

# **Certificate Issuance Service Operating Manual**

Application Procedure for Students in School

**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

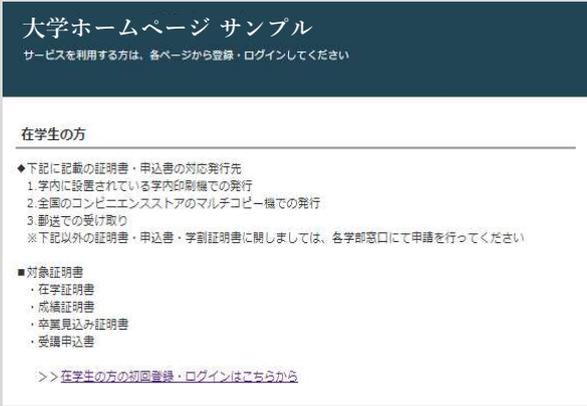
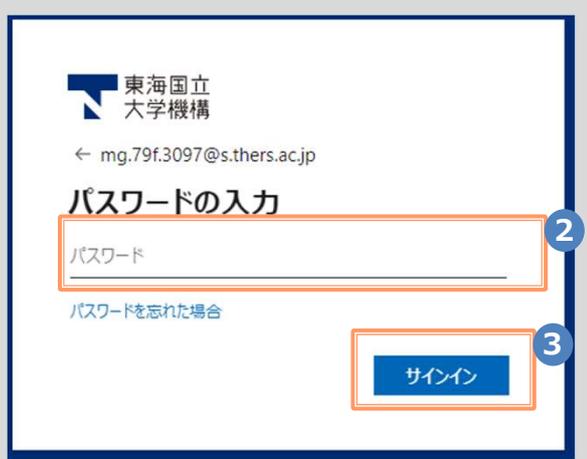
◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

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 Registration of New Email Address \*for first login

Screen Images	Steps	How to Operate
 <p>大学ホームページ サンプル サービスを利用する方は、各ページから登録・ログインしてください</p> <p>在学生の方</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"><li>1. 学内に設置されている学内印刷機での発行</li><li>2. 全国のコピーエンスストアのマルチコピー機での発行</li><li>3. 郵送での受け取り</li></ol> <p>※下記以外の証明書・申込書・学割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"><li>・在学証明書</li><li>・成績証明書</li><li>・卒業見込み証明書</li><li>・受講申込書</li></ul> <p>&gt;&gt; 在学生の方の初回登録・ログインはこちらから</p>	<p>1</p>	<p>Access the link to certificate issuance service found on the website of the university and access the Student Login page.</p>
 <p>東海国立 大学機構</p> <p>← mg.79f.3097@s.thers.ac.jp</p> <p>パスワードの入力</p> <p>パスワード</p> <p>パスワードを忘れた場合</p> <p>サインイン</p>	<p>2</p> <p>3</p>	<p>2 Enter the "User ID" and "Password" you use at university.</p> <p>3 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

The University Mail address setting

4

Mail address

Check

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?

5

Back Check

4

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

5

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

6

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

The University Set mail address

6

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

# 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

### Email Message

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

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

Due date for the URL: 30 minutes

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

7

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

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

8

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

### The University Mail address setting complete

The mail address has been set.  
From now on, information from the system will be delivered to this mail address.  
You can change the mail address in the menu after login.

Move to Login page

8

# 2 Log In to the Certificate Issuance Service

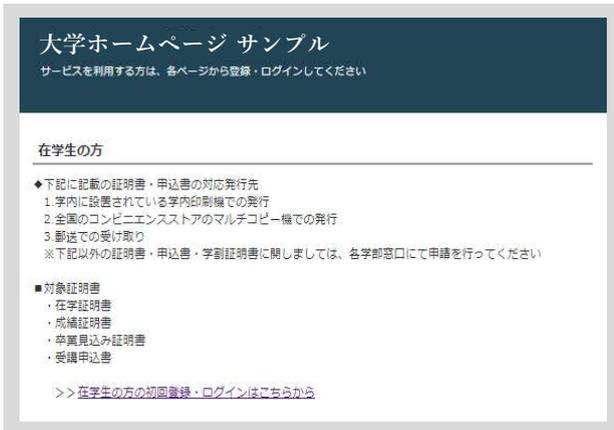
## 2.2 How to Log In

\*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 Student Login page.

2

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

\*For the first login, you need to register an email address.  
For how to register it, see the following:

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

3

click the "Login" button.

