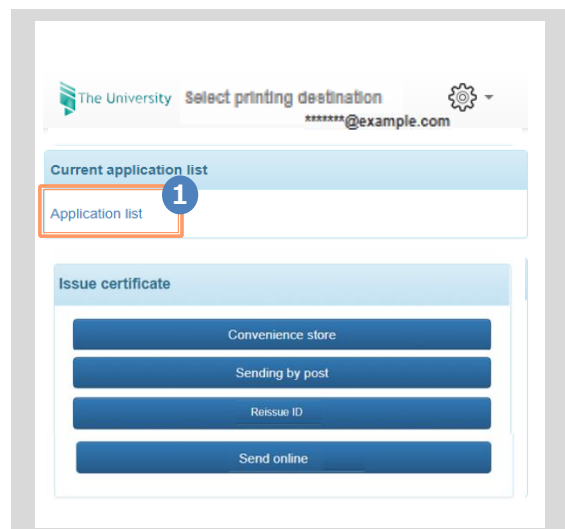
2

Click the issuance number of the certificate you want to check from the "Application list"

- 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

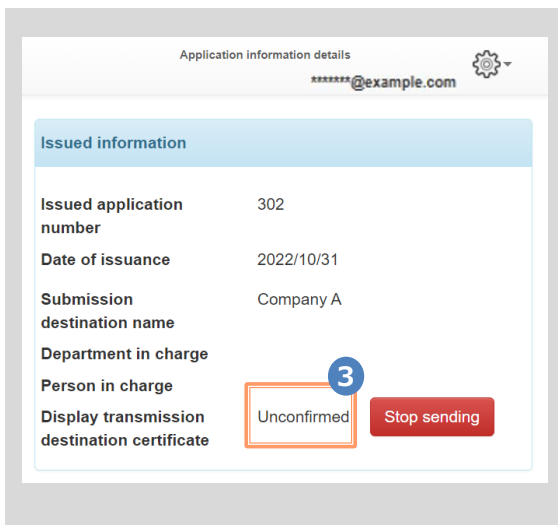
Steps

How to Operate



1

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



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 | Sent |

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 ► “5.3 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” *Please press “English” on the top left of the screen to switch the language in English. |
|  | 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. |



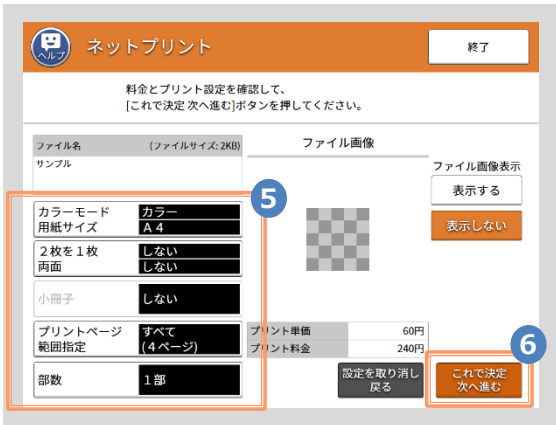
5 Printing of Certificates

*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.

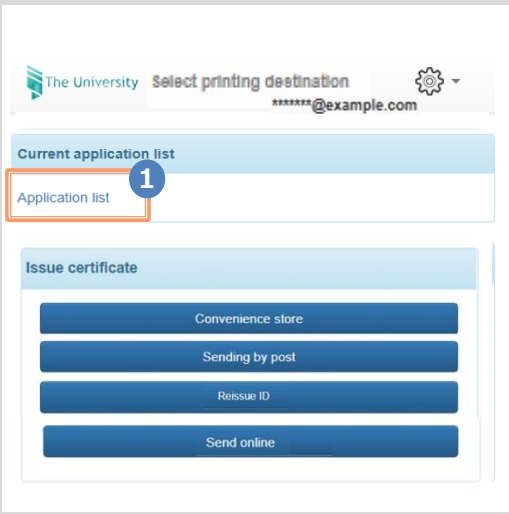
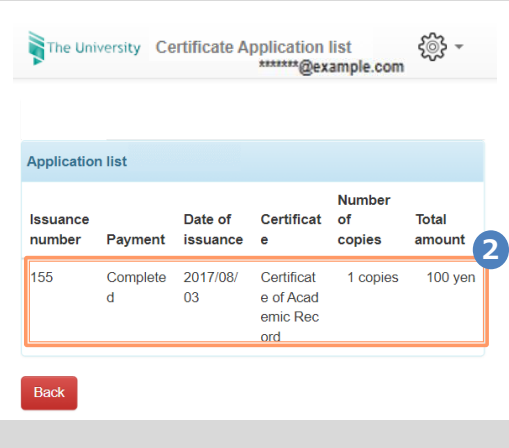
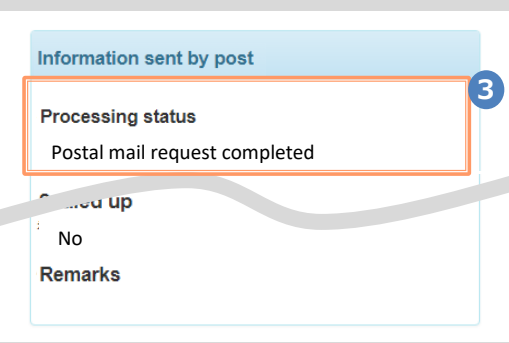


