

Certificate Issuance Service Operating Manual

Application Procedure for Graduates

**March 14, 2024
NTT-W**

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1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

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

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

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

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

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

Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service

Phone	06-6809-4327
Reception hours	24 hours

2 Log In to the Certificate Issuance Service

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

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

Screen Images

Steps

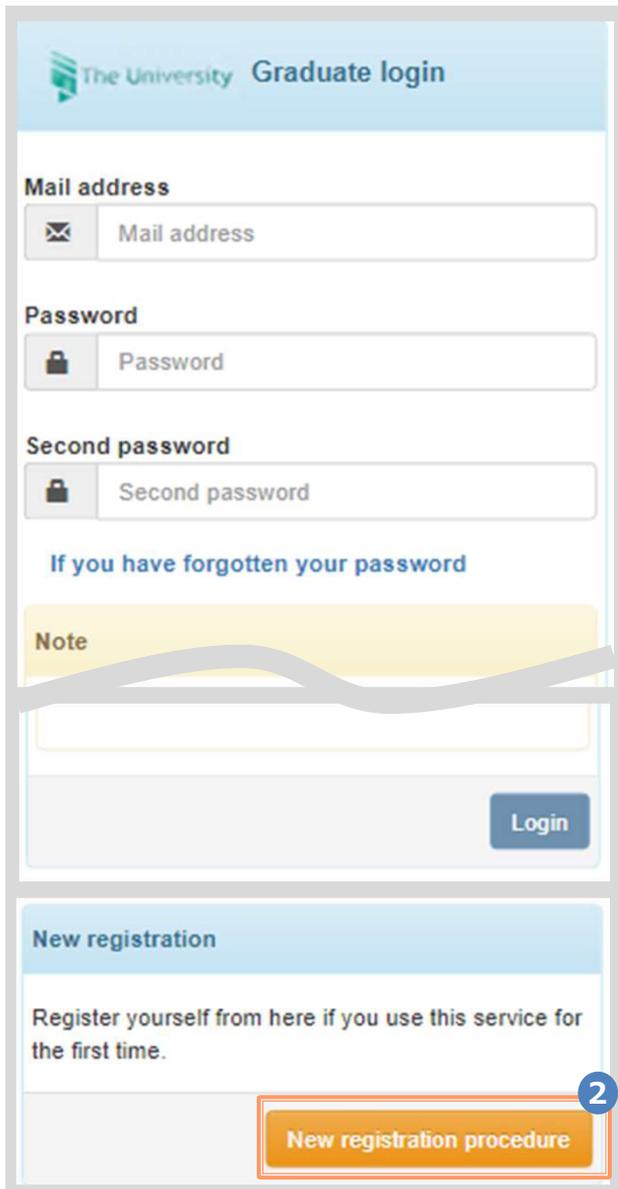
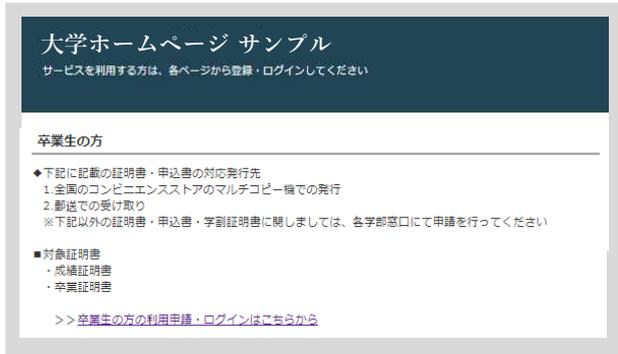
How to Operate

1

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

2

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



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

The University Mail address setting

Mail address

Mail address

Check

Mail address

Note

!Be sure to read the Notes.

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

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

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

Back Check

3

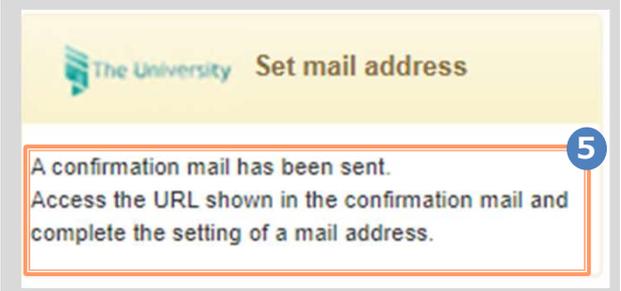
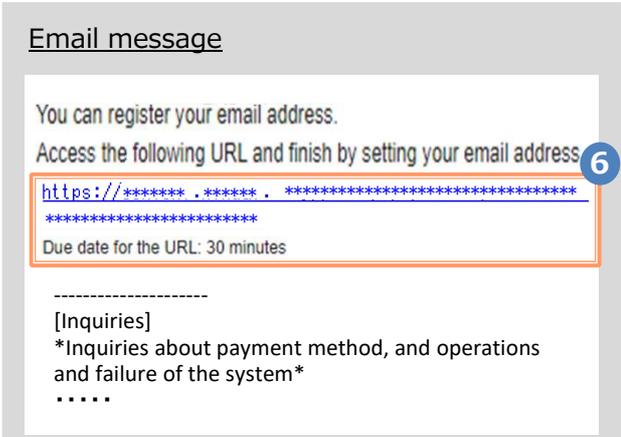
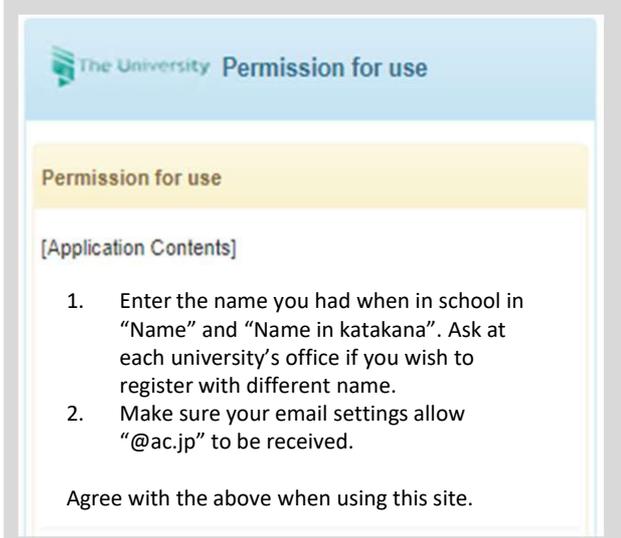
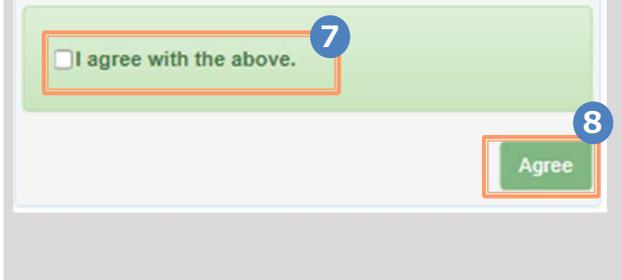
Enter an email address you wish to register into the "Mail address" and "Check" fields.

4

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

2 Log In to the Certificate Issuance Service

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

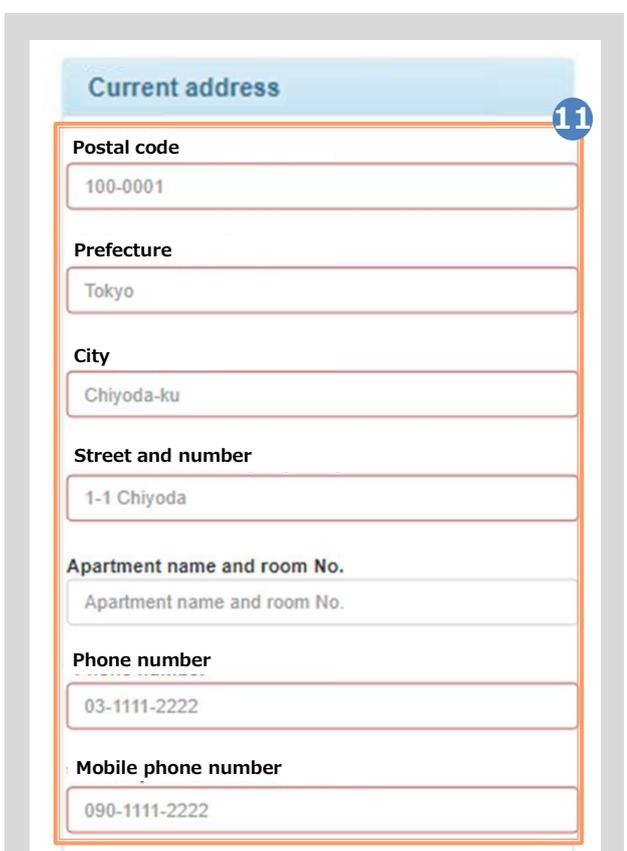
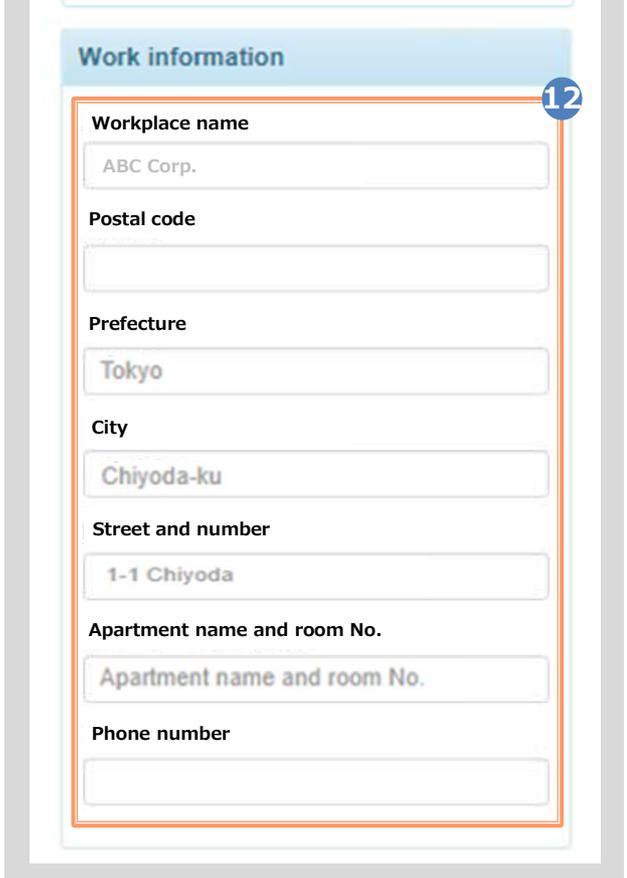
Screen Images	Steps	How to Operate
	5	A message is displayed on the screen, and a confirmation notification is sent to the registered email address.
	6	Click the one-time URL in the email body text and register the applicant information. *The URL has an expiration time, so please complete the operation within the displayed time limit.
	7	Read the "Permission for use" displayed on the screen and select "I agree with the above"
	8	Click the "Agree" button.

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

Screen Images	Steps	How to Operate
<div data-bbox="124 389 647 1003"> <p>Applicant's information</p> <p>Application Type</p> <p><input checked="" type="radio"/> New</p> <p><input type="radio"/> Reapplication (e.g., Email address used in the past is no longer available)</p> <p>*Applicant's name</p> <p>DENDEN TAROU</p> <p>Applicant's name in katakana</p> <p>デンデン タロウ</p> <p>Applicant's name in roman characters</p> <p>DENDEN TAROU</p> <p>*Birth date</p> <p>1990/09/09</p> </div>	<p>9</p>	<p>Enter the information of the applicant.</p> <p>*The input items vary depending on the operating environment.</p> <p>*The items in red are required.</p> <p>▶ Application type (Required)</p> <p>Select "New" for new registration.</p> <p>▶ Applicant's name (Required)</p> <p>Enter the name of the applicant in kanji, katakana, and roman characters.</p> <p>*Place a space between the family name and first name.</p> <p>▶ Birth date (Required)</p> <p>Enter the birth date of the applicant.</p> <p>*In the western calendar year.</p>
<div data-bbox="124 1032 647 2056"> <p>University's information (When in school)</p> <p>Name when in school</p> <p>DENDEN TAROU</p> <p>Name when in school in katakana</p> <p>デンデン タロウ</p> <p>Name when in school in roman characters</p> <p>DENDEN TAROU</p> <p>University</p> <p>University</p> <p>Department</p> <p>Foreign Language</p> <p>Subject</p> <p>Division of Foreign Language</p> <p>Student ID number</p> <p>*****</p> <p>Graduation (completion) year and month</p> <p>2015/03</p> <p><input checked="" type="radio"/> Graduation <input type="radio"/> Withdrawal <input type="radio"/> Expulsion</p> </div>	<p>10</p>	<p>Enter the information of the applicant when in school.</p> <p>*The input items vary depending on the operating environment.</p> <p>*The items in red are required.</p> <p>▶ Name when in school</p> <p>Enter the name used when in school in kanji, katakana, and roman characters.</p> <p>*Place a space between the family name and first name.</p> <p>▶ University/Department/Subject (Required)</p> <p>Select the university, department, and subject.</p> <p>▶ Student ID number</p> <p>Enter the student ID number.</p> <p>▶ Graduation (completion) year and month</p> <p>Enter the graduation (completion) year and month.</p> <p>*In the Western calendar year.</p> <p>▶ Graduate/Withdrawal/Expulsion (Required)</p> <p>Select the applicable type.</p>

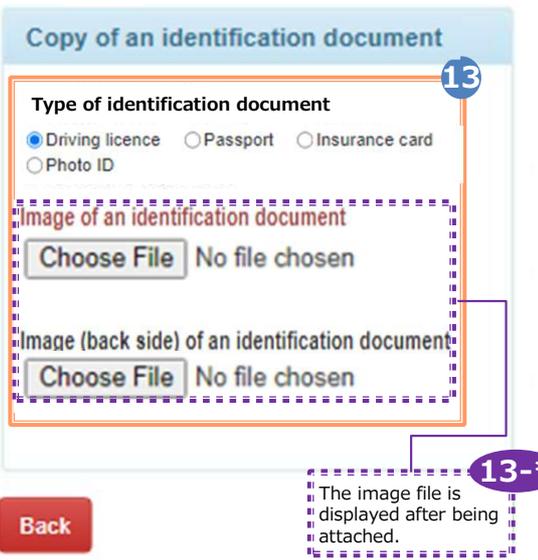
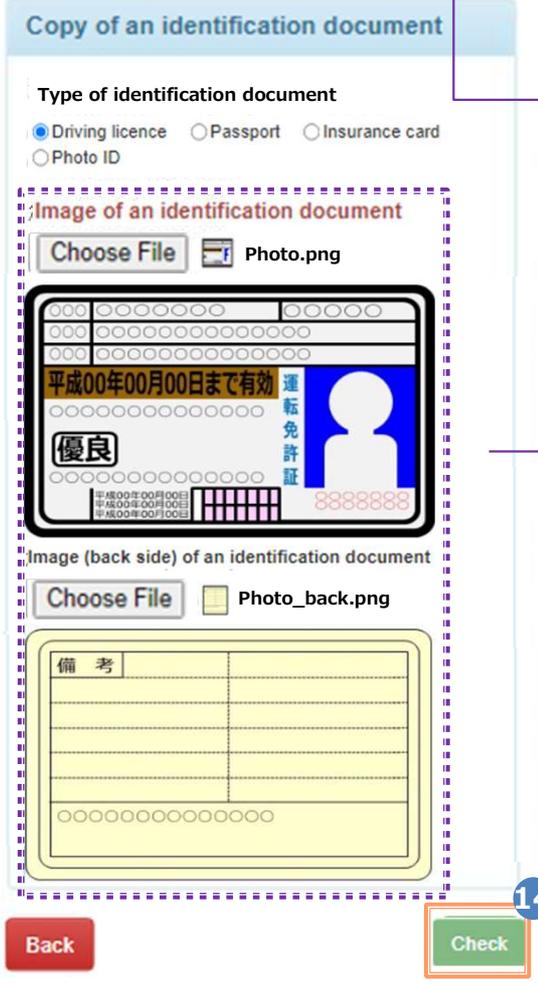
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
	<p>11</p>	<p>Enter the current address and contact information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none">▶ Postal code Enter the postal code of the current address.▶ Prefecture/City/Street and number/ Apartment name and room No. Enter the current address.▶ Phone number Enter the home phone number.▶ Mobile phone number Enter the mobile phone number.
	<p>12</p>	<p>Enter work information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none">▶ 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.

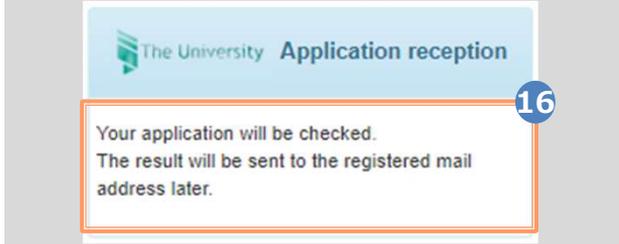
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<p><u>Before attaching the image</u></p> 	<p>13</p>	<p>The copy of an identification document is required. Attach the file for identifying the applicant.</p> <ul style="list-style-type: none"> ▶ Type of identification document <p>Select the type of an attached document for identifying the applicant.</p> <ul style="list-style-type: none"> ▶ Image of an identification document <p>Click the “Choose File” button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver’s license, add the image of the back side.</p> <p>Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.</p> <p>Note that an image file having the “jpg,” “gif,” or “png” extension can be registered.</p>
<p><u>After attaching the image</u></p> 	<p>13-*</p> <p>14</p>	<p>When a file is selected, the image of the document is displayed for the “Image of the identification document.”</p> <p>Check if the name, address, and birth date are readable.</p> <p>Click the “Check” button.</p> <p>*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.</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.

Screen Images	Steps	How to Operate
 <p>The screenshot shows a web application form with two columns. The left column is titled 'Applicant's information' and includes fields for Application Type (New), Applicant's name (DENDEN TAROU), name in katakana (デンデン タロウ), name in roman characters (DENDEN TAROU), Birth date (1990/09/09), University's information (Name when in school: DENDEN TAROU, Name in katakana: デンデン タロウ, Name in roman characters: DENDEN TAROU, University: University, Department: Foreign Language, Subject: Division of Foreign Language, Student number: *****), and Graduation year and month (2015/03). The right column is titled 'Current address' and includes fields for 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), and Mobile phone number (090-1111-2222). Below these are 'Work information' fields (Workplace name, Postal code, Prefecture, City, Street and number, Apartment name and room No., Phone number) and 'Copy of an identification document' fields (Type of identification document: Driving licence, Image of an identification document, Image (back side) of an identification document). At the bottom left is a red 'Back' button, and at the bottom right is a green 'Application' button. A blue circle with the number '15' is positioned over the 'Application' button.</p>	15	Check the entered information for registration and click the "Application" button.
 <p>The screenshot shows the 'Application reception' screen. At the top, it says 'The University Application reception'. Below that, a message box contains the text: 'Your application will be checked. The result will be sent to the registered mail address later.' A blue circle with the number '16' is positioned over the message box.</p>	16	Check that the Application reception screen is displayed.