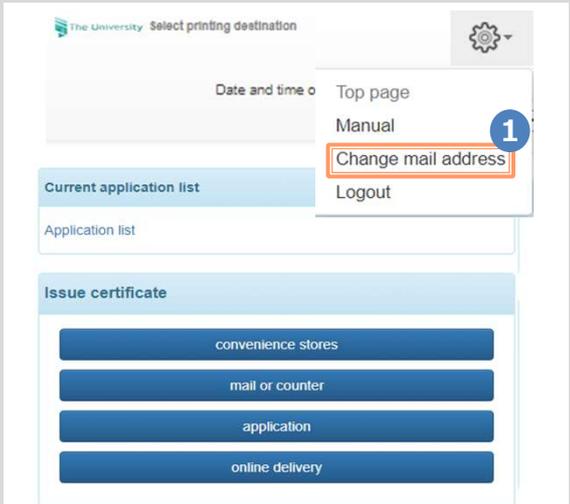
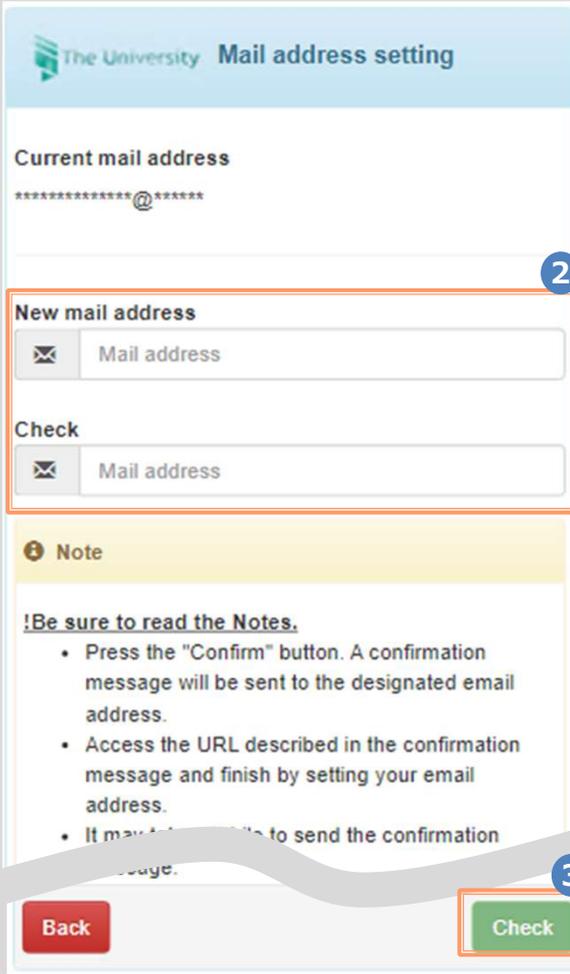
▶ Go to **3** "Application for Certificates."

# 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 Change the Login Information

### (a) Change the Email Address

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>*See below for information on how to log in to the Certificate Issuance Service: ▶ 2.2 “How to Log In”</p>
	<p>2</p> <p>3</p>	<p>Enter a new email address you wish to register 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

## 2.4 Switch Languages

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

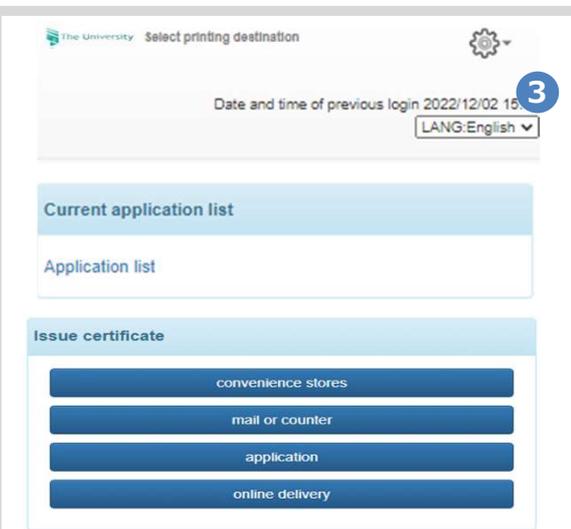
### (a) Log In Screen

Screen Images	Steps	How to Operate
 <p>1</p>	<p>1</p>	<p>Click the language selection pull-down to switch languages.</p>
 <p>2</p>	<p>2</p>	<p>Click the language you want to display in the pull-down.</p>
 <p>3</p>	<p>3</p>	<p>The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.</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.

## (b) Select Printing Destination Screen

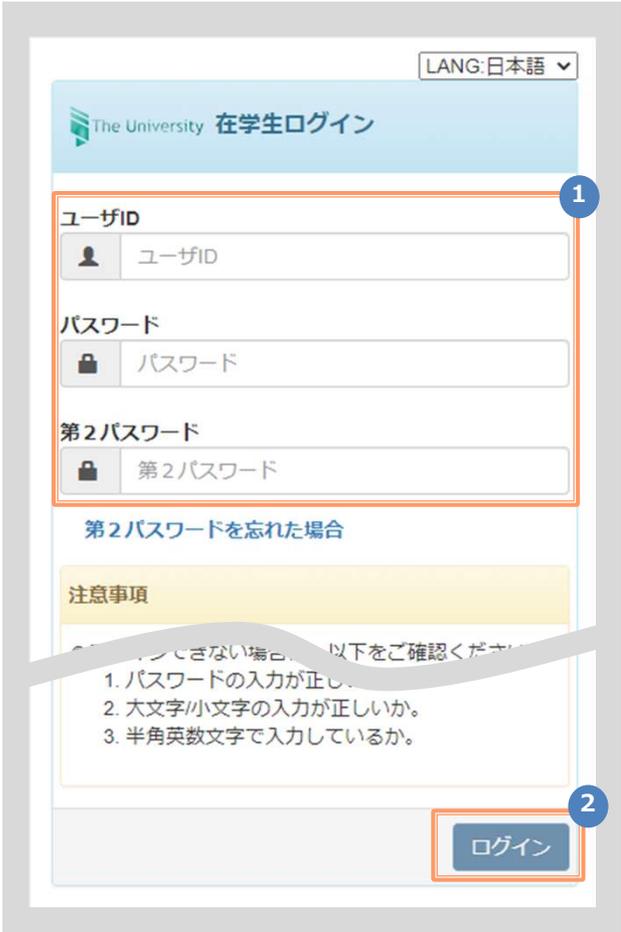
Screen Images	Steps	How to Operate
	<b>1</b>	Click the language selection pull-down to switch languages.
	<b>2</b>	Click the language you want to display in the pull-down.
	<b>3</b>	The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. The language selection pull-down is displayed only on Select Printing Destination screen after login, so come back to Select Printing Destination screen in order to switch languages.