5 Printing of Certificates

*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 "Application list." | | | | | | | | | | | | |
|  <table border="1"><thead><tr><th>Issuance number</th><th>Payment</th><th>Date of issuance</th><th>Certificate</th><th>Number of copies</th><th>Total amount</th></tr></thead><tbody><tr><td>155</td><td>Completed</td><td>2017/08/03</td><td>Certificate of Academic Record</td><td>1 copies</td><td>100 yen</td></tr></tbody></table> | 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 | 2 | Click the issuance number of the certificate to check from the "Application list". *The applications displayed in the Application list are currently being processed by university. |
| 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 | | | | | | | | | |
|  <p>Information sent by post</p> <p>Processing status</p> <p>Postal mail request completed</p> | 3 | Check the "Processing status" under "Information sent by post". "Postal mail request completed" is displayed. *The request is being processed by university. Please wait for 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."

*See below for information on how to log in to the Certificate Issuance Service:
► 2.2 "How to Log In"

2

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

*The applications displayed in the List of Applications (Past) have already being processed by 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 *****@example.com

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 (2019/05/13 14:00:54)

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 Website

Screen Images

Steps

How to Operate

1

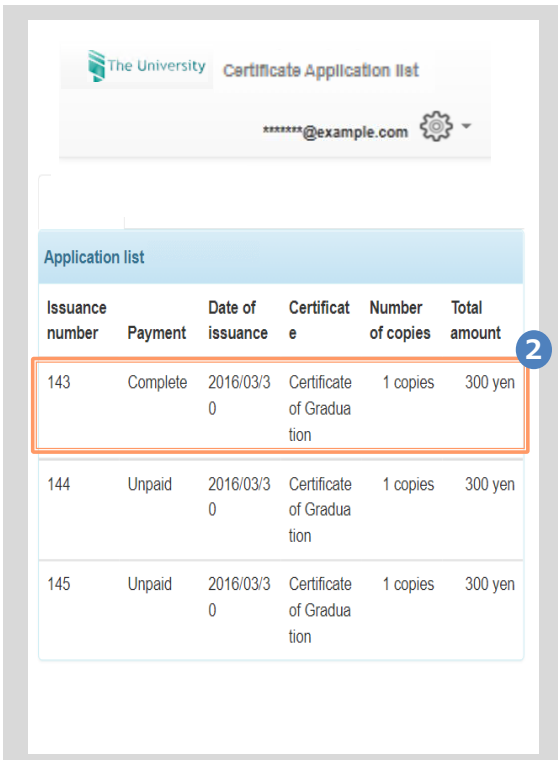
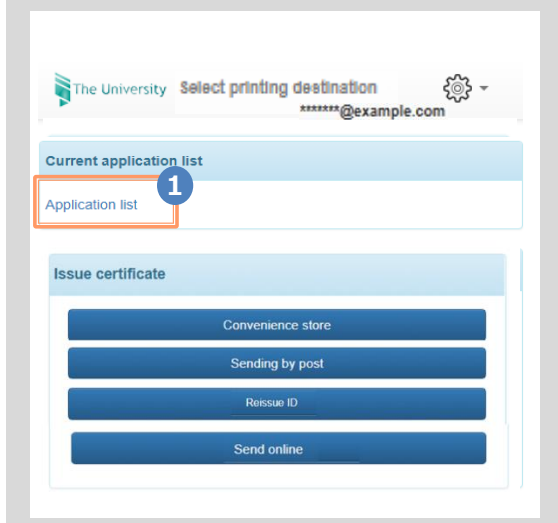
Log in to the certificate issuance service and click "Application list" from the "Current application list."