15

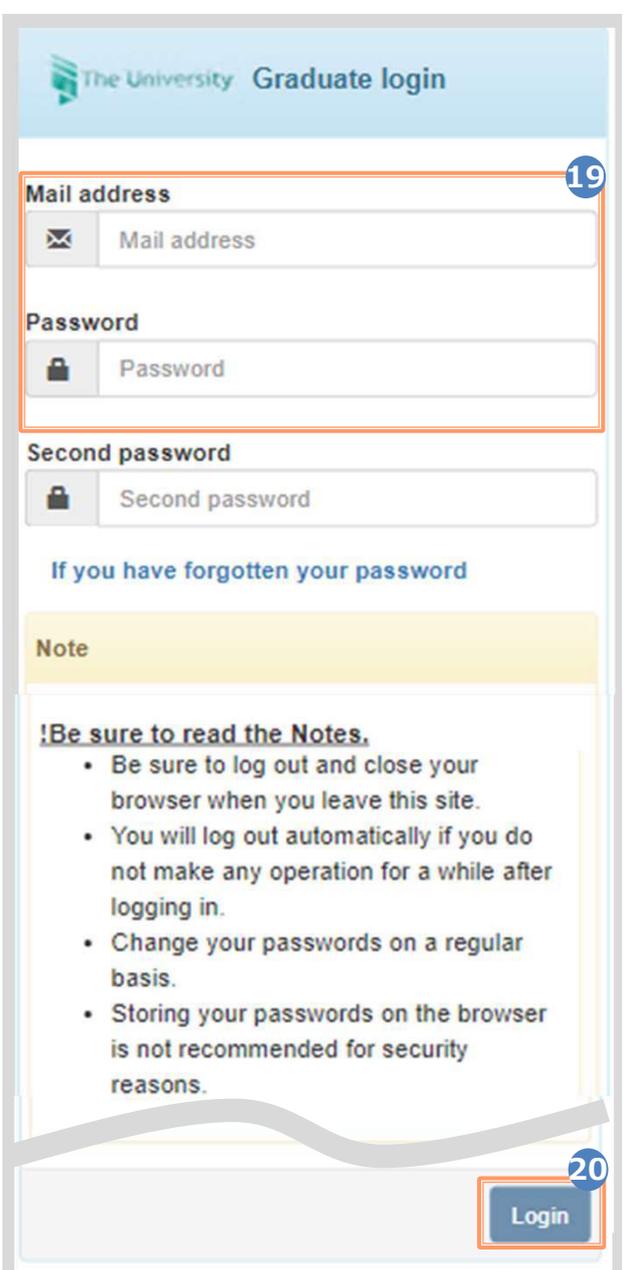
Check the entered information for registration and click the "Application" button.

16

Check that the Application reception screen is displayed.

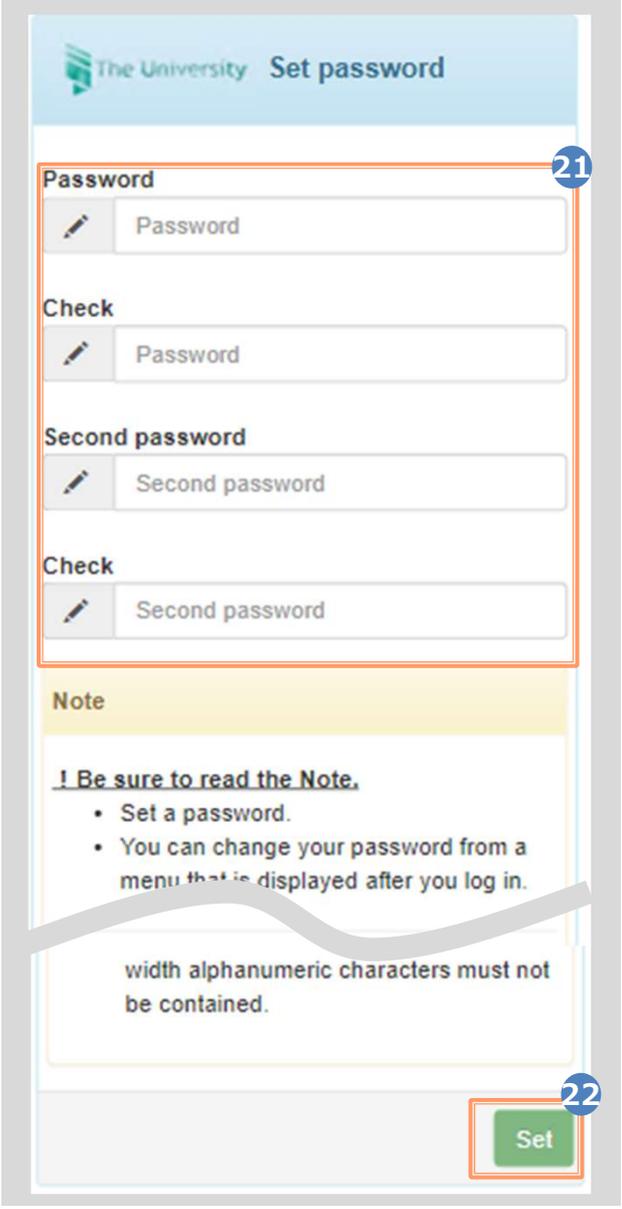
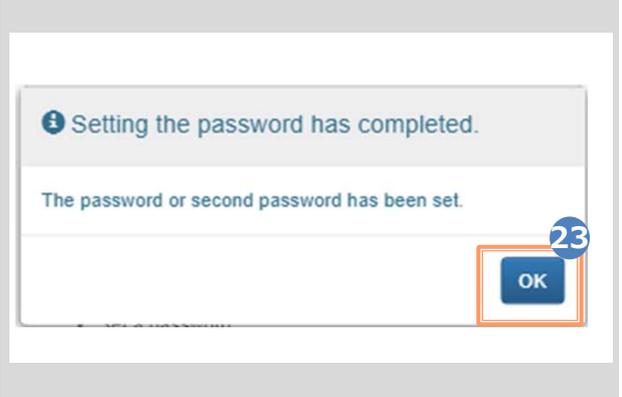
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<p>Email message</p> <p>Title: Result of the application for use</p> <p>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.</p> <p>Initial password: *****¹⁷</p> <p>Log in here ¹⁸</p> <p>https://****.****.*/****/****.****</p> <p>----- © This email is for sending only. For more information, contact the administrative representative.</p>	<p>17</p>	<p>After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.</p> <p>*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.</p>
	<p>18</p> <p>19</p> <p>20</p>	<p>Click the URL for "Log in here" in the email body text to access the login screen.</p> <p>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.</p> <p>*Leave the "Second password" field empty.</p> <p>Read the "Note" and click the "Login" button.</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.

Screen Images	Steps	How to Operate
	<p>21</p>	<p>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.</p> <p>*The password and the second password must be different.</p>
	<p>22</p> <p>23</p>	<p>Read the “Note” and click the “Set” button.</p> <p>Click the “OK” button.</p> <p>The Certificate Issuance Service has now become available.</p> <p>*A graduate who has multiple student ID numbers of, for example, undergraduate and graduate, can add the student ID number by referring to the following:</p> <ul style="list-style-type: none">▶ 2.3 “How to Add a Student ID number”

2 Log In to the Certificate Issuance Service

2.2 How to Log In

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

Screen Images

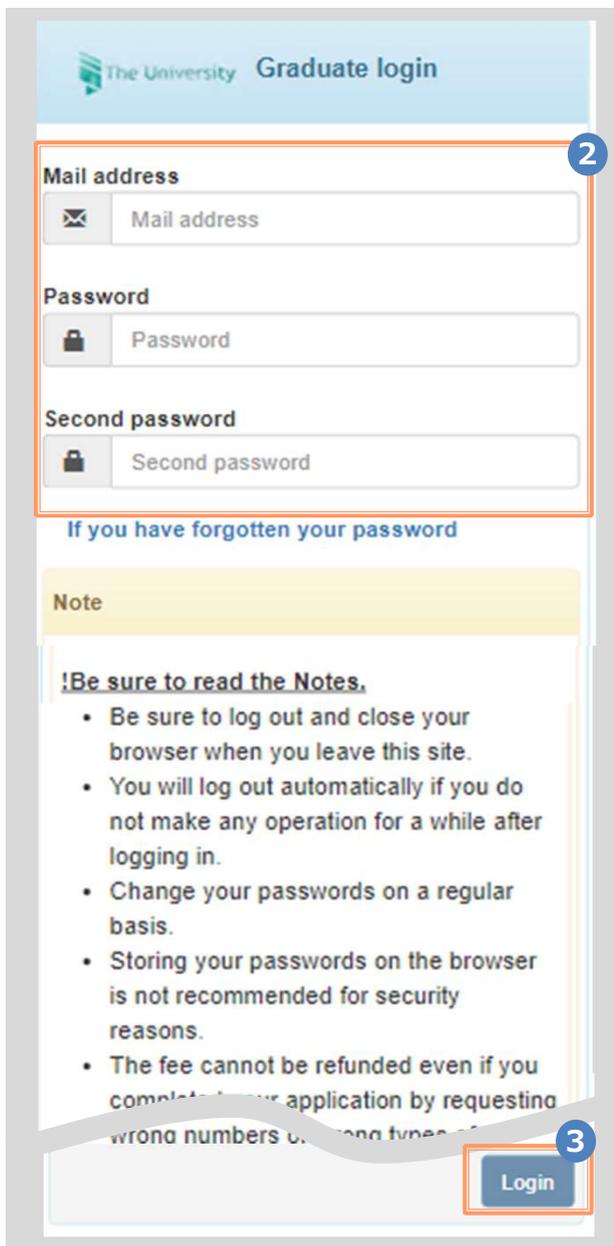
Steps

How to Operate



1

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



2

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

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

▶ 2.1 “How to Apply to Use the Service”

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

▶ 2.3 “How to Add a Student ID number”

3

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

▶ Go to **3** “Application for Certificates.”

2 Log In to the Certificate Issuance Service

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

2.3 How to Add a Student ID Number

*applicable for those who have multiple student ID numbers

Screen Images

Steps

How to Operate

The University Graduate login

1

Mail address

Mail address

Password

Password

Second password

Second password

If you have forgotten your password

Note

2

Login

The University Select printing destination

3

Top page

Manual

Personal setting

Change mail address

Register additional student ID number

Change password

Change second password

Logout

convenience stores

mail or counter

application

online delivery

1

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

2

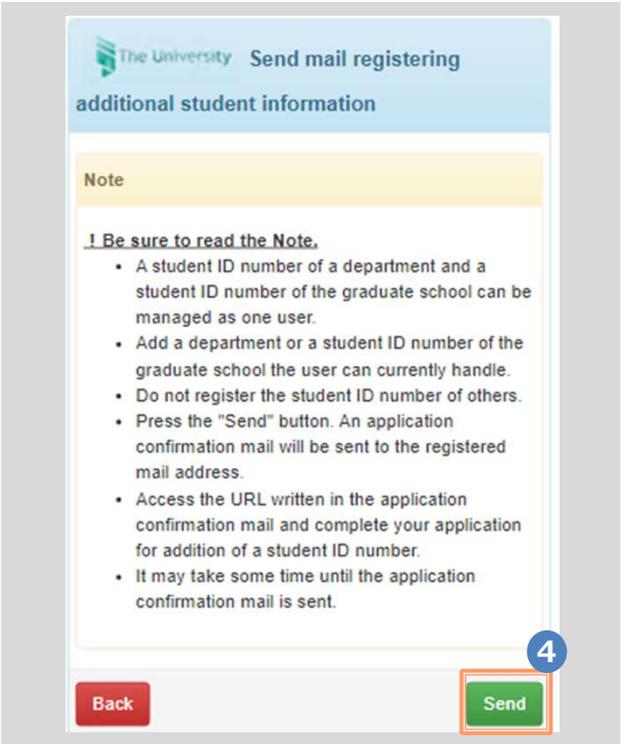
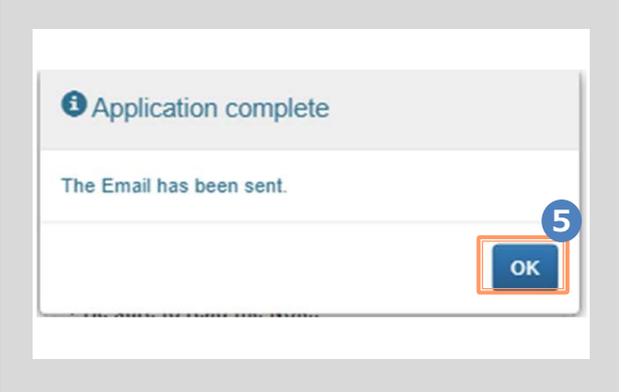
Read the "Note" and click the "Login" button.

3

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

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	Read the "Note" and click the "Send" button.
	5	When the Application Completed screen is displayed, click the "OK" button.
<p><u>Email message</u></p> <p>Title: Addition of the student ID number</p> <p>Please add the student ID number. Access the URL below and complete the application for use of the student ID number you wish to add.</p> <p>https://*****/**/*****</p> <p>----- © This email is for sending only. For more information, contact the administrative representative.</p>	6	An email including a one-time URL is sent to the registered email address. When you receive it, click the one-time URL. *The URL has an expiration time, so please complete the operation within the displayed time limit.

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

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

Department

Subject

Student ID number
A12345678

Graduation (completion) year and month

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

7

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

*The input items vary depending on the operating environment.

*The input items in red are required.

▶ Name when in school

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

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

▶ University/Department/Subject (Required)

Select the university, department, and subject.

▶ Student ID number

Enter the student ID number.

▶ Graduation (completion) year and month

Enter the graduation (completion) year and month.

*In the Western calendar year.

▶ Graduate/Withdrawal/Removal (Required)

Select the applicable type.

8

Click the "Check" button.

9

Check the inputs and click the "Application" button.

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

The University Select printing destination

LANG:English

Current application list

Application list

Issue certificate

convenience stores

mail or counter

application

online delivery

14

Select one of the printing methods from the “Issue Certificates”.

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

The University Select certificate (printing at a convenience store)

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

15

Check that two student ID numbers are selectable.

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

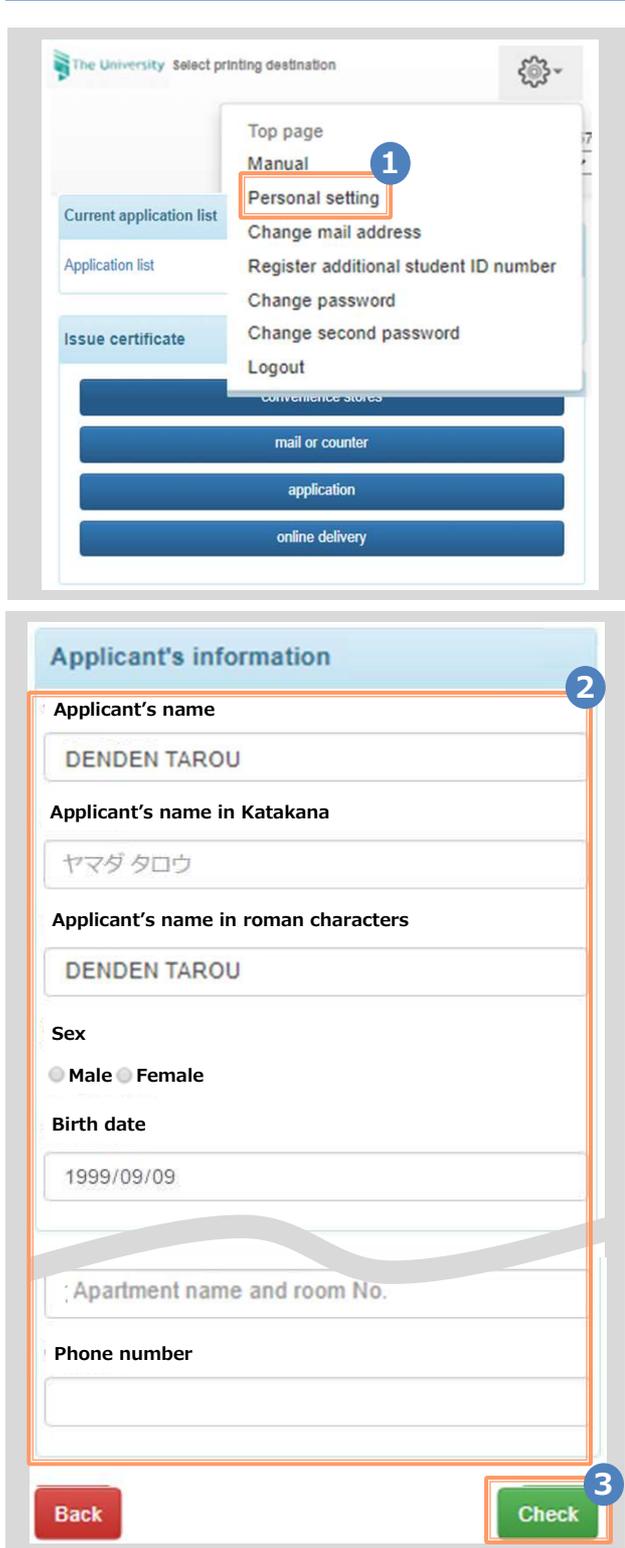
▶ Go to **3** “Application for Certificates.”

2 Log In to the Certificate Issuance Service

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

2.4 How to Change the Login Information

(a) Change the Personal Information

Screen Images	Steps	How to Operate
	<p>1</p> <p>2</p> <p>3</p>	<p>Log in to the certificate issuance service and select the menu button “” in the upper right of the screen, and then click “Personal setting”.</p> <p>*For how to log in, see the following: ▶ 2.2 “How to Log In”</p> <p>Fill the personal information items you want to change.</p> <p>Click the “Check” button.</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.

Screen Images

Steps

How to Operate

Applicant's information

Applicant's name
DENDEN TAROU

Applicant's name in Katakana

Applicant's name in roman characters

Sex

Birth date
1999/09/09

Current address

Apartment name and room No.

Phone number

Back Application

4

Check the inputs and click the "Application" button.

Change complete

Applicant information has been changed.

OK

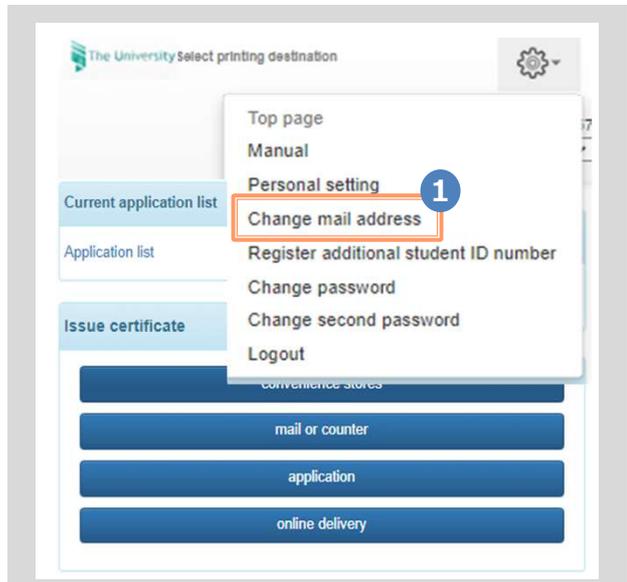
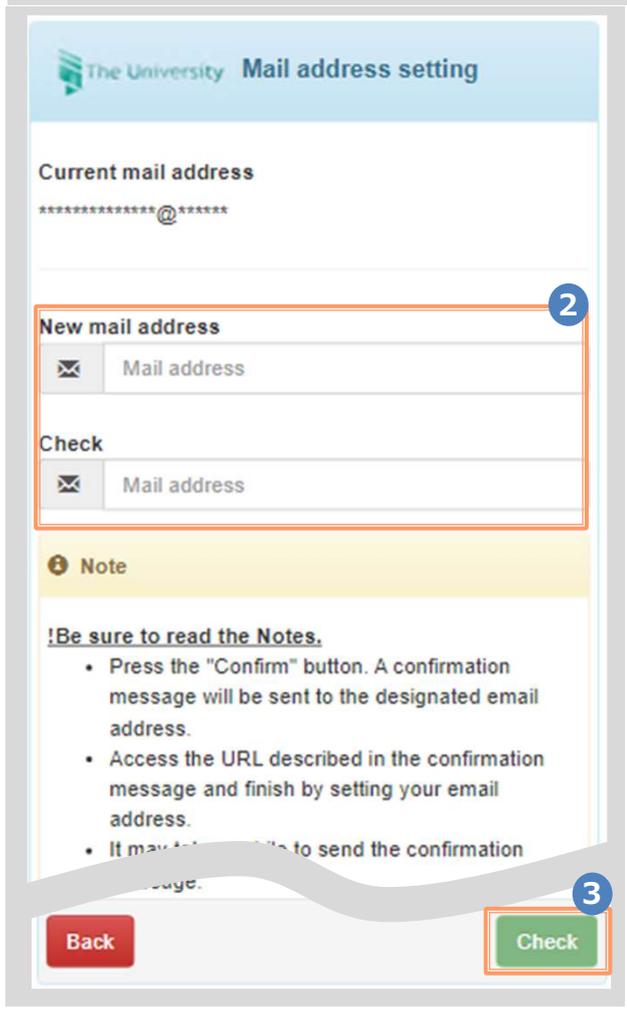
5

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

2 Log In to the Certificate Issuance Service

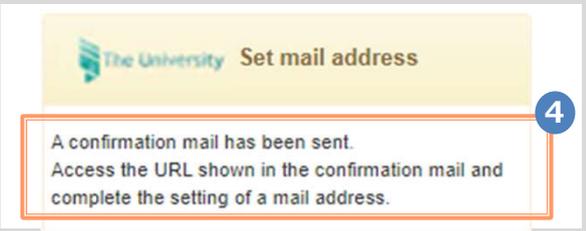
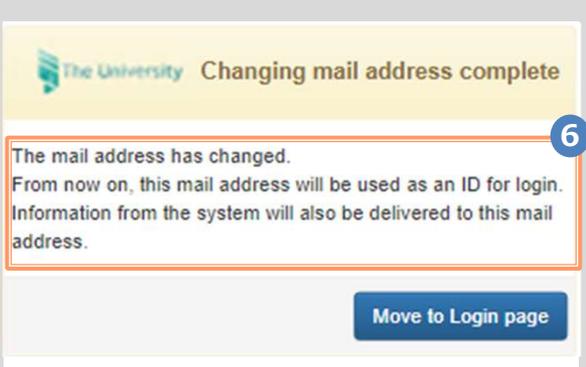
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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

Screen Images	Steps	How to Operate
	<p>1</p>	<p>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."</p> <p>*For how to log in, see the following: ▶ 2.2 "How to Log In"</p>
	<p>2</p> <p>3</p>	<p>Enter a new email address into the "New mail address" and "Check" fields.</p> <p>Read the "Note" and click the "Check" button.</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.