# 2 Logging in to the Certificate Issuing Service

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

## 2.5 How to register an additional student registration number

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

Screen Images	Steps	How to Operate
	<p><b>1</b></p>	<p>Access the homepage of the certificate issuing service and enter the User ID, Password, and Second Password.</p> <p>*For details on how to log in: ▶2.3 How to log in</p>
	<p><b>2</b></p> <p><b>3</b></p>	<p>Read the "Notes" and click the "Login" button.</p> <p>Click the menu button  in the upper right corner of the screen, and then click "Register additional student number."</p>

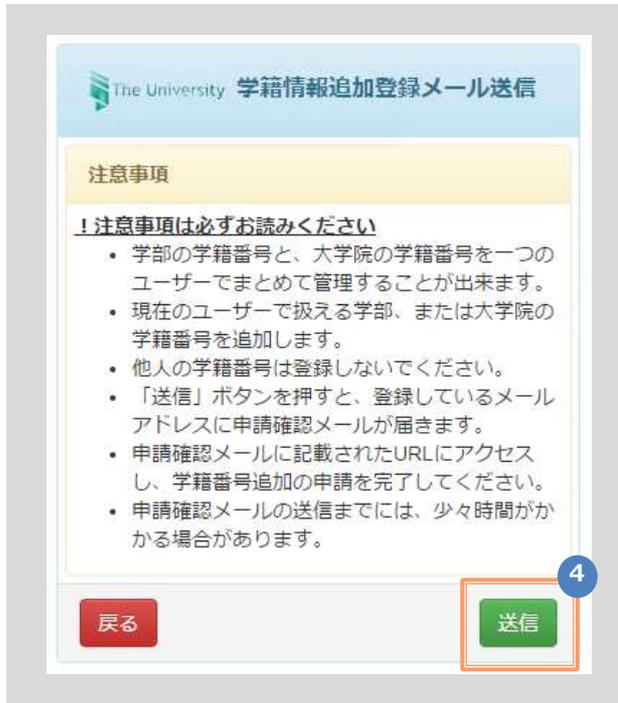
# 2 Logging in to the Certificate Issuing Service

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

## Screen Images

## Steps

## How to Operate



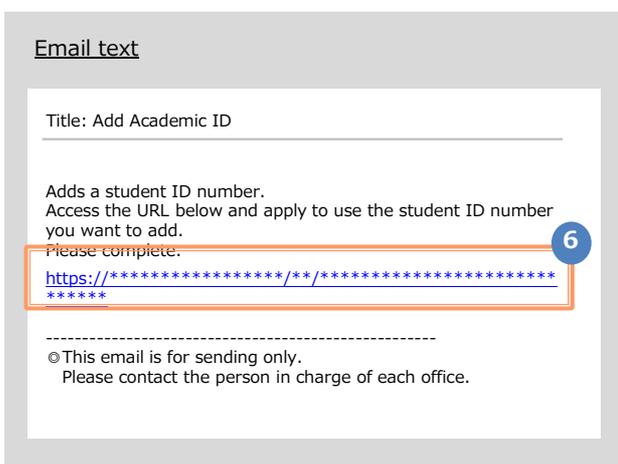
4

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



5

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



6

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

\*The URL has a time limit. Complete the operation within the displayed time limit.

# 2 Logging in to the Certificate Issuing Service

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

## Screen Images

## Steps

## How to Operate

大学情報(在学時情報)

在学時氏名  
山田 太郎

カタカナ  
ヤマダ タロウ

ローマ字  
YAMADA TAROU

大学名  
▼

学部名  
▼

学科名  
▼

学籍番号  
A12345678

卒業(修了)年月  
----年--月

卒業  退学  除籍

確認

7

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

\*The entry items vary depending on the usage environment.

\*Entries in red are required.

### ▶ Name at school

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

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

### ▶ University/Faculty/Department Name (required)

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

### ▶ Academic number

Enter your academic number.

### ▶ Year and month of graduation

Enter the month and year of graduation.

\*Enter in the Western calendar.

### ▶ Graduation/Withdrawal/Removal Type (Required)

Select the appropriate type.

8

Click the Confirm button.

9

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

大学情報(在学時情報)

在学時氏名

カタカナ

ローマ字

大学名

卒業

戻る

申請

# 2 Logging in to the Certificate Publishing Service

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

## Screen Images

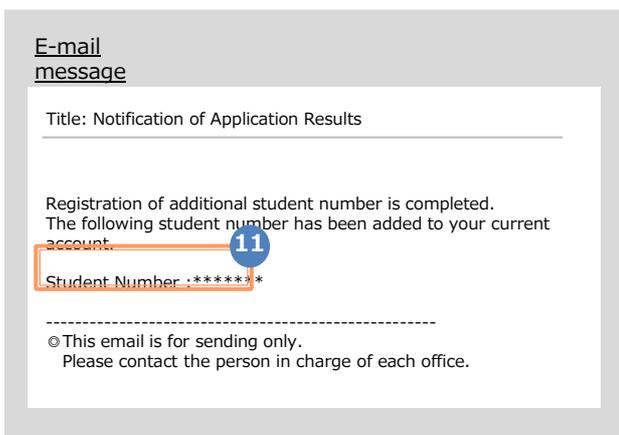
## Steps

## How to Operate



10

The application has been completed.