*See below for information on how to log in to the Certificate Issuance Service:

► 2.2 "How to Log In"

2

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



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 | |

Back Re-read

(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 Website

Screen Images

Steps

How to Operate

1

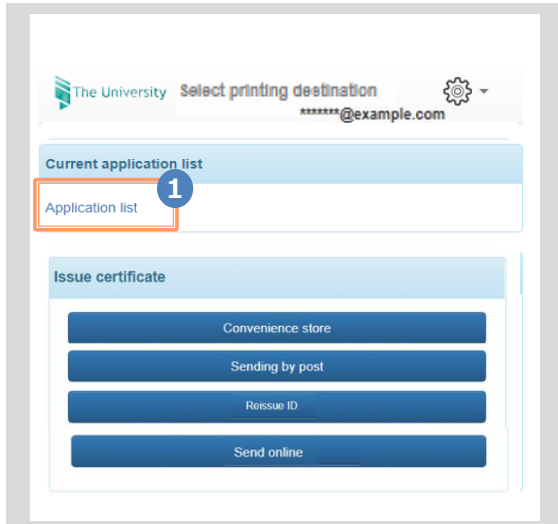
Log in to the certificate issuance service and click "Application list" from "Application list"

*See below for information on how to log in to the Certificate Issuance Service:

► 2.2 "How to Log In"

2

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



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 *****@example.com

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

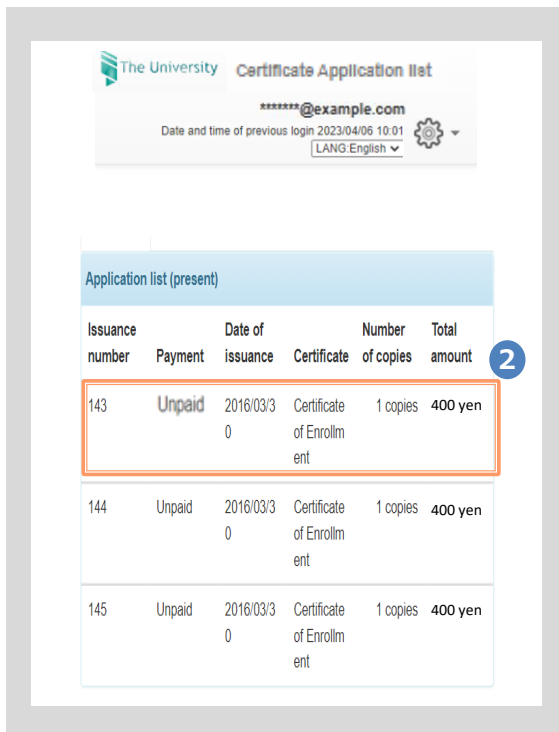
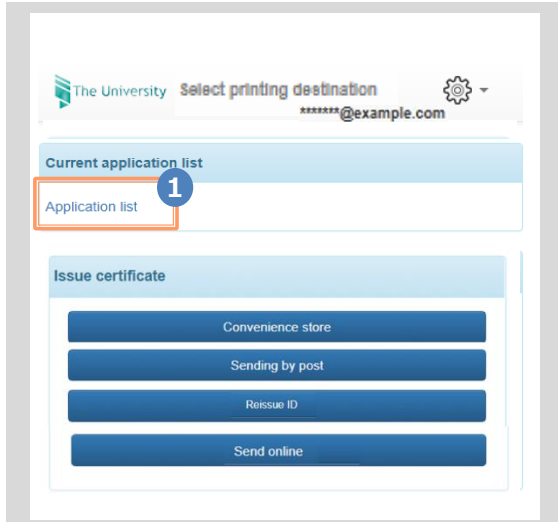
Log in to the certificate issuance service and click "Application list" from the "Current application list."

*See below for information on how to log in to the Certificate Issuance Service:

► 2.2 "How to Log In"

2

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




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

*****@example.com




Issued information

Issued application number143

Date of issuance2016/03/30

Printing reservation destination

7-Eleven

Payment information

Payment method

Payment status

PayPay

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 *****@example.com

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

< 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

< 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

Steps

How to Operate

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, "On-campus print number (8 digits)" or "Certificate issuance reservation by mail is completed" is displayed in the body of the email, so confirm it.

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.



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.