Screen Images	Steps	How to Operate
 <p>The University Set mail address</p> <p>A confirmation mail has been sent. Access the URL shown in the confirmation mail and complete the setting of a mail address.</p>	4	A message is displayed on the screen and a confirmation notification is sent to the registered email address.
<p><u>Email message</u></p>  <p>You can change your email address. Access the following URL and change your email address: https://*****.*****.***** *****</p> <p>Due date for the URL: 30 minutes</p> <p>*Please delete this message if you don't recognize *This email address is used only for sending purposes.</p>	5	Click the one-time URL in the email body text to complete changing the email address. *The URL has an expiration time, so please complete the operation within the displayed time limit.
 <p>The University Changing mail address complete</p> <p>The mail address has changed. From now on, this mail address will be used as an ID for login. Information from the system will also be delivered to this mail address.</p> <p>Move to Login page</p>	6	A message is displayed on the screen stating that the email address has been changed.

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

Screen Images	Step	How to Operate
 <p>大学ホームページ サンプル</p> <p>サービスを利用する方は、各ページから登録・ログインしてください</p> <p>卒業生の方</p> <p>◆下記に記載の証明書・申込書の対応発行先</p> <ol style="list-style-type: none"> 1. 全国のコンビニエンスストアのマルチコピー機での発行 2. 郵送での受け取り <p>※下記以外の証明書・申込書・学位証明書に関しましては、各学部窓口にて申請を行ってください</p> <p>■対象証明書</p> <ul style="list-style-type: none"> ・成績証明書 ・卒業証明書 <p>>> 卒業生の方の利用申請・ログインはこちらから</p>	1	Access the link to certificate issuance service found on the website of the university and access the Graduates Login page.

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

The University Graduate login

Mail address

Password

Second password

If you have forgotten your password

Note

Login

New registration

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

New registration procedure

Steps

How to Operate

2

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

3

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

4

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

The University Mail address setting

Mail address

Check

Note

Be sure to read the Notes.

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

Back

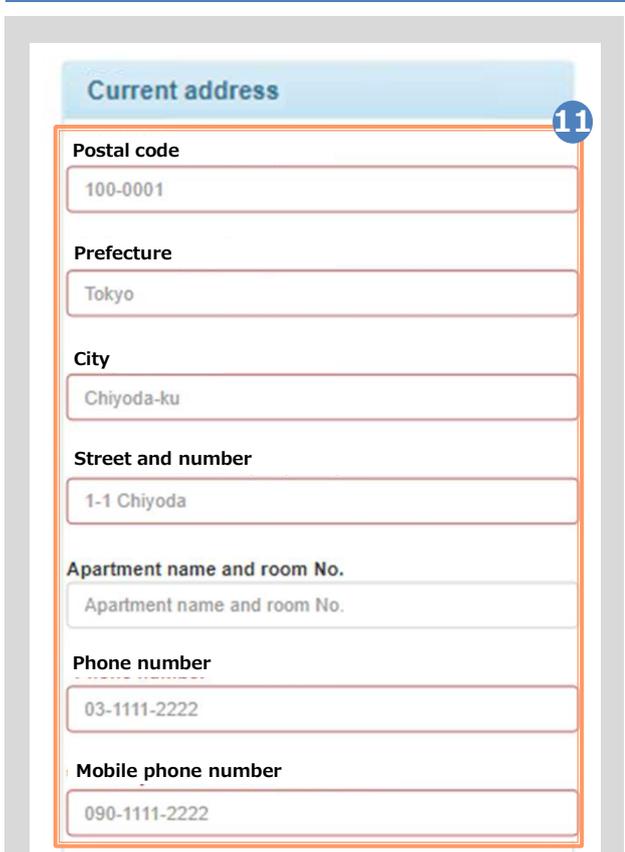
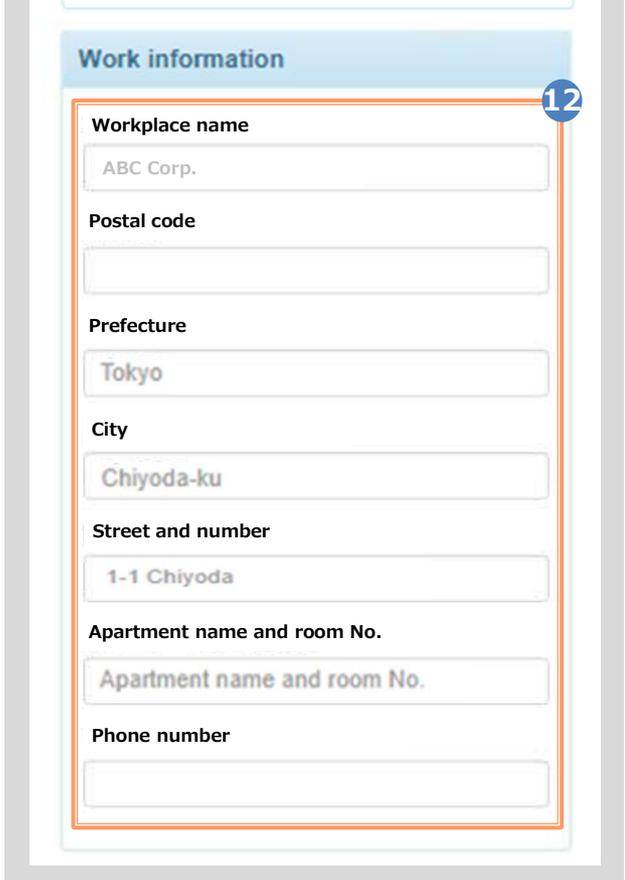
Check

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

Screen Images	Steps	How to Operate
<div data-bbox="121 389 647 1003"> <p>Applicant's information</p> <p>Application Type</p> <p><input checked="" type="radio"/> New</p> <p><input type="radio"/> Reapplication (e.g., Email address used in the past is no longer available)</p> <p>*Applicant's name</p> <p>DENDEN TAROU</p> <p>Applicant's name in katakana</p> <p>デンデン タロウ</p> <p>Applicant's name in roman characters</p> <p>DENDEN TAROU</p> <p>*Birth date</p> <p>1990/09/09</p> </div> <div data-bbox="121 1025 647 2047"> <p>University's information (When in school)</p> <p>Name when in school</p> <p>DENDEN TAROU</p> <p>Name when in school in katakana</p> <p>デンデン タロウ</p> <p>Name when in school in roman characters</p> <p>DENDEN TAROU</p> <p>University</p> <p>University</p> <p>Department</p> <p>Foreign Language</p> <p>Subject</p> <p>Division of Foreign Language</p> <p>Student ID number</p> <p>*****</p> <p>Graduation (completion) year and month</p> <p>2015/03</p> <p><input checked="" type="radio"/> Graduation <input type="radio"/> Withdrawal <input type="radio"/> Expulsion</p> </div>	<p>9</p> <p>10</p>	<p>Enter the information of the applicant.</p> <p>*The input items vary depending on the operating environment.</p> <p>*The items in red are required.</p> <ul style="list-style-type: none"> ▶ Application type (Required) Select "New" for new registration. ▶ Applicant's name (Required) Enter the name of the applicant in kanji, katakana, and roman characters. *Place a space between the family name and first name. ▶ Birth date (Required) Enter the birth date of the applicant. *In the western calendar year. <p>Enter the information of the applicant when in school.</p> <p>*The input items vary depending on the operating environment.</p> <p>*The items in red are required.</p> <ul style="list-style-type: none"> ▶ Name when in school Enter the name used when in school in kanji, katakana, and roman characters. *Place a space between the family name and first name. ▶ University/Department/Subject (Required) Select the university, department, and subject. ▶ Student ID number Enter the student ID number. ▶ Graduation (completion) year and month Enter the graduation (completion) year and month. *In the Western calendar year. ▶ Graduate/Withdrawal/Expulsion (Required) Select the applicable type.

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
	11	<p>Enter the current address and contact information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none">▶ Postal code Enter the postal code of the current address.▶ Prefecture/City/Street and number/ Apartment name and room No. Enter the current address.▶ Phone number Enter the home phone number.▶ Mobile phone number Enter the mobile phone number.
	12	<p>Enter work information.</p> <p>*The input items vary depending on the operating environment.</p> <ul style="list-style-type: none">▶ 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.

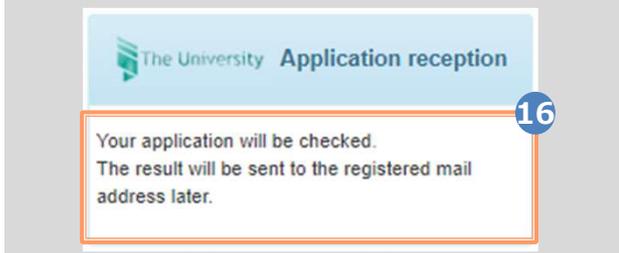
2 Log In to the Certificate Issuance Service

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

Screen Images	Steps	How to Operate
<p><u>Before attaching the image</u></p> <p>Copy of an identification document</p> <p>Type of identification document</p> <p><input checked="" type="radio"/> Driving licence <input type="radio"/> Passport <input type="radio"/> Insurance card <input type="radio"/> Photo ID</p> <p>Image of an identification document</p> <p>Choose File No file chosen</p> <p>Image (back side) of an identification document</p> <p>Choose File No file chosen</p> <p>Back</p> <p>13</p> <p>13-*</p> <p>The image file is displayed after being attached.</p>	<p>13</p>	<p>The copy of an identification document is required. Attach the file for identifying the applicant.</p> <ul style="list-style-type: none">▶ Type of identification document <p>Select the type of an attached document for identifying the applicant.</p> <ul style="list-style-type: none">▶ Image of an identification document <p>Click the “Choose File” button and then shoot the document with a camera or select an existing image. If the information is also on the back side of the document, such as changed address put on the driver’s license, add the image of the back side.</p> <p>Note that the operating method differs depending on the terminal to use. Follow the on-screen instructions.</p> <p>Note that an image file having the “jpg,” “gif,” or “png” extension can be registered.</p>
<p><u>After attaching the image</u></p> <p>Copy of an identification document</p> <p>Type of identification document</p> <p><input checked="" type="radio"/> Driving licence <input type="radio"/> Passport <input type="radio"/> Insurance card <input type="radio"/> Photo ID</p> <p>Image of an identification document</p> <p>Choose File Photo.png</p> <p>Image (back side) of an identification document</p> <p>Choose File Photo_back.png</p> <p>備考</p> <p>Back</p> <p>Check</p> <p>13-*</p> <p>14</p>	<p>13-*</p>	<p>When a file is selected, the image of the document is displayed for the “Image of the identification document.”</p> <p>Check if the name, address, and birth date are readable.</p> <p>Click the “Check” button.</p> <ul style="list-style-type: none">*Be sure to fill in the required items. If any of these items are left unfilled, it may take time for approval.

2 Log In to the Certificate Issuance Service

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

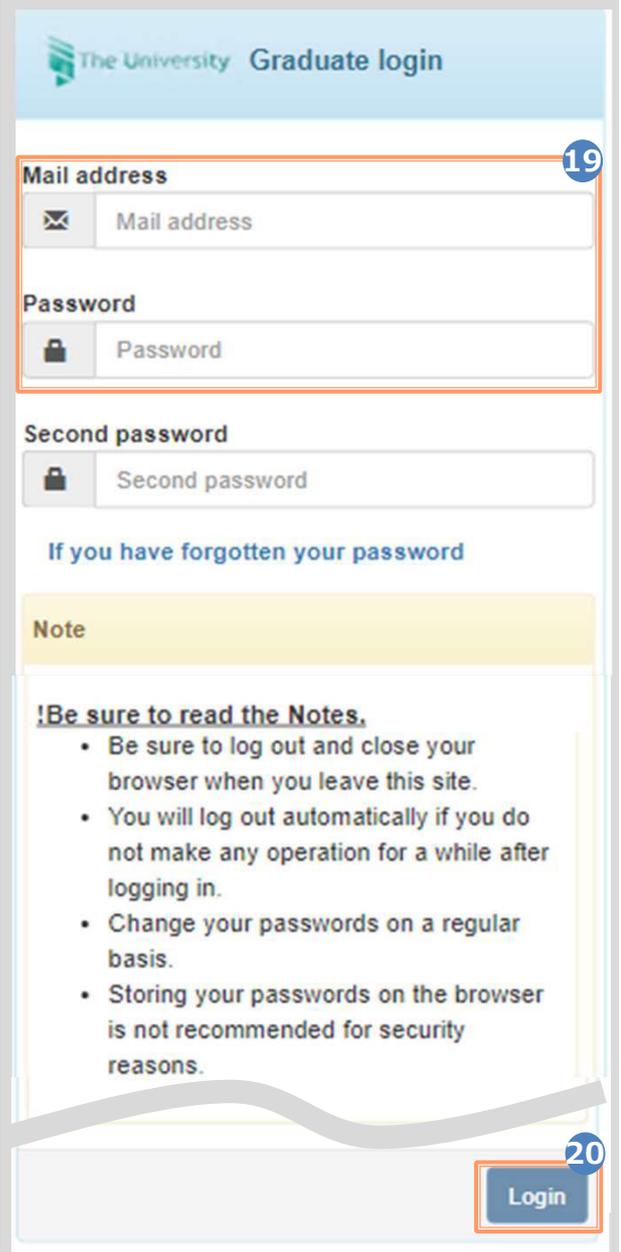
Screen Images	Steps	How to Operate
 <p>The screenshot shows a web form with two columns. The left column is titled 'Applicant's information' and includes fields for Application Type (New), Applicant's name (DENDEN TAROU), name in katakana (デンデン タロウ), name in roman characters (DENDEN TAROU), Birth date (1990/09/09), University's information (Name when in school: DENDEN TAROU, Name in katakana: デンデン タロウ, Name in roman characters: DENDEN TAROU, University: University, Department: Foreign Language, Subject: Division of Foreign Language, Student number: *****), and Graduation year and month (2015/03). The right column is titled 'Current address' and includes fields for 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), and Mobile phone number (090-1111-2222). Below these are 'Work information' fields (Workplace name, Postal code, Prefecture, City, Street and number, Apartment name and room No., Phone number) and 'Copy of an identification document' fields (Type of identification document: Driving licence, Image of an identification document, Image (back side) of an identification document). At the bottom left is a red 'Back' button, and at the bottom right is a green 'Application' button. A blue circle with the number '15' is positioned over the 'Application' button.</p>	15	Check the entered information for registration and click the "Application" button.
 <p>The screenshot shows a confirmation screen titled 'The University Application reception'. It contains a message: 'Your application will be checked. The result will be sent to the registered mail address later.' A blue circle with the number '16' is positioned over the message.</p>	16	Check that the Application reception screen is displayed.

16

Check that the Application reception screen is displayed.

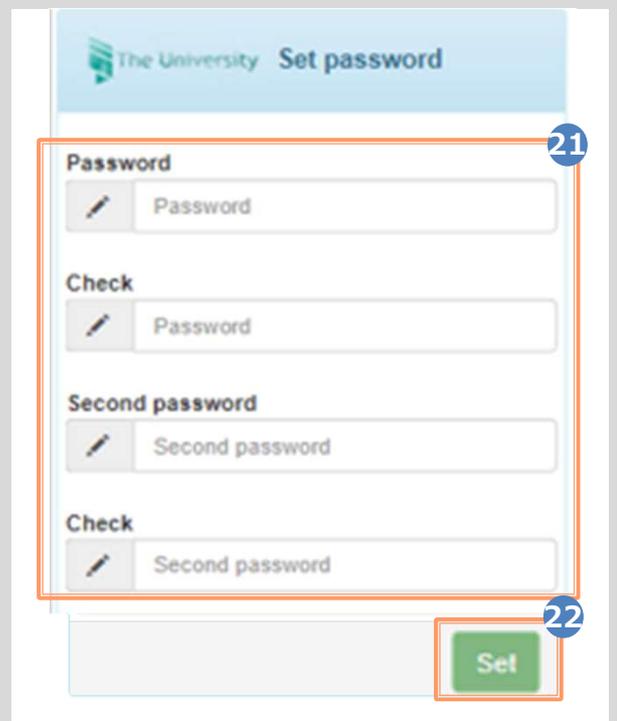
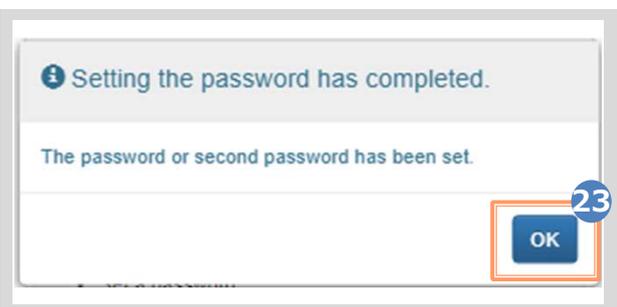
2 Log In to the Certificate Issuance Service

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

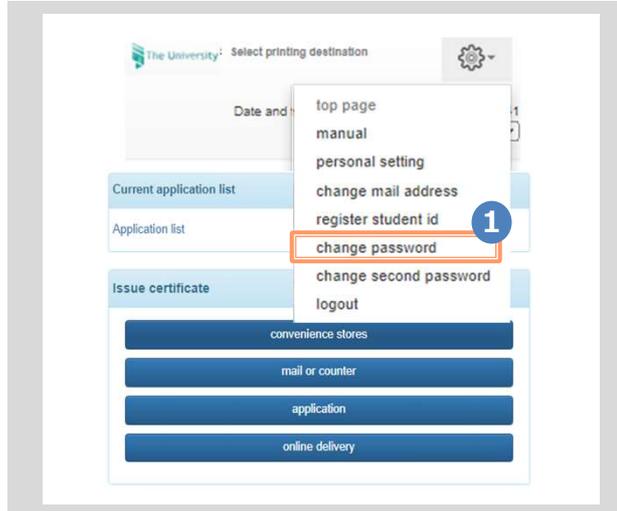
Screen Images	Steps	How to Operate
<p><u>Email message</u></p> <p>Title: Result of the application for use</p> <p>The application for use of the certificate issuance service has been accepted. Use the initial password below to log in. *After you log in, change the password.</p> <p>Initial password: *****¹⁷</p> <p>Log in here ¹⁸</p> <p>https://****.****.*/****/****.****</p> <p>----- © This email is for sending only. For more information, contact the administrative representative.</p>	<p>17</p>	<p>After the university checks the application details, the result of the application for use is sent to the registered email address. Find the initial password in the email.</p> <p>*The image on the left will be displayed when the application is approved. The application may be rejected or subject to resubmission.</p>
 <p>19</p> <p>20</p>	<p>18</p> <p>19</p> <p>20</p>	<p>Click the URL for “Log in here” in the email body text to access the login screen.</p> <p>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.</p> <p>*Leave the “Second password” field empty.</p> <p>Read the “Note” and click the “Login” button.</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.