11

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

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



12

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

\*For details on how to log in:  
▶2.3 How to log in

13

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

# 2 Logging in to the Certificate Issuing Service

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

## Screen Images

## Steps

## How to Operate

14

From "Submit Certificate", select either printing method.

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

15

Make sure that you can select two student ID numbers.

Select which student ID number you want to print, and then apply for a certificate.

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

The University Select printing destination

Current application list

Application list

Issue certificate

convenience stores

mail or counter

application

online delivery

The University 証明書選択 (コンビニ印刷)

申請証明書選択

学籍番号: \*\*\*\*\* 学籍番号: \*\*\*\*\*

各種証明書

証明書の種類	手数料	部数
教育職員免許状取得見込証明書	200円	0
卒業見込証明書		0

その他

証明書の種類	手数料	部数
健康診断証明書	200円	0
成績証明書	200円	0
卒業証明書	200円	0

0部

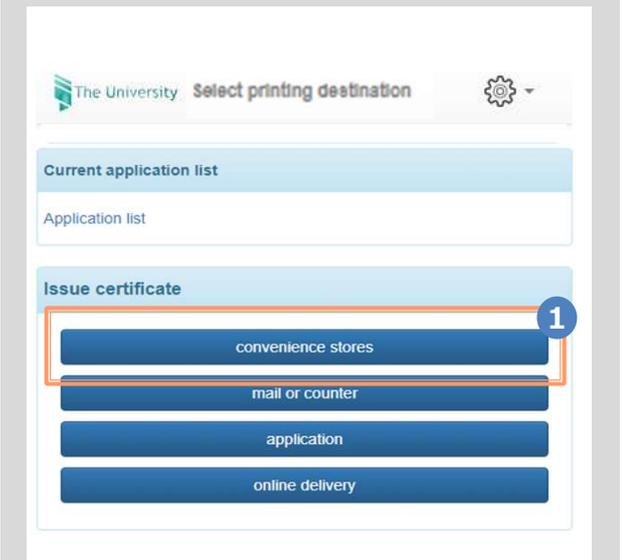
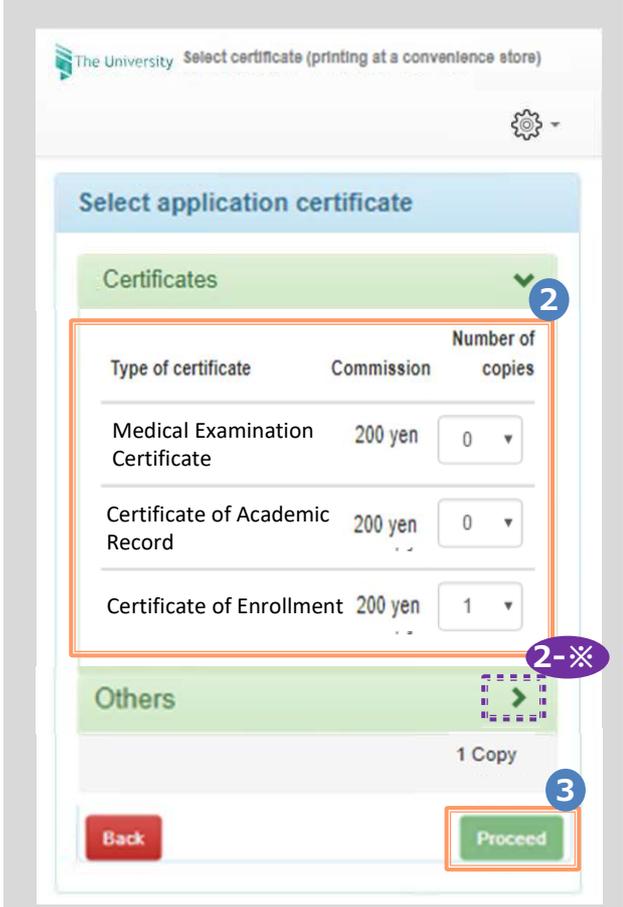
戻る 進む

# 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
<b>Total</b>	<b>1 Copy</b>	<b>330 yen</b>

**For Credit card**

## Steps

## How to Operate

9

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

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

9-✖

The screen image is when "Credit card" is selected as the payment method. If you select another payment method, each payment method will be displayed in "Payment method".

10

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

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

# 3 Application for Certificates

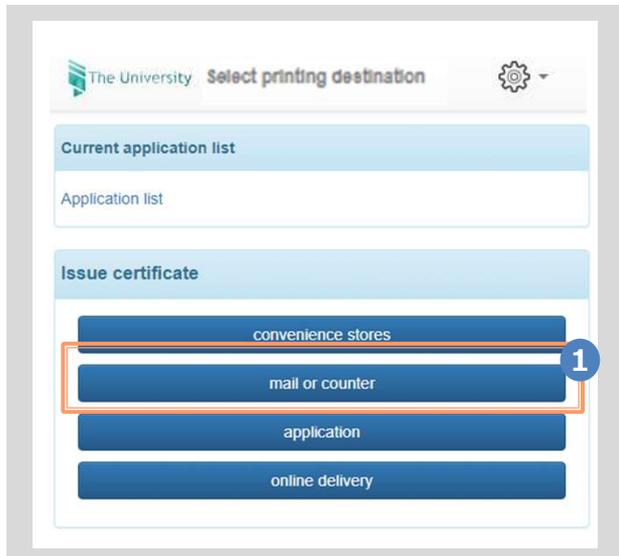
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (b) Sending by Post

### Screen Images

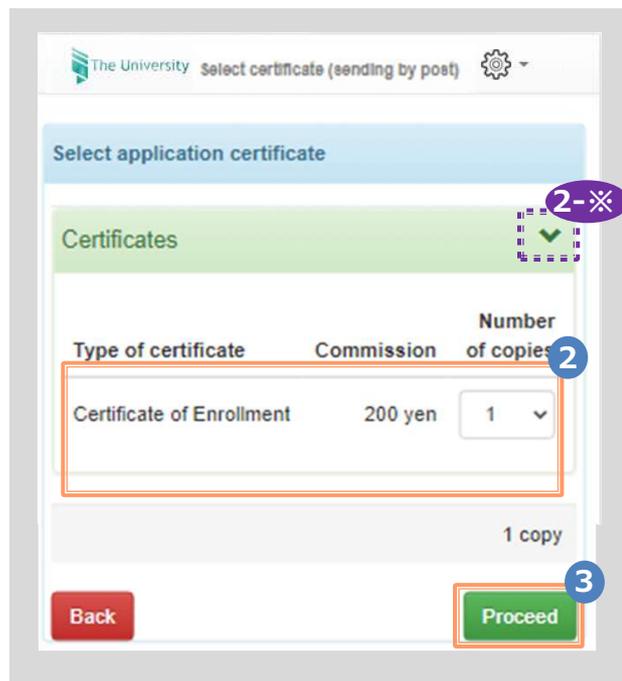
### Steps

### How to Operate



1

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



2

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

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

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

2-※

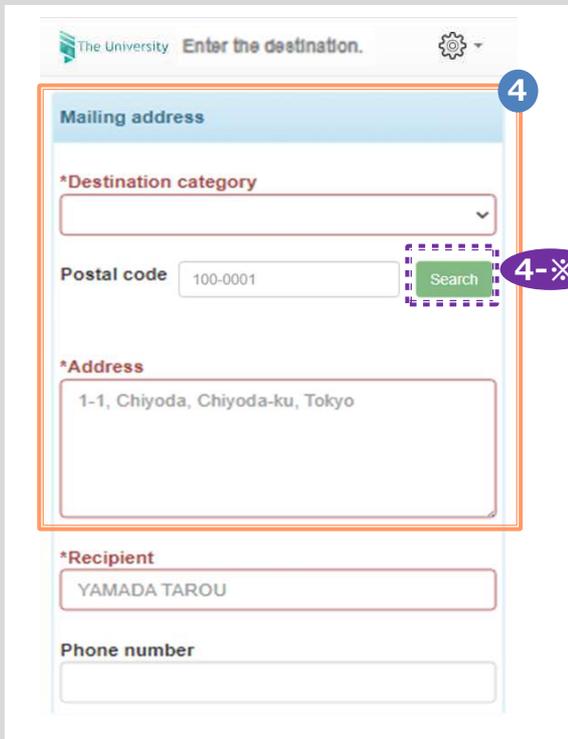
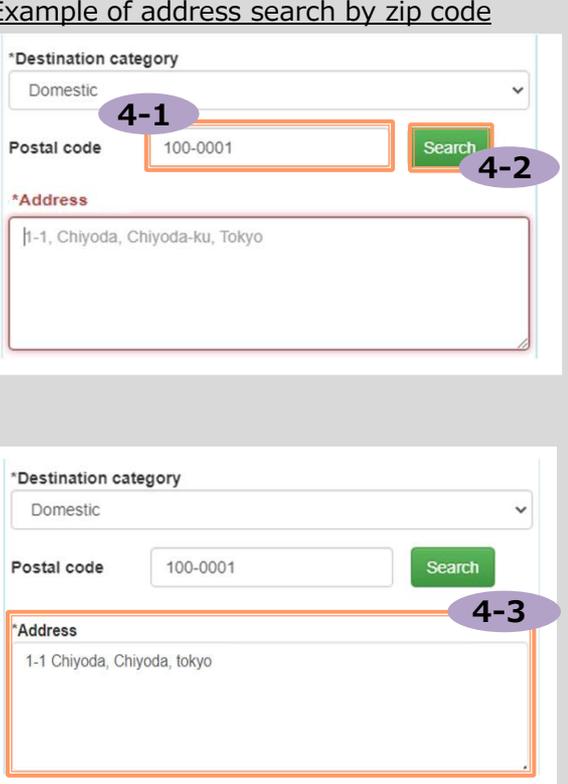
If the desired certificate is not shown under "Certificate Types," click ">" at the right end.

3

Click the "Proceed" button.