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

(d) Change the Password

Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and select the menu button "⚙️" in the upper right of the screen, and then click "Change password." *For how to log in, see the following: ▶ 2.2 "How to Log In"

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

The University Change password

Current password

Current password

New password

New password

Check

New password

Note

! Be sure to read the Note.

Set a password according to these rules:

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

Back Change

2

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

3

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

4

Change complete

The password has been changed.

OK

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

2 Log In to the Certificate Issuance Service

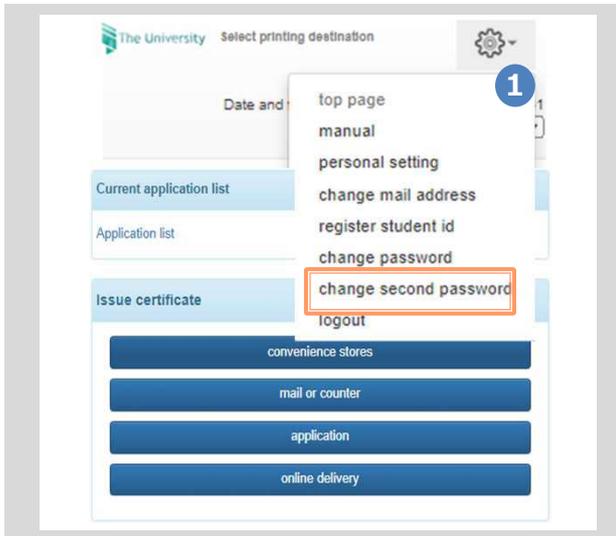
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(e) Change the Second Password

Screen Images

Steps

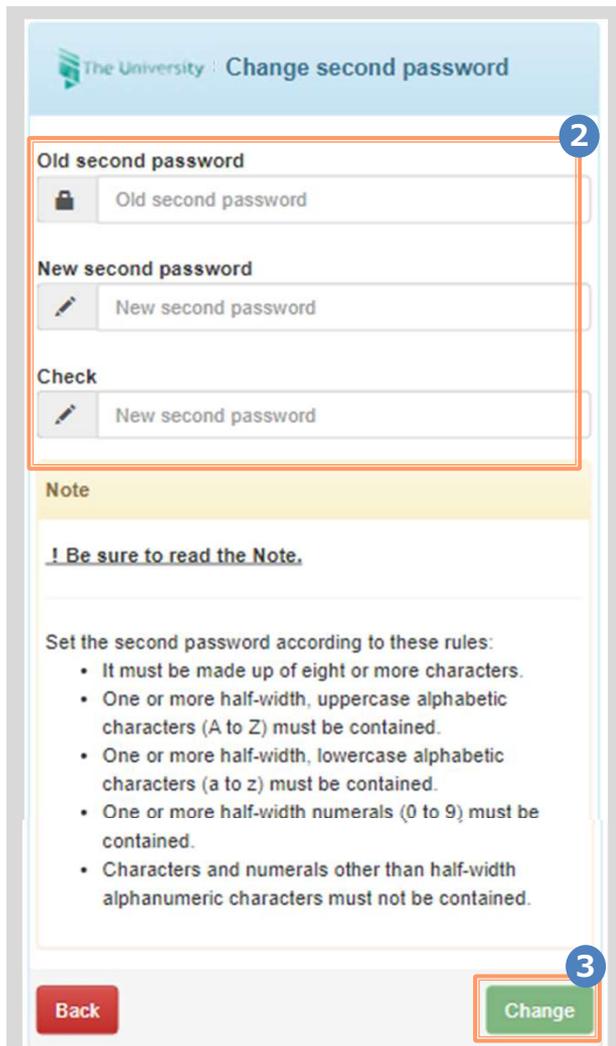
How to Operate



1

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

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



2

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

3

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

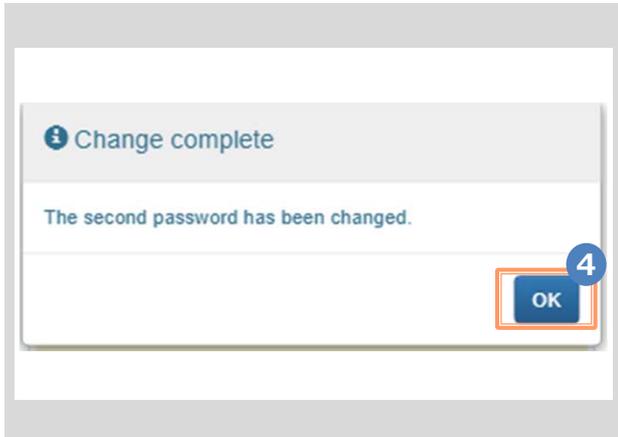
2 Log In to the Certificate Issuance Service

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

Screen Images

Steps

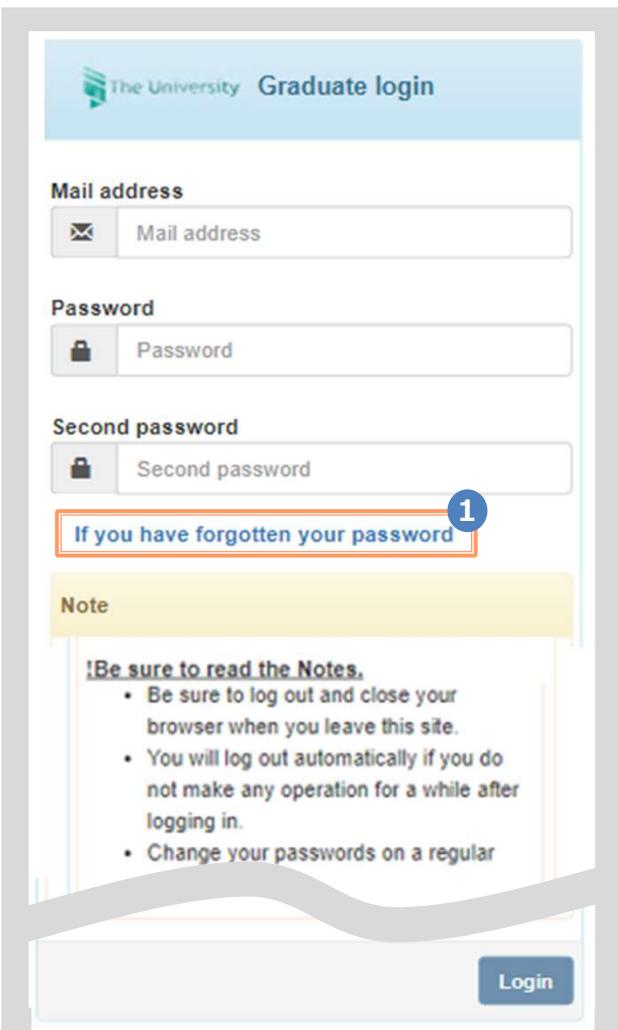
How to Operate



4

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

(f) If You Forgot the Password



1

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

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

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

The University Reset password

Mail address

Mail address

Note

! Be sure to read the Note.

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

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

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

Send

2

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

3

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

4

The University Password reset mail sent

A password reset mail has been sent.

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

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

5

Email message

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

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

Due date for the URL: 30 minutes

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

.....

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

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

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

The University Set password

6

Password

Check

Second password

Check

Note

! Be sure to read the Note.

- Set a password.
- You can change your password from a menu that is displayed after you log in.
- Characters and numbers that contain half-width alphanumeric characters must not be contained.

7

Set

Setting the password has completed.

The password or second password has been set.

8

OK

6

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

7

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

8

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

2 Log In to the Certificate Issuance Service

2.5 Switch Languages

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

(a) Mail Address Setting Screen

Screen Images

Steps

How to Operate

LANG:日本語

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

注意事項

! 注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスに確認メールが届きます。

1

Click the language selection pull-down to switch languages.

LANG:日本語

LANG:日本語

LANG:English

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

注意事項

! 注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスに確認メールが届きます。

2

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

LANG:English

The University Mail address setting

Mail address

Mail address

Check

Mail address

Note

! Be sure to read the Notes.

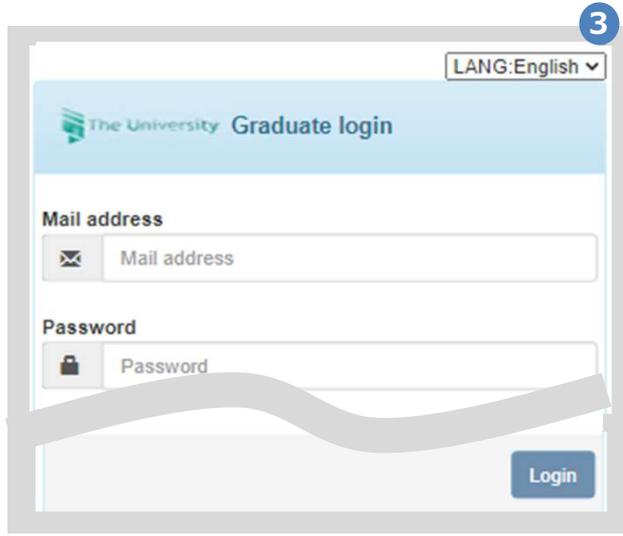
3

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

2 Log In to the Certificate Issuance Service

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

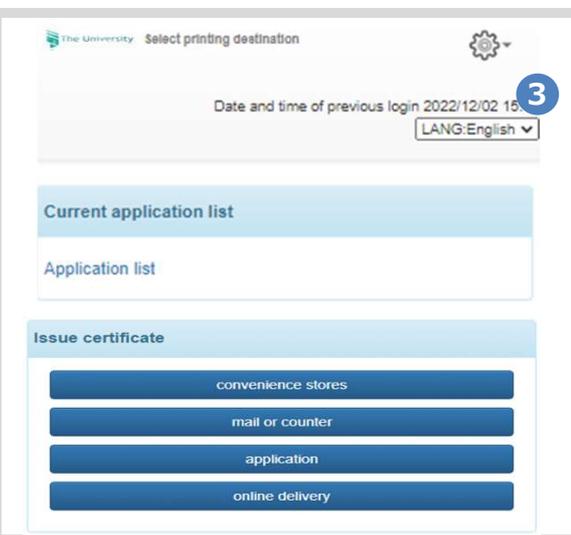
(b) Log In Screen

Screen Images	Steps	How to Operate
	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.

2 Log In to the Certificate Issuance Service

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

(c) Select Printing Destination Screen

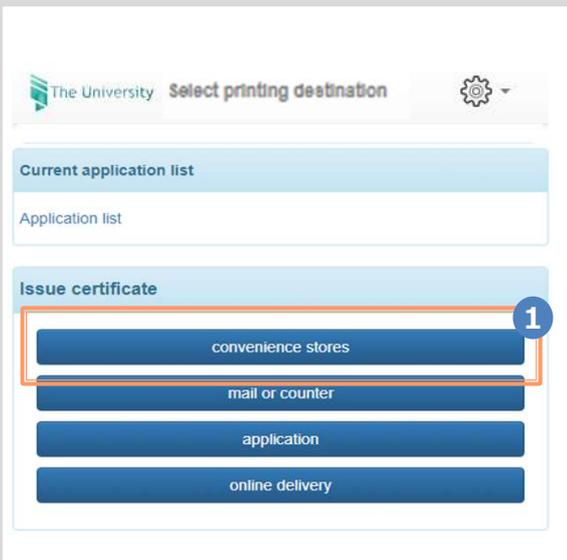
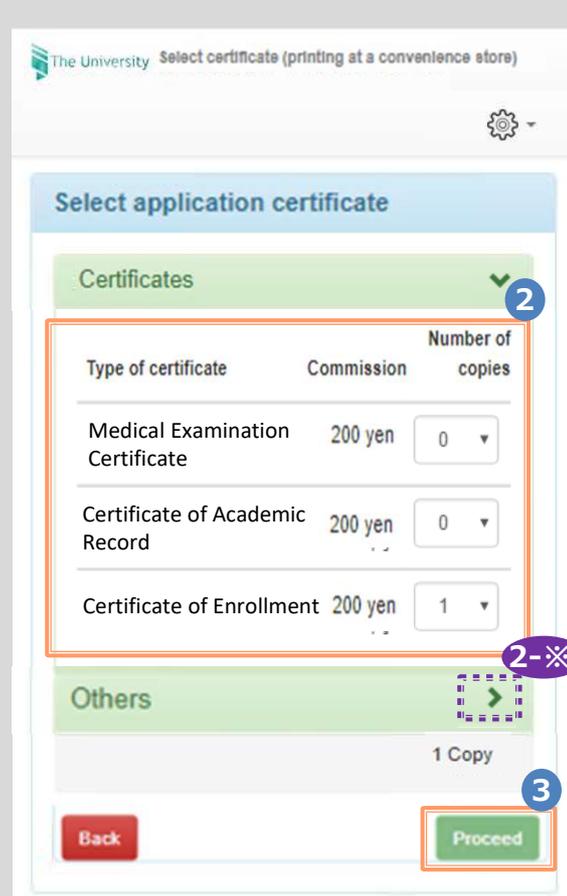
Screen Images	Steps	How to Operate
	<p>1</p>	<p>Click the language selection pull-down to switch languages.</p>
	<p>2</p>	<p>Click the language you want to display in the pull-down.</p>
	<p>3</p>	<p>The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection pull-down is displayed only on Log In and Select Printing Destination screens, so you need to log out or come back to Select Printing Destination screen in order to switch languages.</p>

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. *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-※	If the desired certificate is not shown under "Type of certificate," click ">" at the right end.
	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
- DoCoMo payment
- 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

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

Printing destination of certificate
7-Eleven

Payment method
Credit card

Back Apply

For Credit card

Application complete

Application for certificate has been made.
Moving to payment page

OK

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 display screen varies depending on the payment method.

3 Application for Certificates

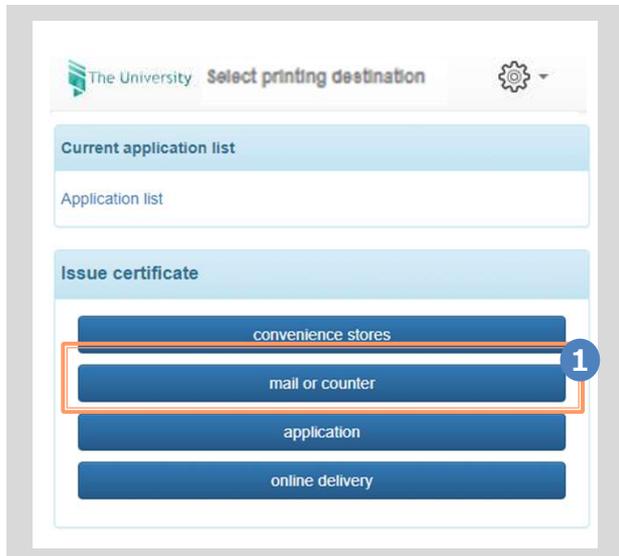
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Sending by Post

Screen Images

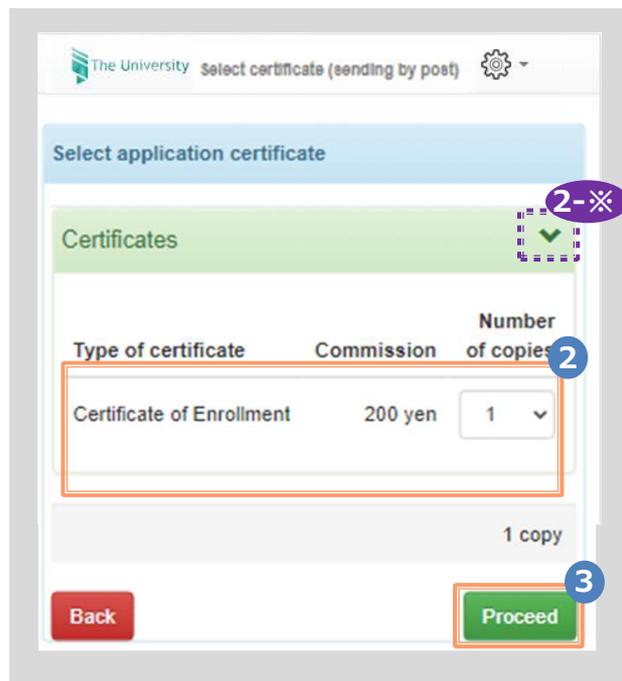
Steps

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-✖

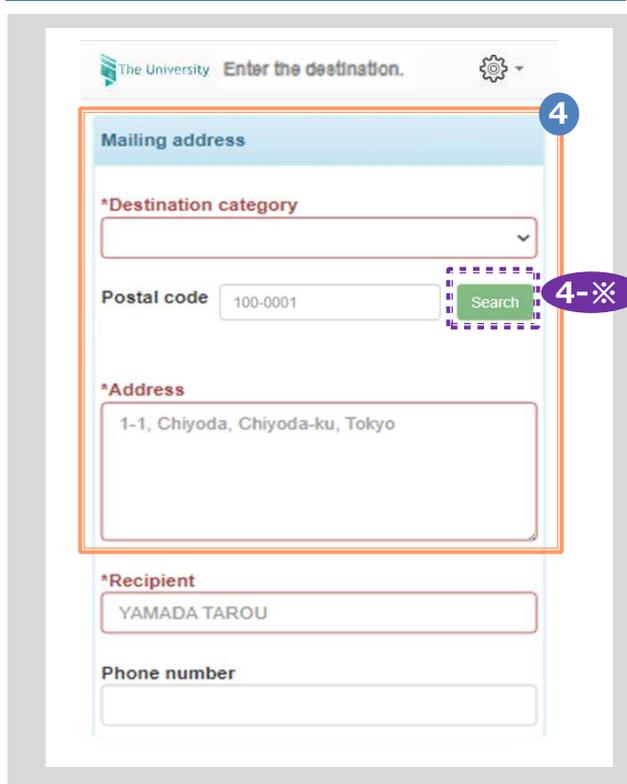
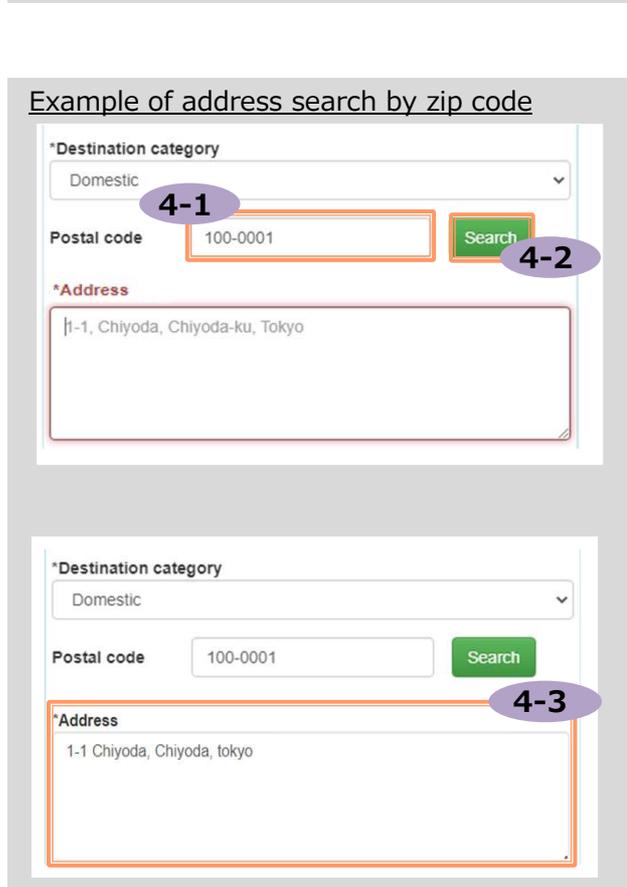
If the desired certificate is not shown under "Certificate Types," click ">" at the right end.

3

Click the "Proceed" button.

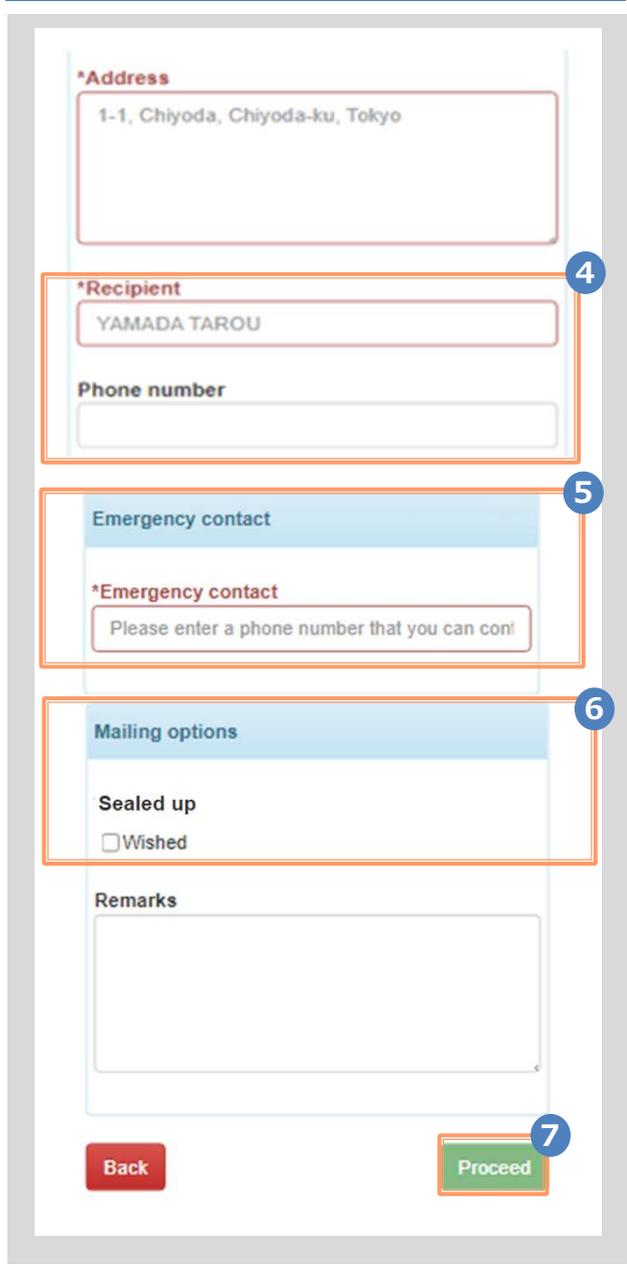
3 Application for Certificates

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

Screen Images	Steps	How to Operate
	<p>4</p>	<p>Enter the postal delivery details.</p> <ul style="list-style-type: none">*The input items vary depending on the operating environment.*The items in red are required. <p>▶ Delivery destination category (Required) Select a category of the delivery destination. Domestic/International, region, etc.</p> <p>▶ Postal code Enter the delivery postal code.</p> <p>If you click the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.</p> <p>▶ Address (Required) Enter the delivery address. *Be sure to enter the apartment name or other details, if any.</p>
<p>Example of address search by zip code</p> 	<p>4-※</p> <p>4-1</p> <p>4-2</p> <p>4-3</p>	<p>Example of address search by zip code</p> <p>4-1 Enter your zip code in the format "XXX-XXXX" in the Postal code field.</p> <p>4-2 Click the Search button.</p> <p>4-3 Check the displayed address and add the name of the apartment building, etc.</p> <p>*The zip code and address in Screen Images are just examples. Please check the actual screen.</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
 <p>The screenshot shows a form with several sections: *Address (1-1, Chiyoda, Chiyoda-ku, Tokyo), *Recipient (YAMADA TAROU) and Phone number, Emergency contact (Please enter a phone number that you can contact), Mailing options (Sealed up with a 'Wished' checkbox), and Remarks. At the bottom are 'Back' and 'Proceed' buttons. Red asterisks indicate required fields. Numbered callouts 4 through 7 point to the Recipient, Emergency contact, Mailing options, and Proceed button respectively.</p>	<p>4</p> <p>5</p> <p>6</p> <p>7</p>	<ul style="list-style-type: none">▶ Recipient (Required) Enter the recipient's name.▶ Phone number Enter the recipient's phone number. <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. <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 (嚴封). *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. *Please enter the details of the file in "Remarks" at the bottom.
	<p>7</p>	<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>

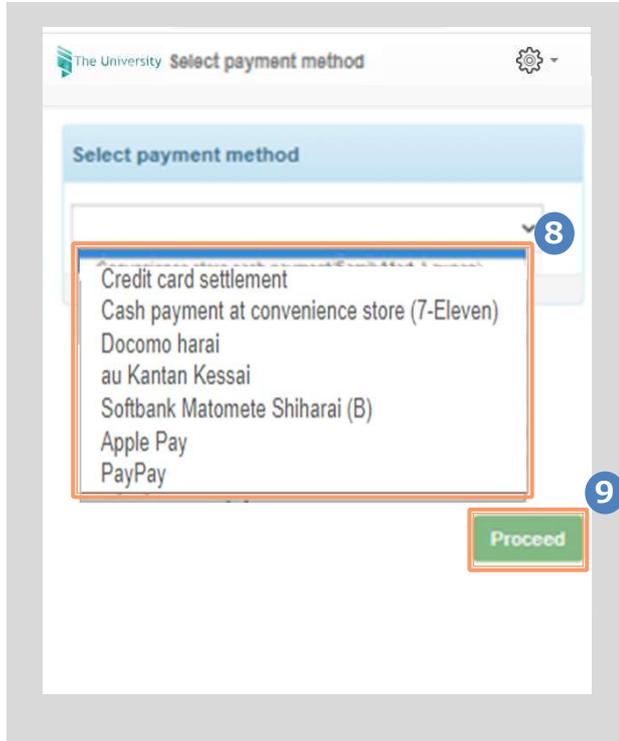
3 Application for Certificates

*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.

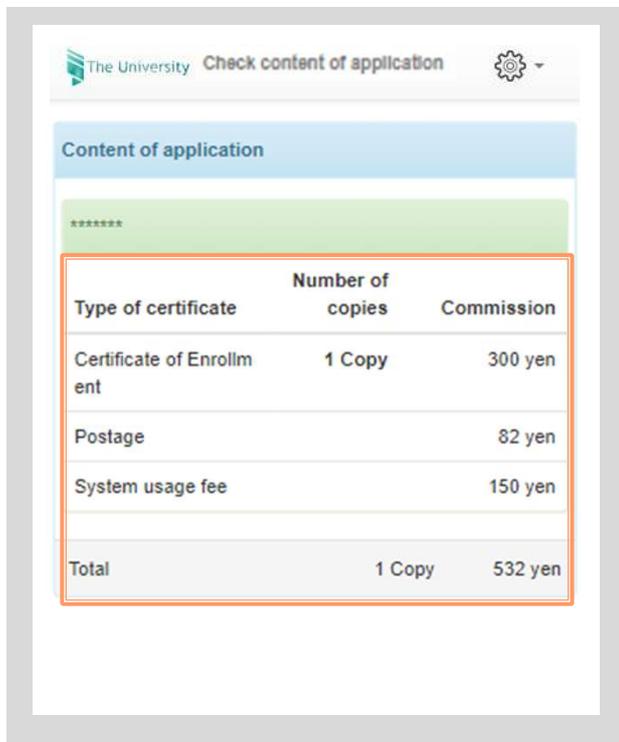
▼Supported payment methods are the following:

- Convenience store cash payment (FamilyMart, Lawson)
- Credit card payment
- Convenience store cash payment (Seven-Eleven)
- Pay-easy
- DoCoMo payment
- 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.

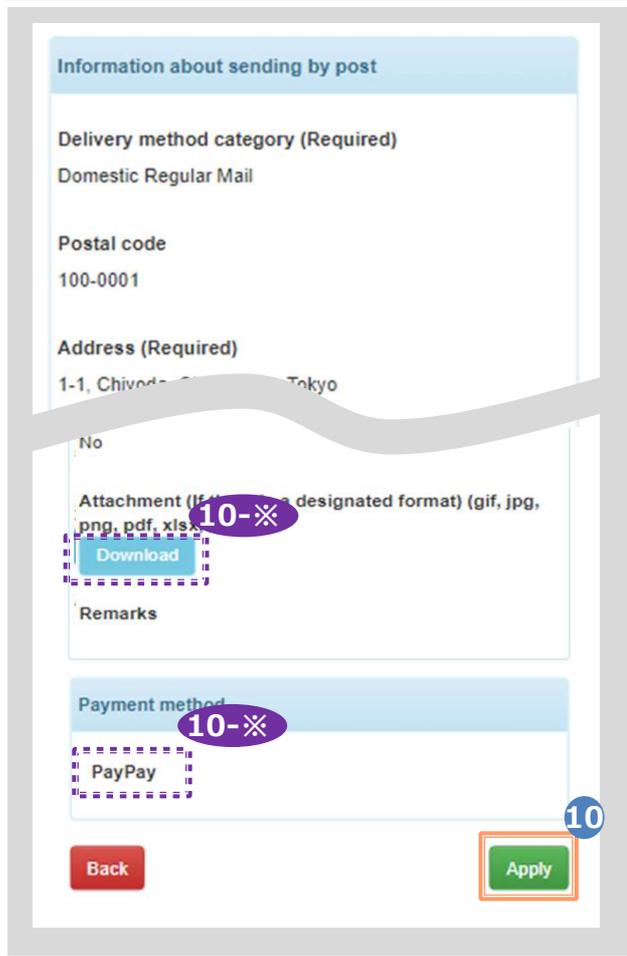
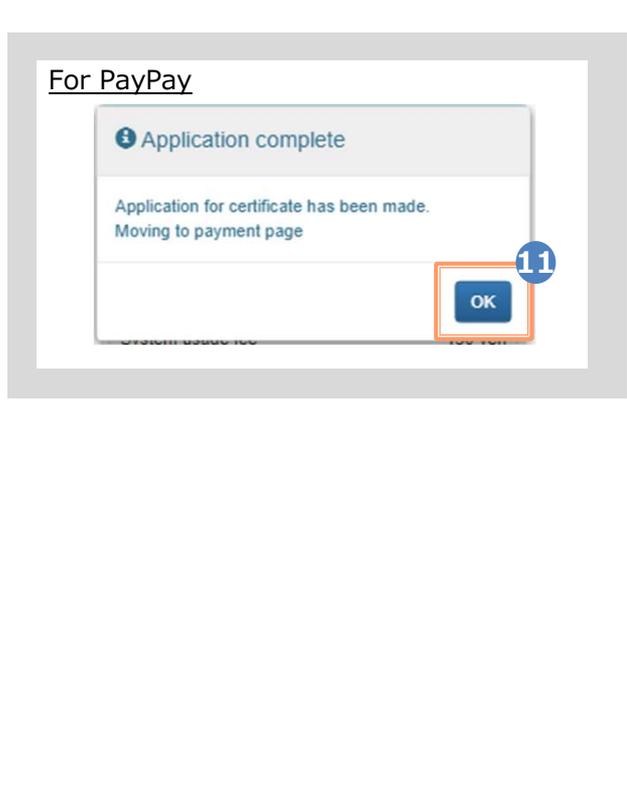
*The screen image shows an example of the amount of money. See the actual screen to find the actual value.

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

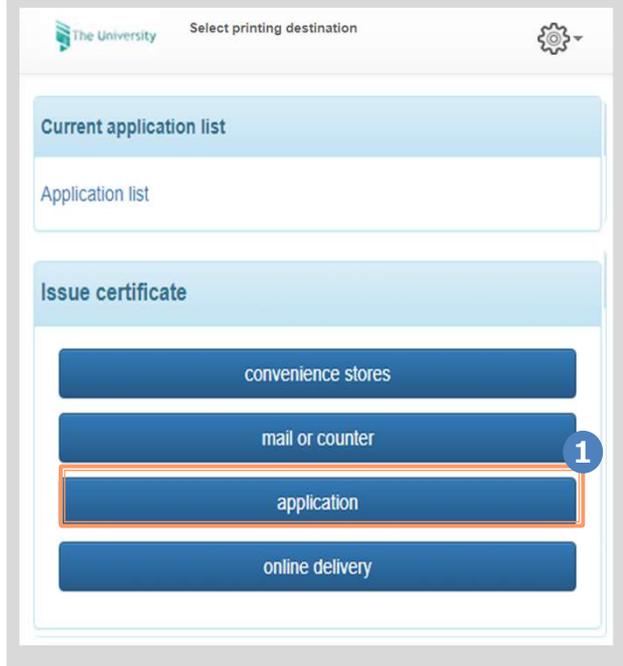
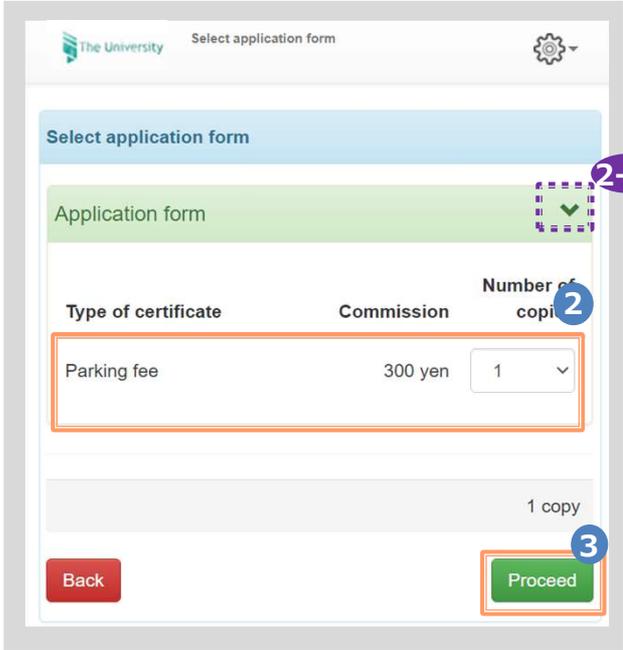
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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>10-✖</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>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

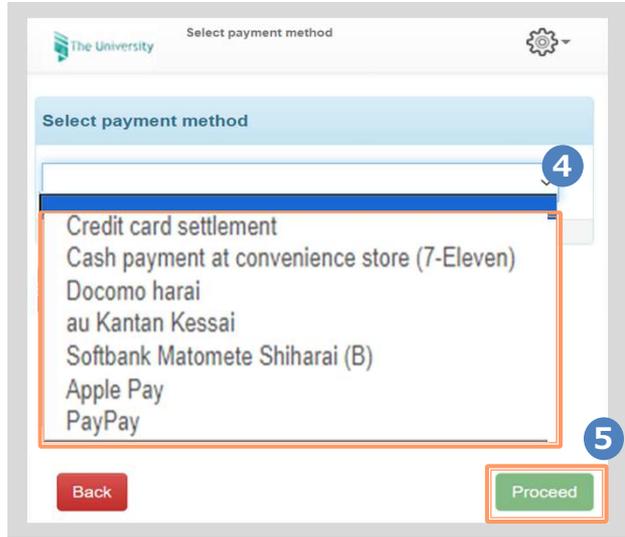
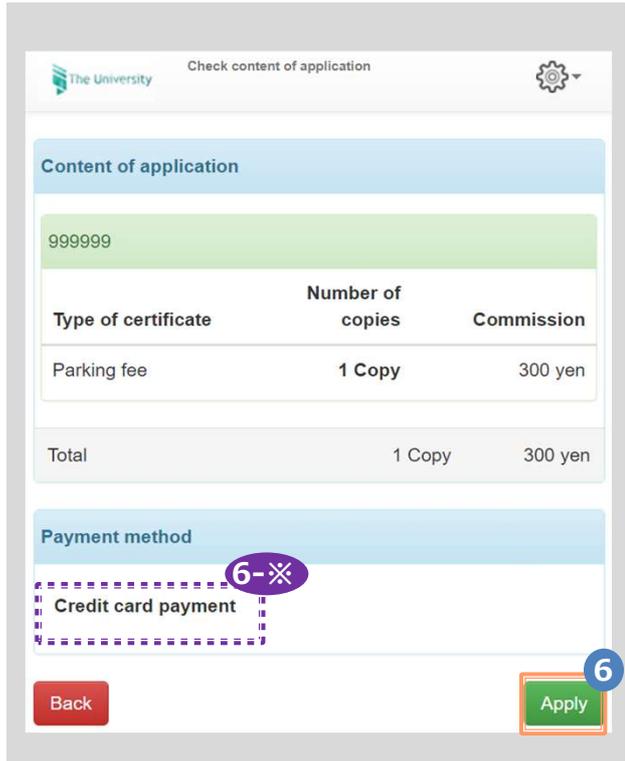
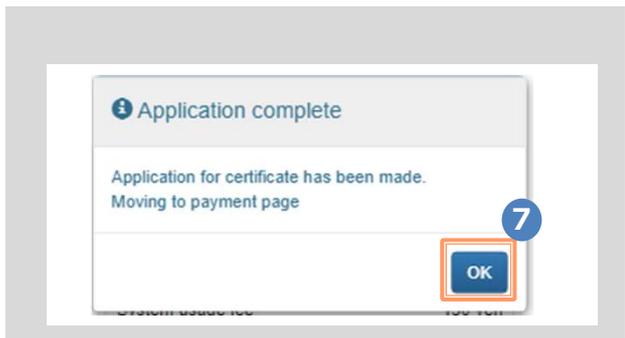
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(c) Application Form

Screen Images	Steps	How to Operate
	1	From "Issue Certificate", click "Application Form".
	2-※ 2-※ 3	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. If the desired certificate is not shown under "Type of certificate," click "▶" at the right end. 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
	<p>4</p>	<p>Select the desired payment method.</p> <p>▼Supported payment methods are the following:</p> <ul style="list-style-type: none"> • Convenience store cash payment (FamilyMart, Lawson) • Credit card payment • Convenience store cash payment (Seven-Eleven) • Pay-easy • DoCoMo payment • au Easy Payment • Softbank payment • LINE Pay • Apple Pay • PayPay • MerPay <p>*The above payment methods may not be available depending on the printing destination and charges.</p>
	<p>5</p> <p>6</p> <p>6-✖</p>	<p>Click the "Proceed" button.</p> <p>When the Request Confirmation screen is displayed, check the details and click the "Apply" button.</p> <p>*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.</p> <p>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".</p>
	<p>7</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.

(d) Send Certificates Online

Screen Images

Steps

How to Operate

1

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

2

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

*System fee may be charged for each application.