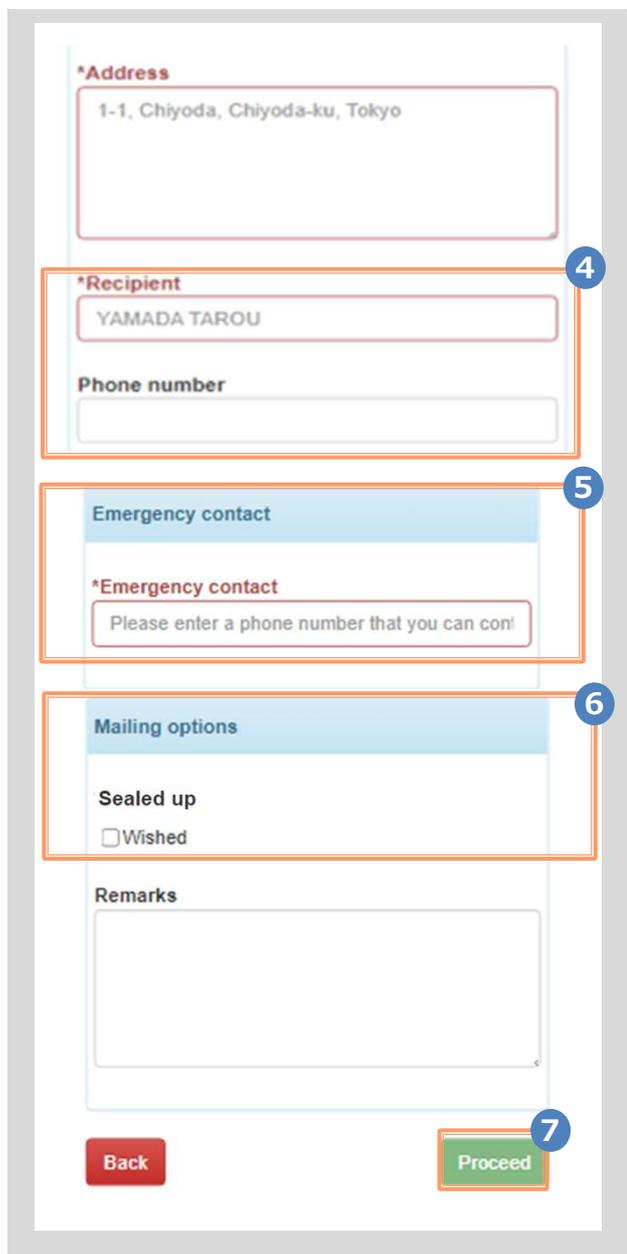
# 3 Application for Certificates

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

Screen Images	Steps	How to Operate
	<p><b>4</b></p>	<p>Enter the postal delivery details.</p> <p>*The input items vary depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none"> <li>▶ <b>Delivery destination category (Required)</b> Select a category of the delivery destination. Domestic/International, region, etc.</li> <li>▶ <b>Postal code</b> Enter the delivery postal code. If you click the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.</li> <li>▶ <b>Address (Required)</b> Enter the delivery address. *Be sure to enter the apartment name or other details, if any.</li> </ul>
<p>Example of address search by zip code</p> 	<p><b>4-※</b></p> <p><b>4-1</b></p> <p><b>4-2</b></p> <p><b>4-3</b></p>	<p>Example of address search by zip code</p> <p>Enter your zip code in the format "XXX-XXXX" in the Postal code field.</p> <p>Click the Search button.</p> <p>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: <b>*Address</b> (1-1, Chiyoda, Chiyoda-ku, Tokyo), <b>*Recipient</b> (YAMADA TAROU) and <b>Phone number</b>, <b>Emergency contact</b> (Please enter a phone number that you can contact), <b>Mailing options</b> (Sealed up with a <input type="checkbox"/> Wished checkbox), and <b>Remarks</b>. At the bottom are <b>Back</b> and <b>Proceed</b> buttons. Numbered callouts 4 through 7 highlight the Recipient, Phone number, Emergency contact, Mailing options, and Proceed button respectively.</p>	<p><b>4</b></p> <p><b>5</b></p> <p><b>6</b></p> <p><b>7</b></p>	<p>► <b>Recipient</b> (Required) Enter the recipient's name.</p> <p>► <b>Phone number</b> Enter the recipient's phone number.</p> <p>Enter emergency contact information. *The input item varies depending on the operating environment. *The items in red are required.</p> <p>► <b>Emergency contact</b> (Required) Enter a phone number that is easily reachable, such as your mobile phone number.</p> <p>Enter a postal option. *The input item varies depending on the operating environment. *The items in red are required.</p> <p>► <b>Sealed up</b> 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.</p> <p>► <b>Attached file</b> You can attach files. *Please enter the details of the file in "Remarks" at the bottom.</p>
	<p><b>7</b></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>

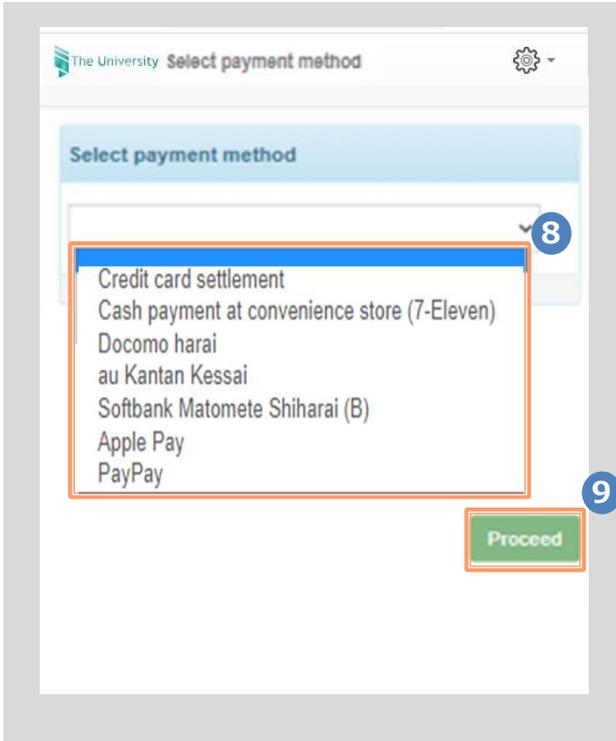
# 3 Application for Certificates

\*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.

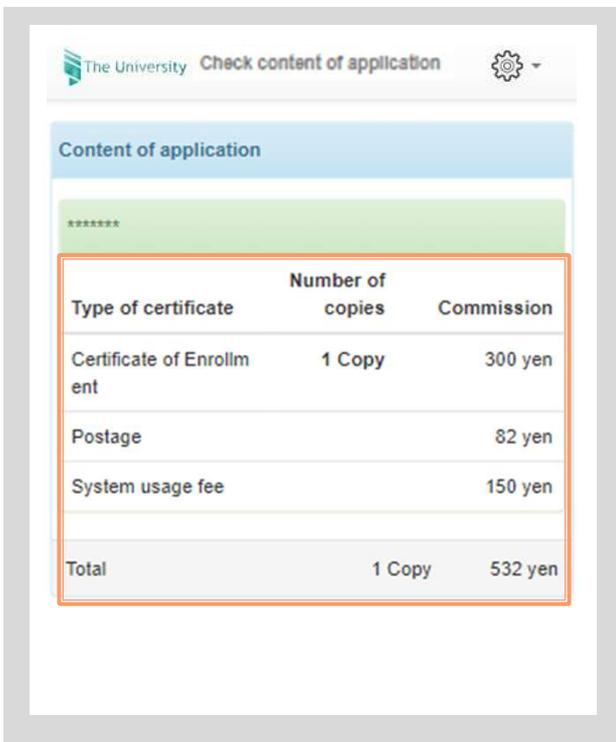
9

Click the "Proceed" button.

10

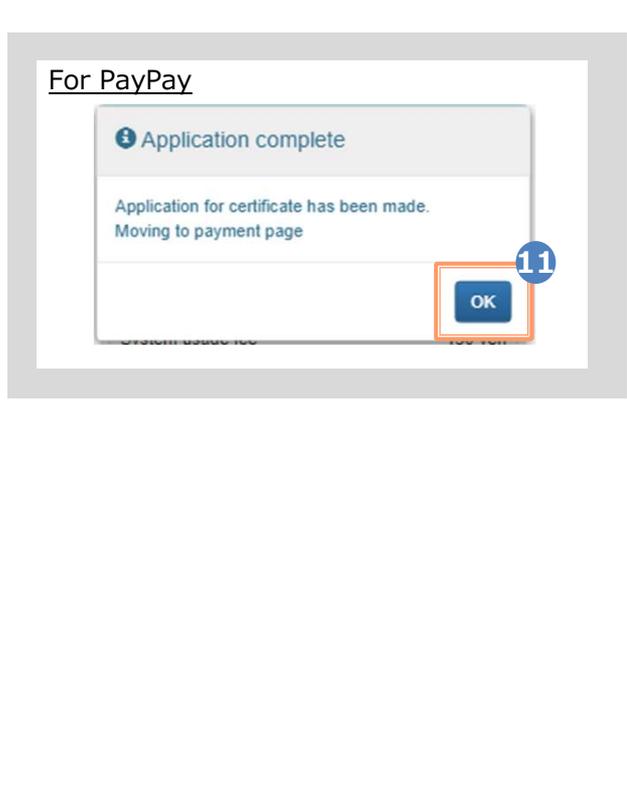
When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

\*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.