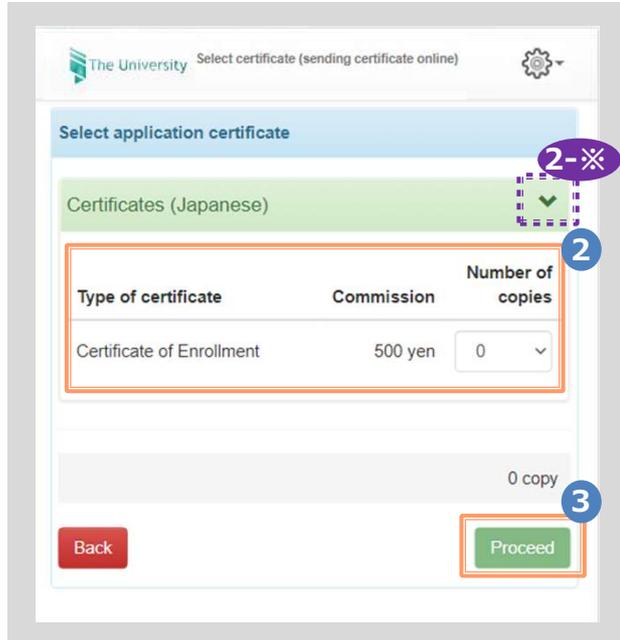
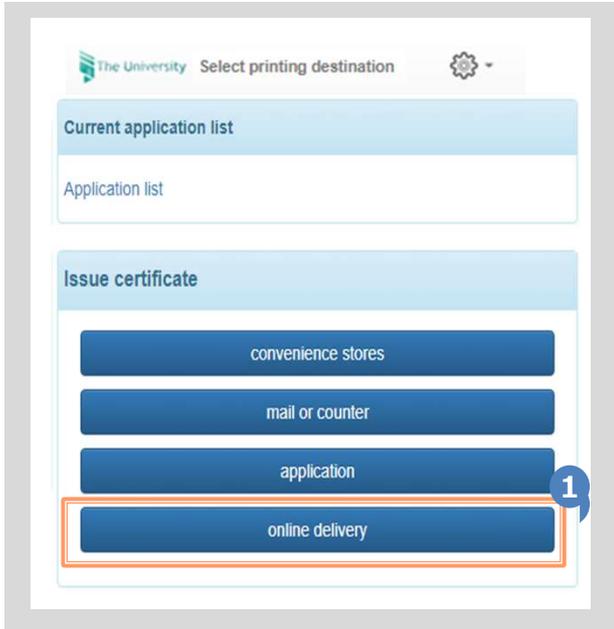
*The screen image shows an example of the fee. See the actual screen to find the actual value.

2-※

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

3

Click the "Proceed" button.



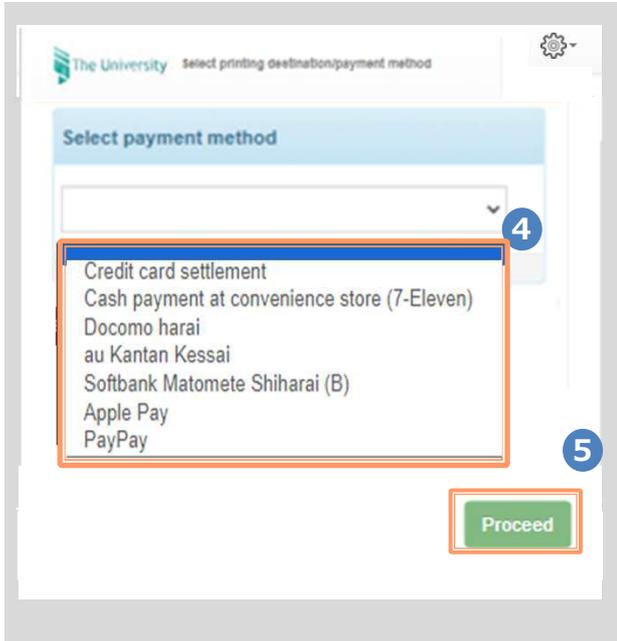
3 Application for Certificates

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

Screen Images

Steps

How to Operate



4

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
- DoCoMo payment
- 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.

5

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 Register submission destination.

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

6

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

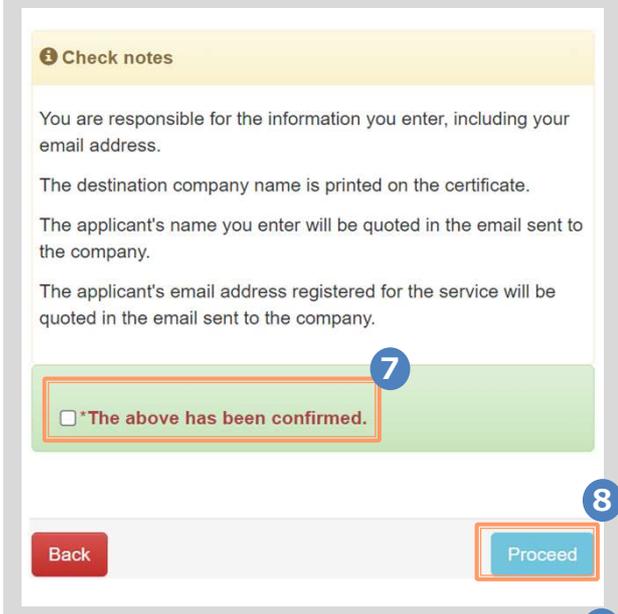
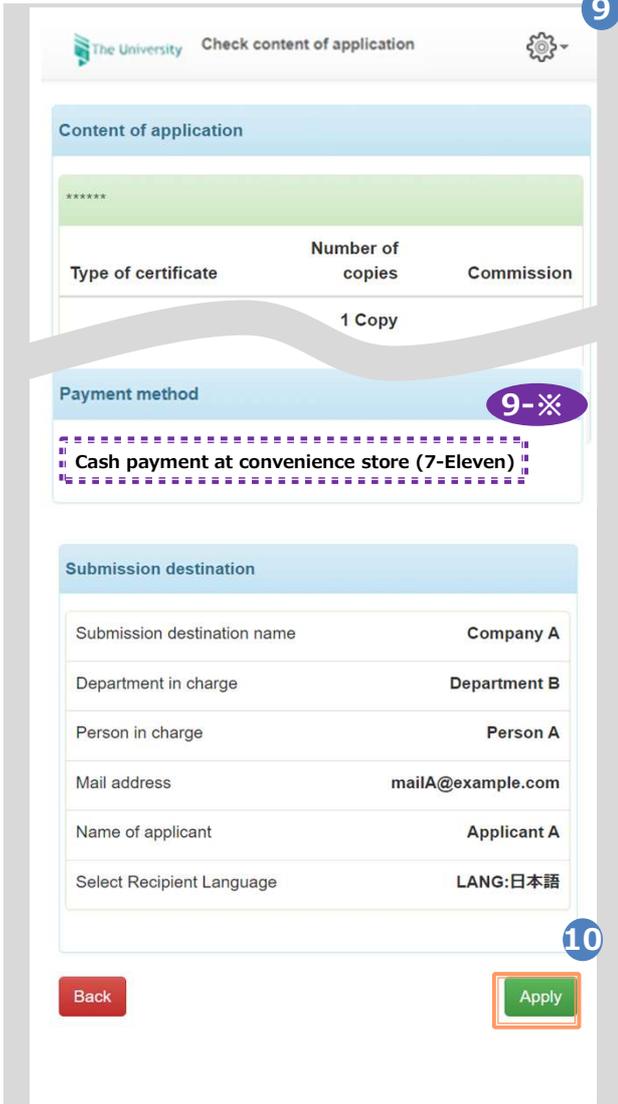
- ▶ **Submission name (Required)**
Enter the company name of the submission destination.
- ▶ **Department in charge**
Enter the department name in charge of submission.
- ▶ **Name of person in charge**
Enter the name of the person in charge of submission.
- ▶ **Destination email address (Required)**
▶ **Confirmation of destination email address (Required)**
Enter the email address of the submission destination.
- ▶ **Name of applicant (Required)**
Enter your name.
- ▶ **Select Recipient Language**
Select the language of the email notification to "Destination email address" when sending certificates online.
For example, select "LANG: English" if you want to send the email notification in English to foreign companies.

[Notes]

- The entered information will also be notified to the submission destination, so please be careful with mistyping.
- Please use Common-use Chinese characters.
External characters (if you use old Chinese characters, etc.) might get garbled when notifying the submission destination.

3 Application for Certificates

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

Screen Images	Steps	How to Operate
	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.
	10	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)



11

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

*The displayed screen varies depending on the payment method.

3 Application for Certificates

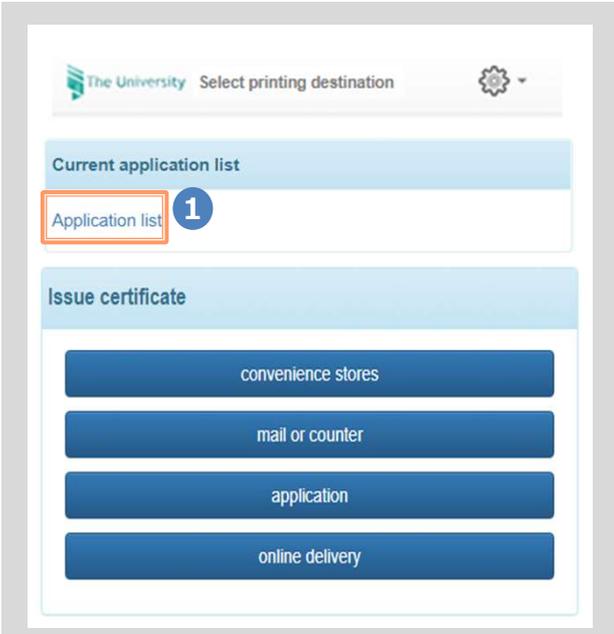
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

3.2 How to Apply when Resending Online

Screen Images

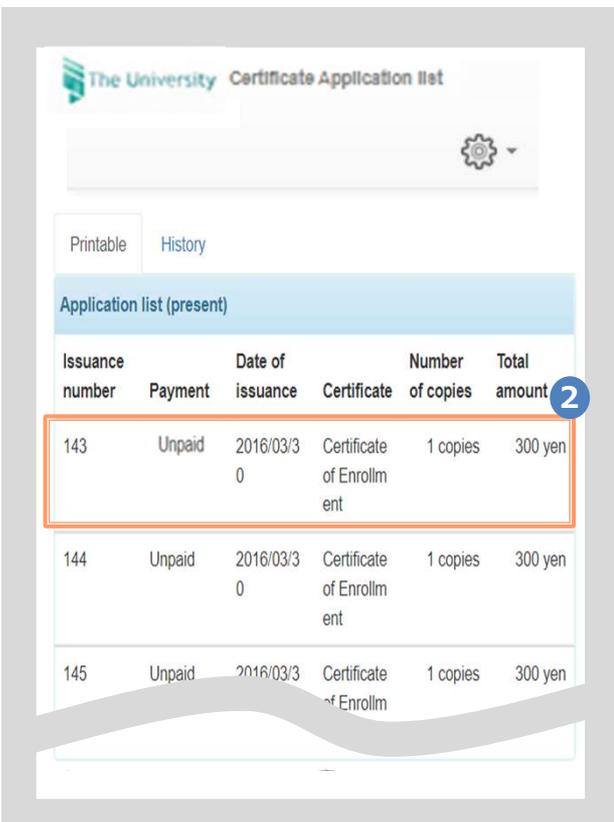
Steps

How to Operate



1

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



2

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

3 Application for Certificates

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

Screen Images

Steps

How to Operate

The University Application information details

Issued information

Issued application number *****

Date of issuance 2022/12/13

Submission A Corp.

Department in charge Dep.

Back Resend Re-read

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.

The University Register submission destination.

Submission registration

*Submission name
Company A

Department in charge

Name of person in charge

*Destination email address
a@test.com

*Confirmation of destination email address
Destination email address

*name of applicant
Applicant A

Select Recipient Language
LANG: 日本語

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.

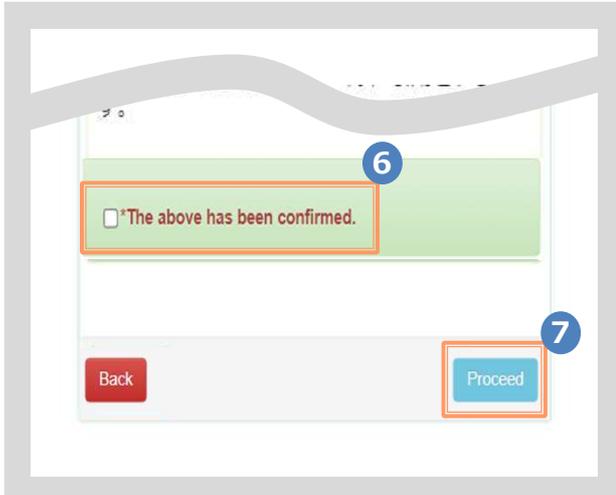
3 Application for Certificates

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

Screen Images

Steps

How to Operate



6

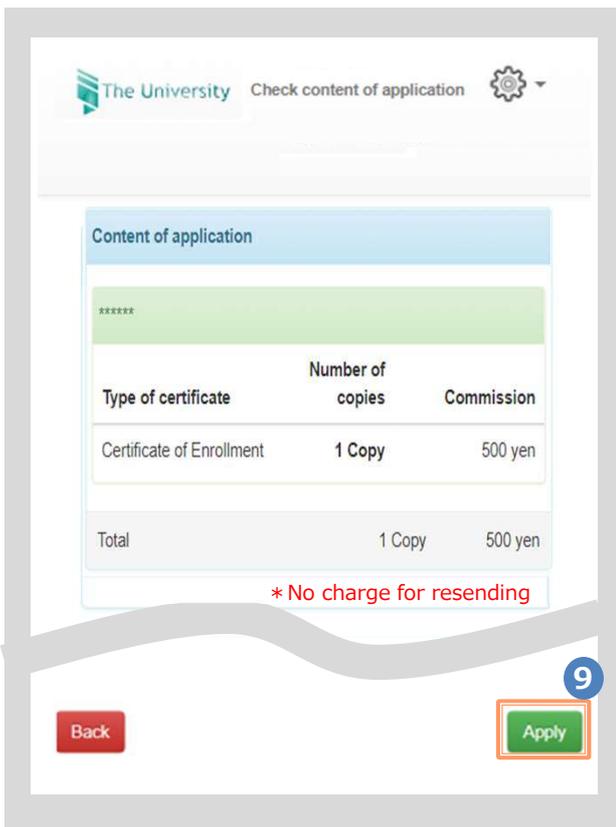
After confirming the notes, check "*The above has been confirmed".

7

Click the "Proceed" button.

8

"Check content of application" screen is displayed.



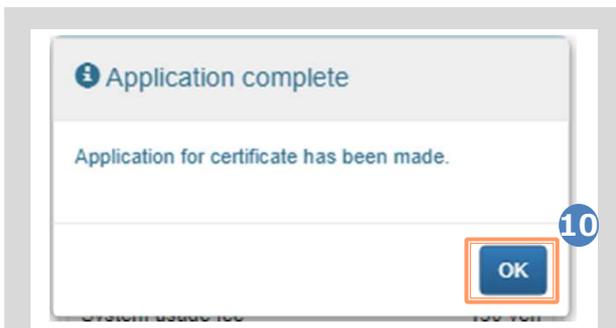
9

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.

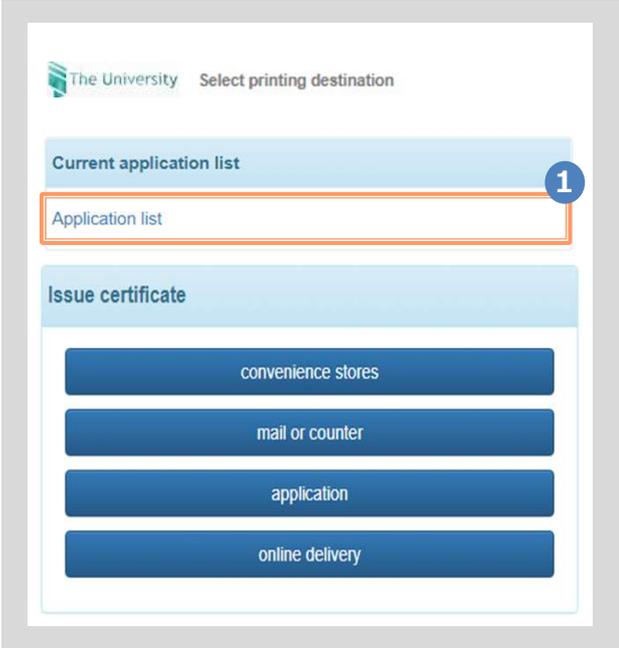
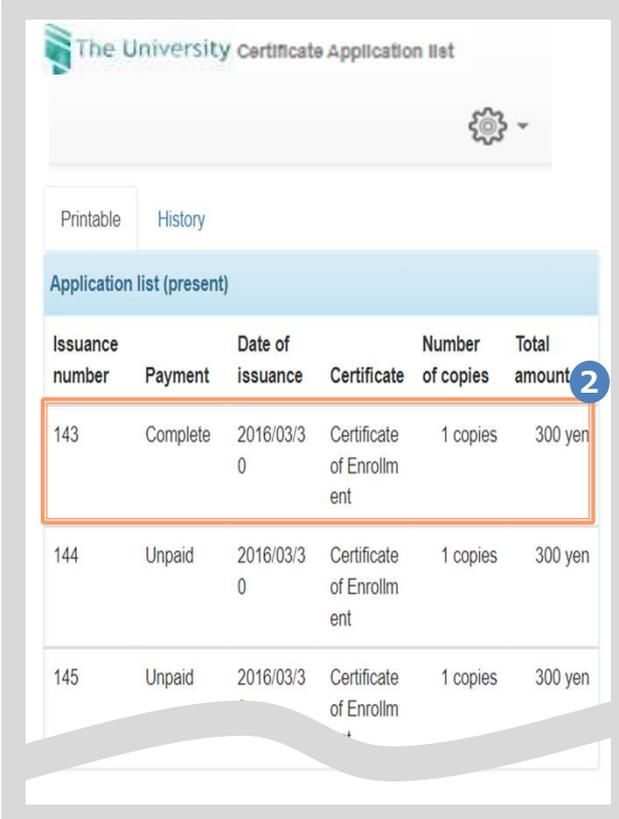


10

3 Application for Certificates

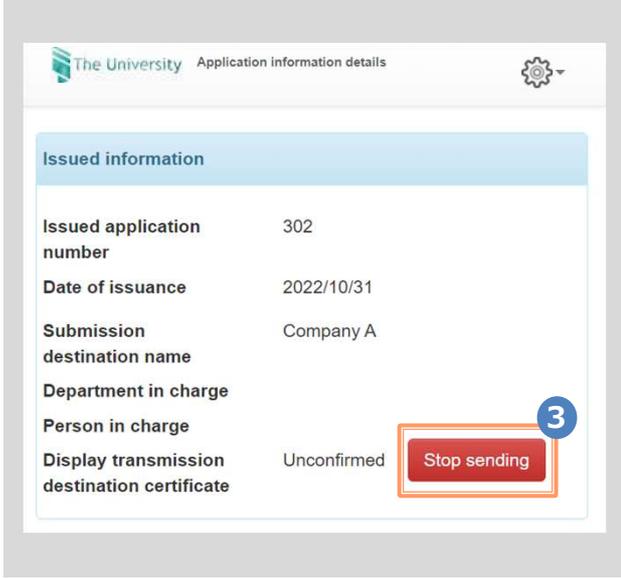
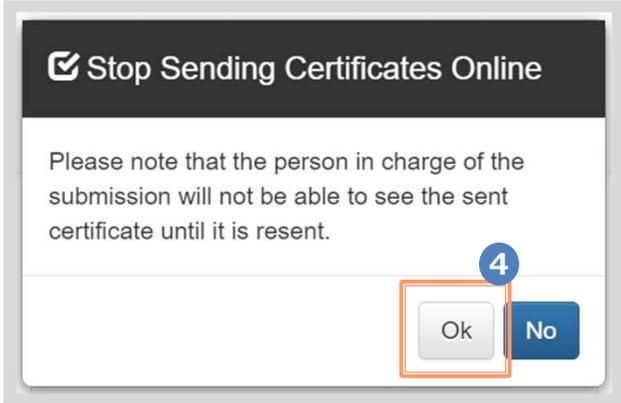
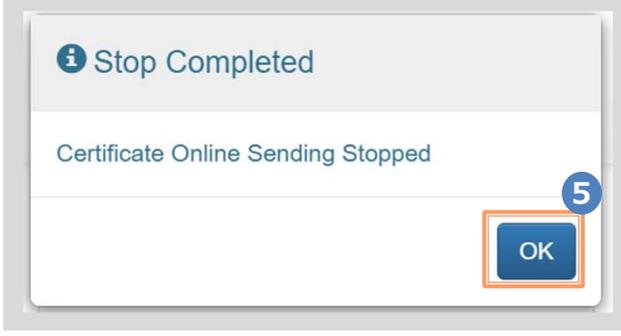
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

3.3 How to Stop Sending Certificates Online

Screen Images	Step	How to Operate
	1	<p>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.</p>
	2	<p>Click "Application list" from "Current application list".</p> <p>Click the issuance number of the send online you want to check from the "Application list (present)".</p>

3 Application for Certificates

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

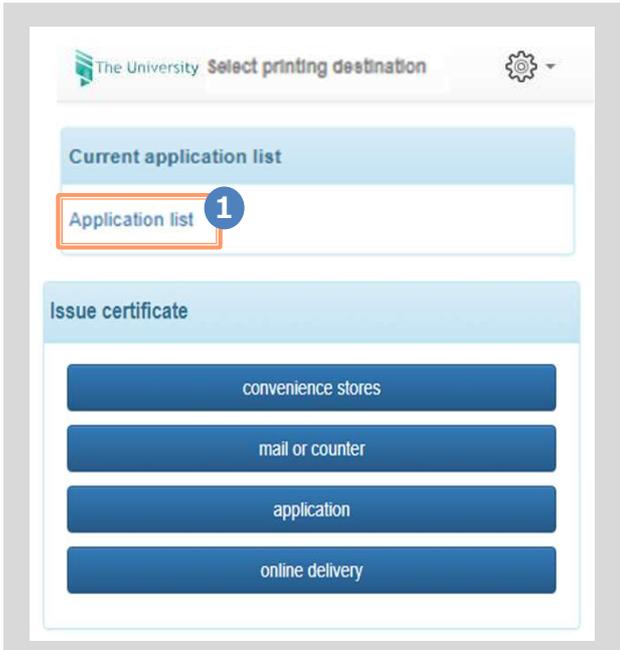
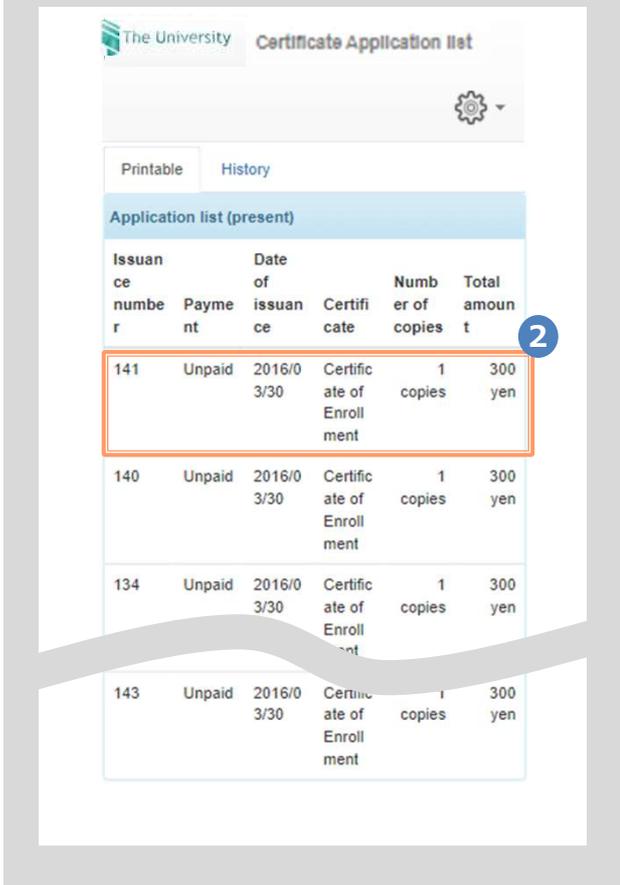
Screen Images	Step	How to Operate
	3	<p>Click the “Stop sending” button in the “Issued information” section of the “Application information details” screen.</p> <p>*“Stop sending” button is displayed only for send online.</p>
	4	<p>The dialog on the left is displayed. Click “OK” if you are okay with the content of the message.</p>
	5	<p>Click “OK” when the dialog on the left is displayed.</p> <p>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.</p>
		<p>See the following for instructions on how to resend certificates: “3.2 How to Apply when Resending Online”</p>

3 Application for Certificates

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

3.4 How to Check Application Status

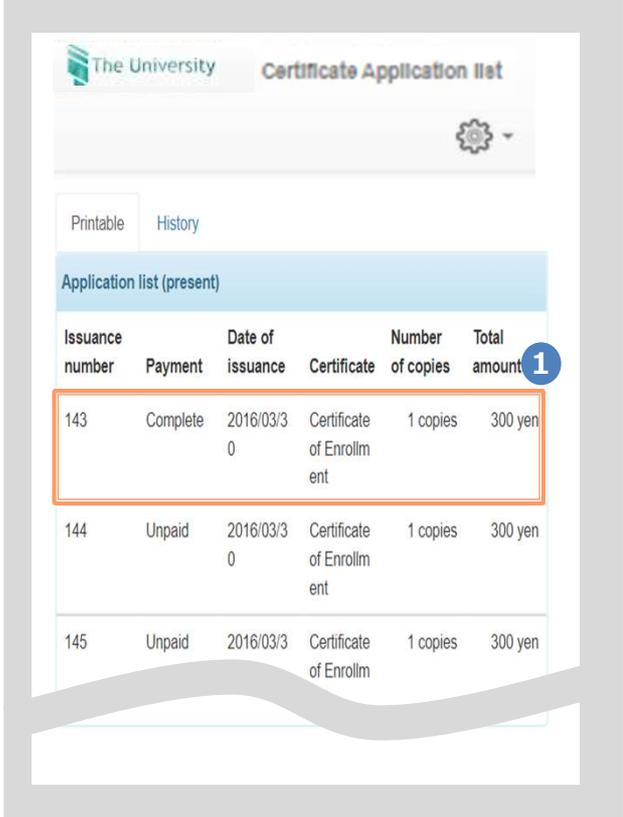
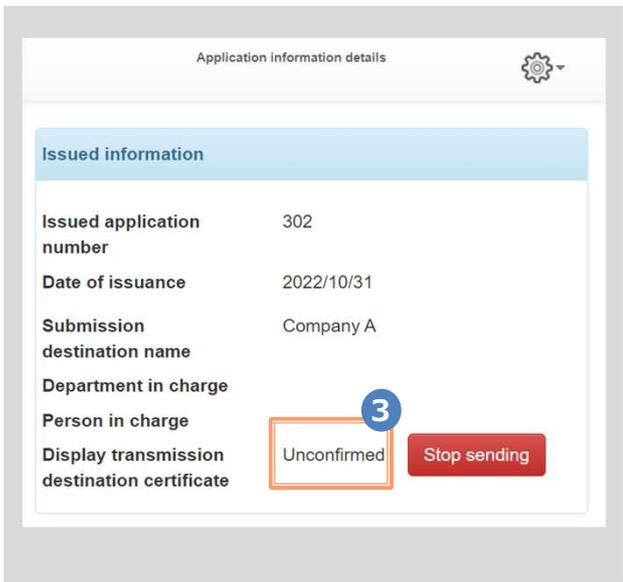
(a) Common

Screen Images	Steps	How to Operate
	1	To check the application status of the requested certificate, click "Application list" from "Current application list".
	2	Click the issuance number of the certificate you want to check from the "Application list (present)" <ul style="list-style-type: none">■ Information that can be confirmed<ul style="list-style-type: none">• Date of issue• Print reservation destination• Method of payment• Payment status• Number required for printing• File attached by mail application ..., etc. <p>*The "Total amount" shows the total of the certificate issuance fee, with, in the case of postal mail, the postal fee added.</p> <p>*The screen image shows an example of the amount of money. See the actual screen to find the actual value.</p>

3 Application for Certificates

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

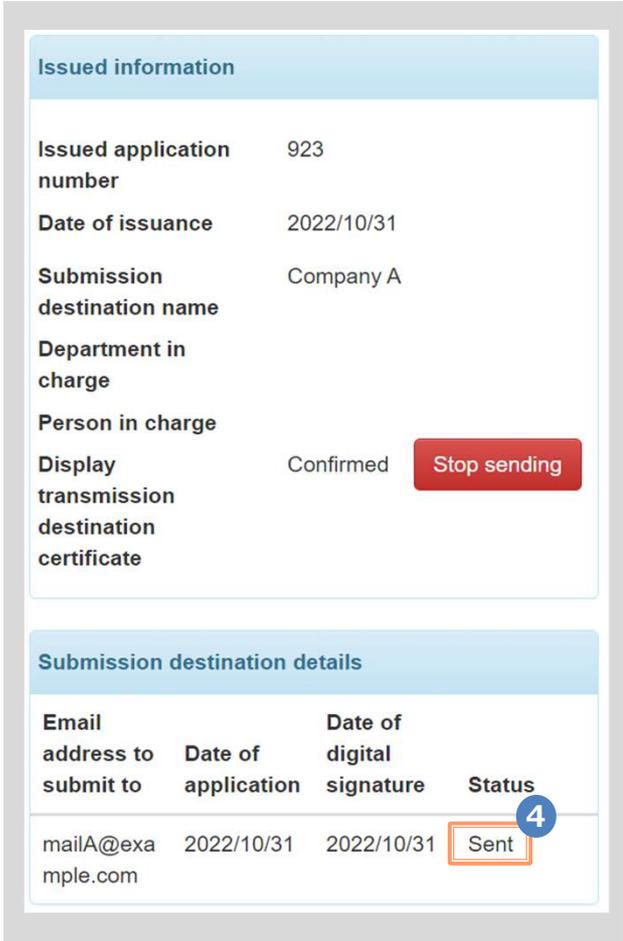
(b) By "Send Online" *how to check the confirmation status of the recipient

Screen Images	Steps	How to Operate
	1	Click the issuance number of the certificate you want to check from the "Application list (present)".
	2 3	"Application information details" screen is displayed. 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								
 <p>Issued information</p> <p>Issued application number 923</p> <p>Date of issuance 2022/10/31</p> <p>Submission destination name Company A</p> <p>Department in charge</p> <p>Person in charge</p> <p>Display transmission destination certificate Confirmed Stop sending</p> <p>Submission destination details</p> <table border="1"><thead><tr><th>Email address to submit to</th><th>Date of application</th><th>Date of digital signature</th><th>Status</th></tr></thead><tbody><tr><td>mailA@example.com</td><td>2022/10/31</td><td>2022/10/31</td><td>Sent</td></tr></tbody></table>	Email address to submit to	Date of application	Date of digital signature	Status	mailA@example.com	2022/10/31	2022/10/31	Sent	4	<p>Check "Status" in the "Submission destination details" section on "Application information details" screen.</p> <p>[Notes] Please confirm that the status of the first row of "Submission destination details" is "Sent".</p> <p>If it is not "Sent", click the "Resend" button at the bottom of the screen to resend.</p> <p><u>If you do not "resend" the certificate, it will not be sent online to the submission destination.</u></p> <p>See the following for instructions on how to resend certificates: ▶ 3.2 How to Apply when Resending Online</p>
Email address to submit to	Date of application	Date of digital signature	Status							
mailA@example.com	2022/10/31	2022/10/31	Sent							

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.

▼ DoCoMo 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.

▼ 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.

▼ LINE 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.

▼ Apple Pay

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

▼ PayPay

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

▼ MerPay

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

5 Printing of Certificates

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

5.1 How to Print at a Convenience Store

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

(a) At Seven-Eleven

Screen Images	Steps	How to Operate
	1	When you have an eight-digit print reservation number, select (touch) “Print (プリント)” on the top screen of the multi-functional copy machine in a Seven-Eleven. *If you forgot the eight-digit printing reservation number, see the following: ▶ 5.3.1 “Checking the Print Reservation Number” *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.

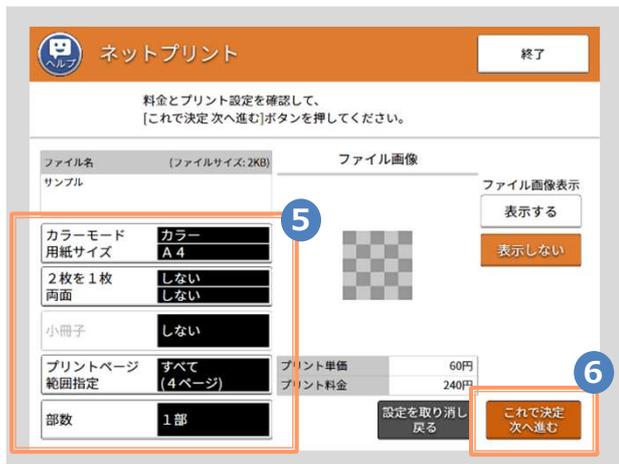
5 Printing of Certificates

*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.



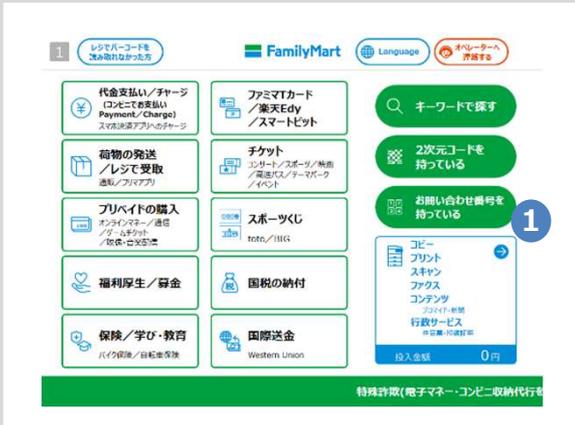
7 Put coins into the slot and press “Start Print.” The selected certificate will be printed.

*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
	<p>1</p>	<p>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”</p>
	<p>2</p>	<p>Select (touch) “Network Print (ネットワークプリント)”.</p>
	<p>3</p> <p>4</p>	<p>Enter the “user number (ユーザー番号)”.</p> <p>Press the “Next (次へ)” button.</p>

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
	<p>5</p>	<p>Select (touch) a file you want to print out. *Proceed to the next operation if this screen isn't displayed.</p>
	<p>6</p>	<p>Press the "Next (次へ)" button.</p>
	<p>7</p>	<p>Confirm the printing settings. *Color mode: Full color/B&W, etc.</p>
	<p>8</p>	<p>Press the "Next (次へ)" button.</p>
	<p>9</p>	<p>Put coins into the slot and press "Start Print." The selected certificate will be printed. *Keep the receipt for printing in a safe place.</p>

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
	<p>1</p>	<p>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”</p>
	<p>2</p> <p>3</p>	<p>Enter the “user number (ユーザー番号)”.</p> <p>Press the “Next (次へ)” button.</p>
	<p>4</p>	<p>Press the “Print documents (文書プリント)” button.</p>

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
	<p>5</p>	<p>Select (touch) "My box". *Proceed to the next operation if this screen isn't displayed.</p>
	<p>6</p> <p>7</p>	<p>Select (touch) a file you want to print out.</p> <p>Press the "Next (次へ)" button.</p>
	<p>8</p> <p>9</p>	<p>Confirm the printing settings. *Color mode: Full color/B&W, etc.</p> <p>Put coins into the slot and press the "Next" button.</p>

5 Printing of Certificates

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

Screen Images

Steps

How to Operate



10

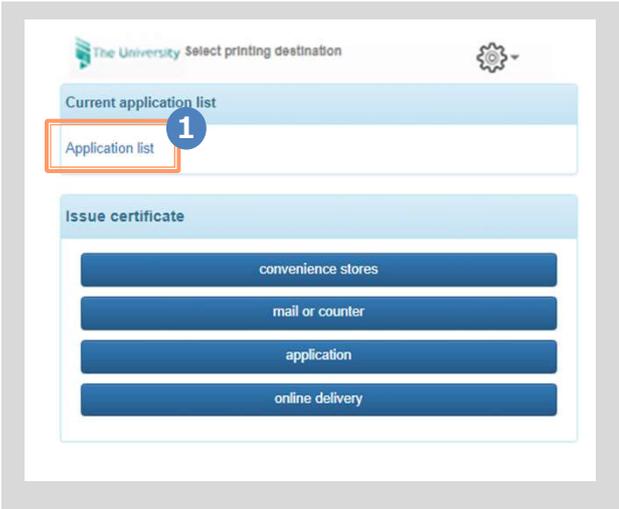
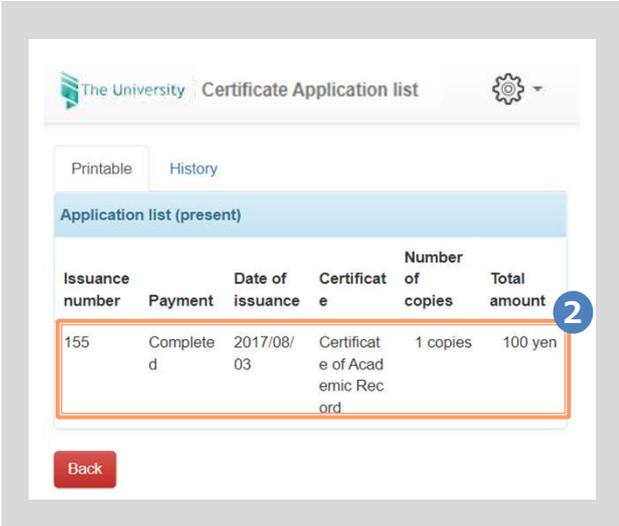
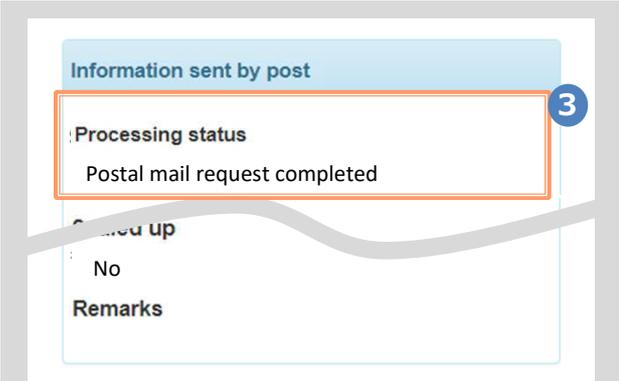
It will start printing once you select "Yes".
*Keep the receipt for printing in a safe place.

5 Printing of Certificates

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

5.2 How to Check Postal Mail

5.2.1 Checking the Processing Status

Screen Images	Steps	How to Operate
	1	Log in to the certificate issuance service and click "Application list" from the "Current application list." *For how to log in, see the following: ▶ 2.2 "How to Log In"
	2	Click the issuance number of the certificate to check from the "Application list (present)". *The applications displayed for the Application list (present) are being processed by the university.
	3	Check the "Processing status" under "Information sent by post". "Postal mail request completed" is displayed. *The request is being processed by the university. Please wait for the processing to be completed.

5 Printing of Certificates

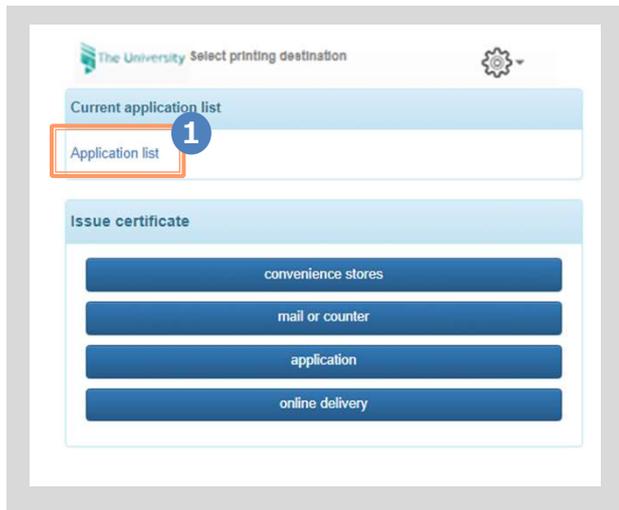
*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

5.2.2 Checking the Status of Sent Mail

Screen Images

Steps

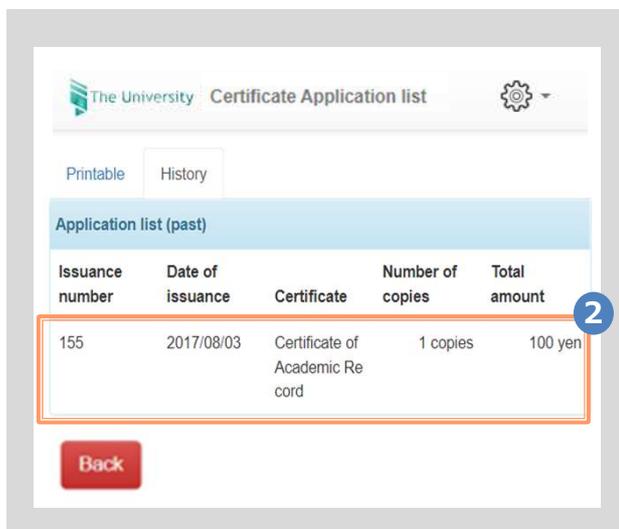
How to Operate



1

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

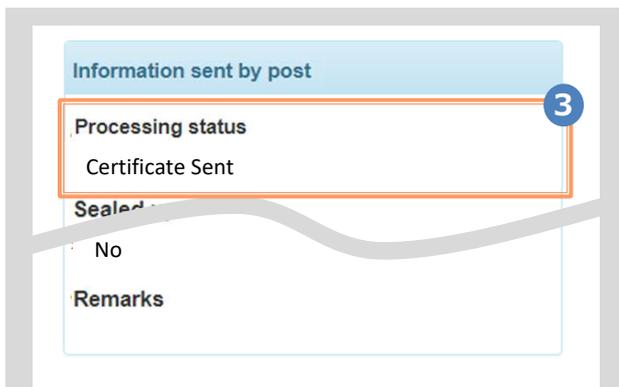
*For how to log in, see the following:
▶ 2.2 "How to Log In"



2

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

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



3

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

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

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

5 Printing of Certificates

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

5.3 How to Check the Printing Information

5.3.1 Checking the Print Reservation Number

*if you select Seven-Eleven as the printing destination

(a) Check on the Website

Screen Images

Steps

How to Operate

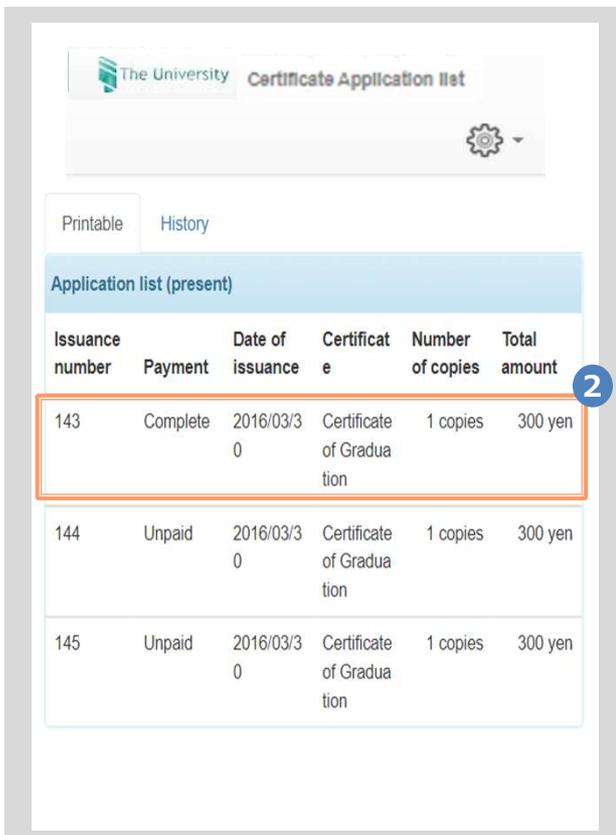
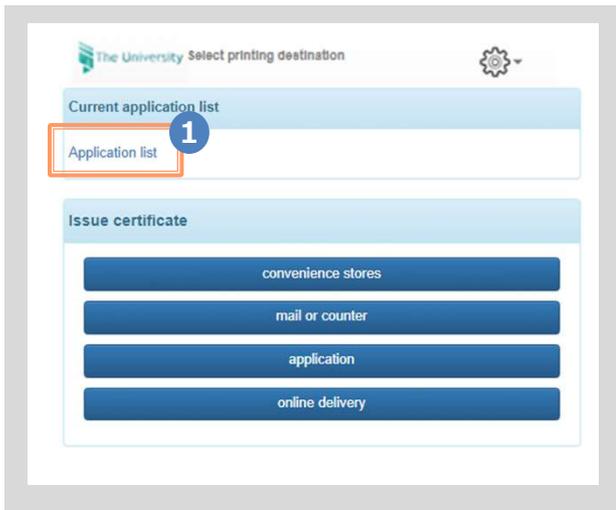
1

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

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

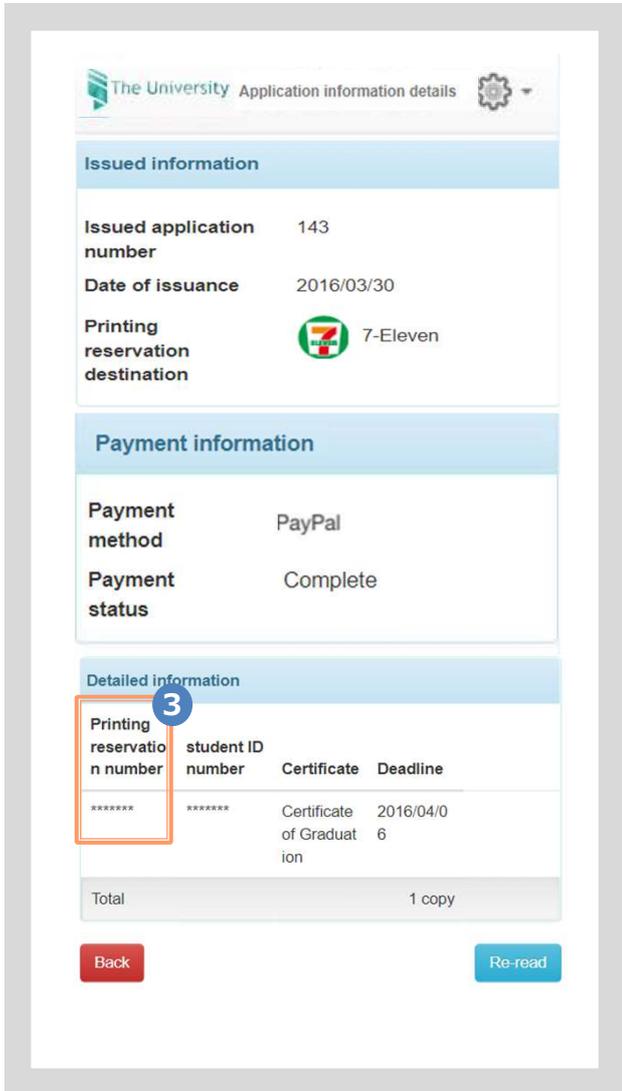
2

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

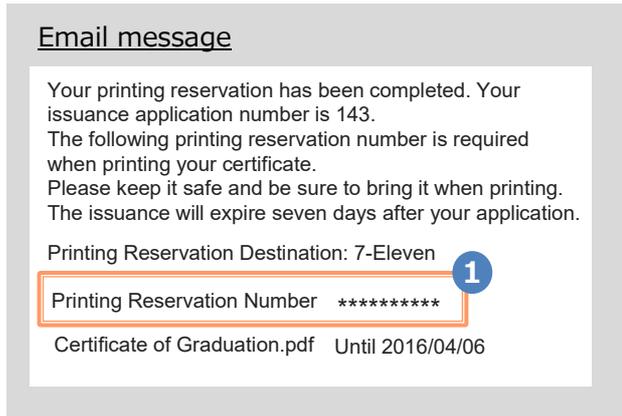


5 Printing of Certificates

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

Screen Images	Steps	How to Operate
	3	<p>The Application Information Details screen is displayed, where you can check the Printing reservation number under “Detailed Information”.</p> <ul style="list-style-type: none">*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.

(b) Check in Email

Screen Images	Steps	How to Operate
	1	<p>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.</p> <p>*This information is necessary for printing at a convenience store. Please don't discard this email until you complete printing.</p>

5 Printing of Certificates

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

5.3.2 Checking the User Number

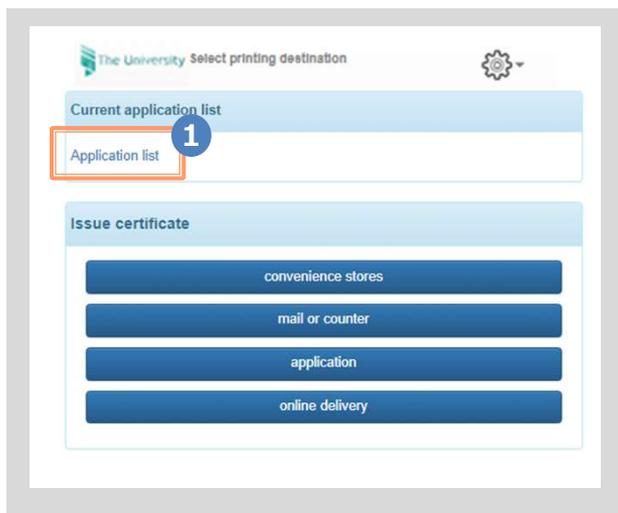
*if you select FamilyMart or Lawson as the printing destination

(a) Check on the Website

Screen Images

Steps

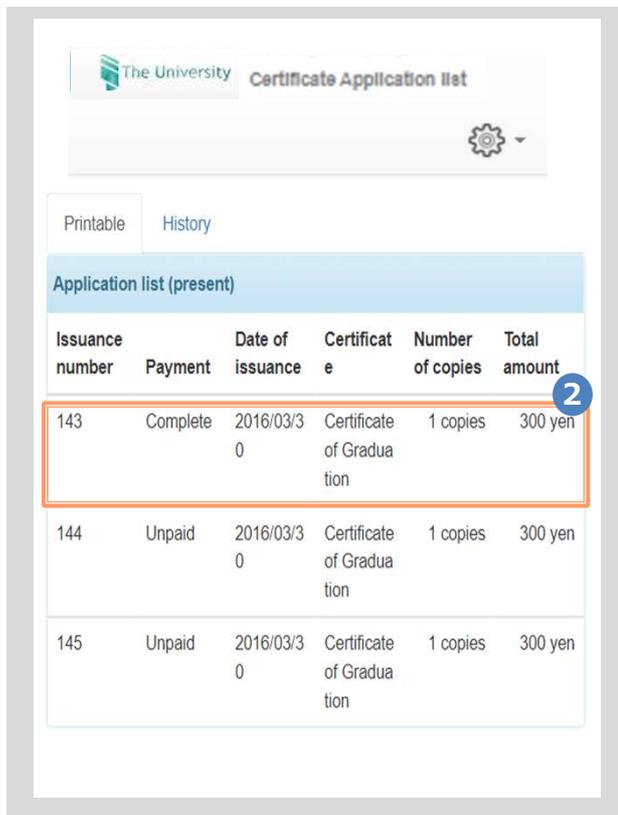
How to Operate



1

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

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



2

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

5 Printing of Certificates

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

Screen Images

The University Application information details

Issued information

Issued application number: 143
 Date of issuance: 2016/03/30
 Printing reservation destination: 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

Steps

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.

How to Operate

(b) Check in Email

Screen Images

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

Steps

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.

How to Operate

5 Printing of Certificates

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

5.4 How to Check the Designated Printing Destination

(a) Check on Website

Screen Images

Steps

How to Operate

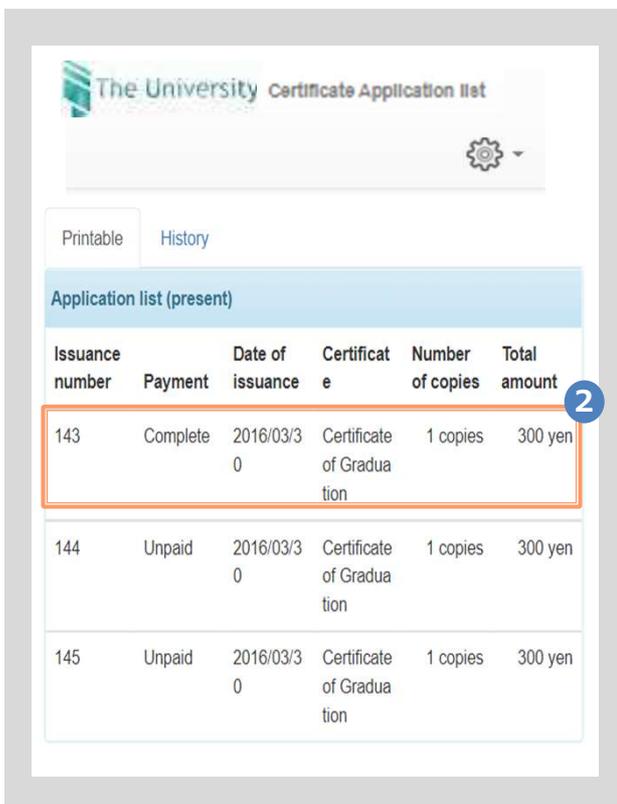
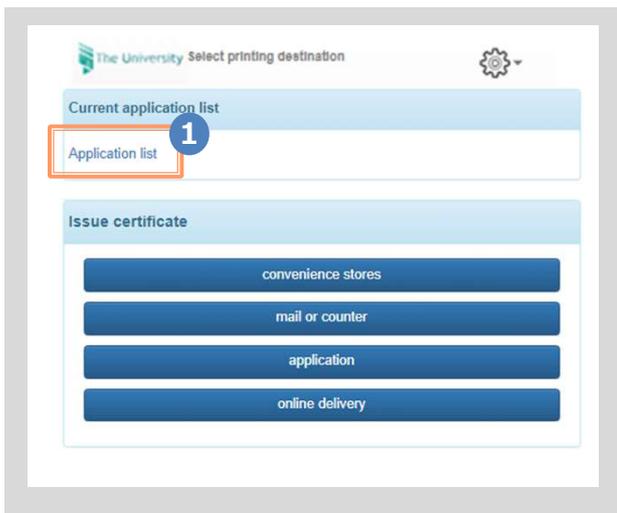
1

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

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

2

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



5 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.
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.

The screenshot shows the 'Application Information Details' screen. The 'Issued information' section includes:

- Issued application number: 143
- Date of issuance: 2016/03/30
- Printing reservation destination: 7-Eleven (highlighted with a red box and a blue circle containing '3')

The 'Payment information' section includes:

- Payment method: PayPal
- Payment status: Complete

The 'Detailed information' section includes a table:

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

Below this is the 'Print information (network print service)' section, which includes a 'User number' field (displayed as *****).

The 'Detailed information' section below that includes another table:

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

At the bottom is the 'Information sent by post' section, which includes a 'Processing status' field (displayed as 'Postal mail request complete').

Vertical annotations on the left side of the screen image:

- For Seven-Eleven (points to the 7-Eleven logo)
- For other than Seven-Eleven (points to the 'User number' field)
- For Postal Mail (points to the 'Processing status' field)

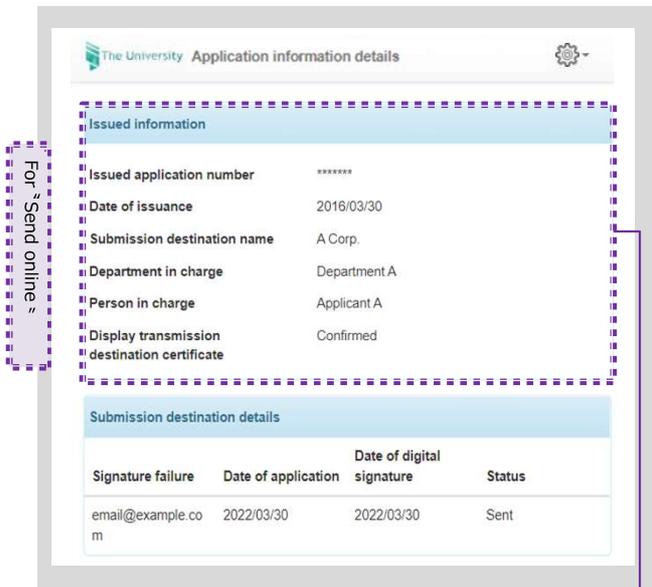
5 Printing of Certificates

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

Screen Images

Steps

How to Operate



3-✖

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

Steps

How to Operate

Email message

< Seven-Eleven >

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

Printing Reservation Destination: 7-Eleven

Printing Reservation Number *****

Certificate of Graduation.pdf Until 2016/04/06

1

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

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

< FamilyMart, Lawson >

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

Printing Reservation Destination: Lawson

User Number *****

Certificate of Graduation.pdf Until 2016/04/06

1-*

The printing destination can be checked also as follows:

For Seven-Eleven:

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

For FamilyMart and Lawson:

"User number (10 digits)" is displayed.

For Postal mail:

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

< Postal Mail >

The reservation of certificates issuance by postal mail is completed.

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

The emergency contact you entered might be contacted from us.

Certificate of Enrollment.pdf

1

1-*

5 Printing of Certificates

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

Screen Images	Steps	How to Operate										
<p><u>Email message</u></p> <p><Send Online></p> <div style="border: 1px dashed purple; padding: 5px;"> <p>The online certificate has been sent to the designated recipient.</p> <p>Reception number: *****</p> <table border="0"> <tr> <td>Submission recipient name</td> <td>Company A</td> </tr> <tr> <td>Department in charge</td> <td>Department A</td> </tr> <tr> <td>Name of the person in charge</td> <td>Person A</td> </tr> <tr> <td>Destination email address</td> <td>email@example.com</td> </tr> <tr> <td>Applicant name</td> <td>Applicant A</td> </tr> </table> <p>Please keep this email.</p> <p>Certificate of Enrollment</p> </div>	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	<p>1-✖</p> <p>1</p> <p>1-✖</p>	<p>For "Send online" :</p> <p>There is no print destination for send online. You will be notified that the online certificate has been sent to the recipient.</p> <p>For "Application Form" :</p> <p>There is no print destination for application form. Please submit your issuance number and ID to verify yourself at the university counter in charge.</p>
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											
<p><Application form></p> <p>Dear *****</p> <p>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</p> <p>(Issuer) University A (Breakdown) Type Quantity Unit price Price</p> <p>-----</p> <p>Parking fee 1 (JPY) 300 (JPY) 300</p> <p>-----</p> <p>Please keep this email in a safe place until the procedure is completed.</p>	<p>1-✖</p>											

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

1

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.