# 3 Application for Certificates

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

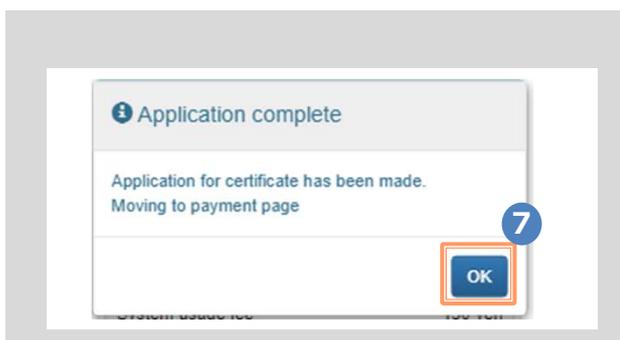
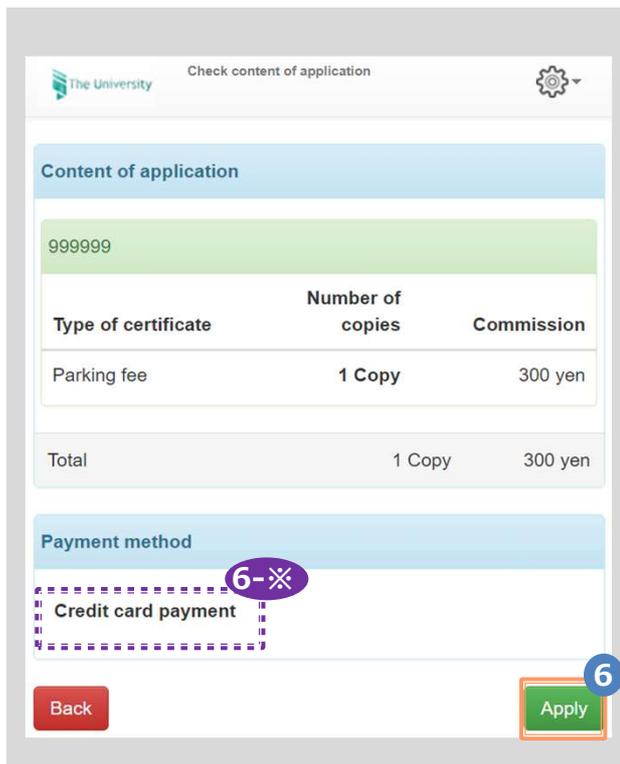
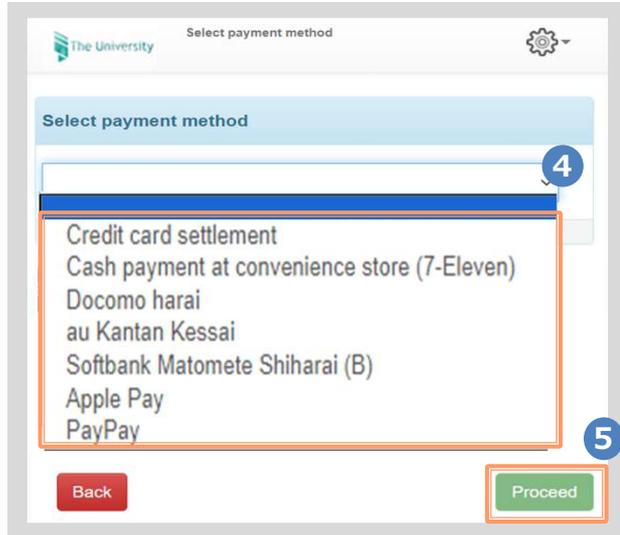
Screen Images	Steps	How to Operate
	<p>10</p>	<p>10-✖ You can download and check the file attached in 6 from the "Download" button of "Attachment". *The name of downloaded file may be different from the one when you uploaded.</p> <p>10-✖ The screen image is when "PayPay" is selected as the payment method. If you select another payment method, each payment method will be displayed in "Payment method".</p>
	<p>11</p>	<p>11 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.

## 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.

6

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

\*System fee may be charged for each application.

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

6-✖

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

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

7

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

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

# 3 Application for Certificates

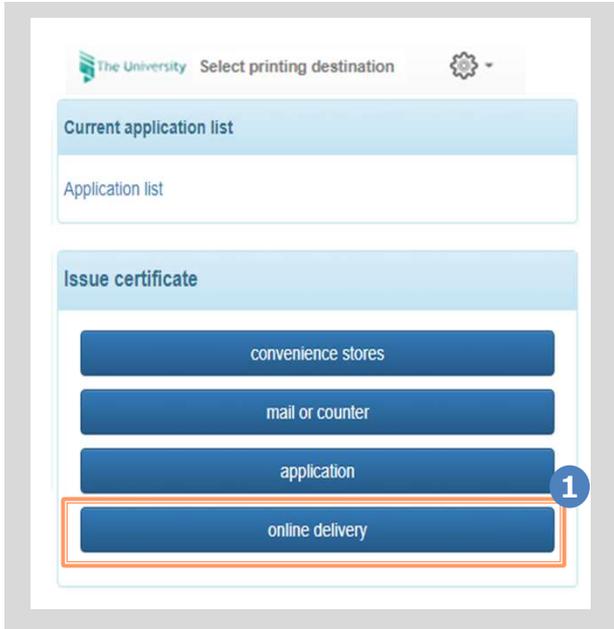
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## (d) Send Certificates Online

### Screen Images

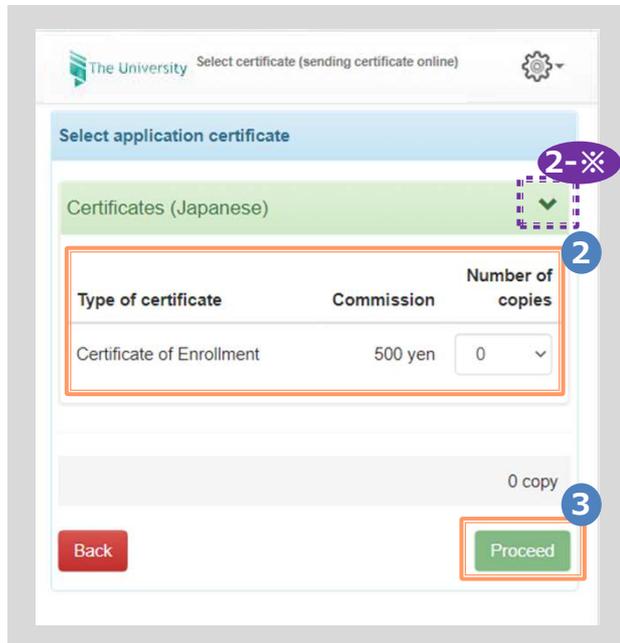
### Steps

### How to Operate



1

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



2

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.

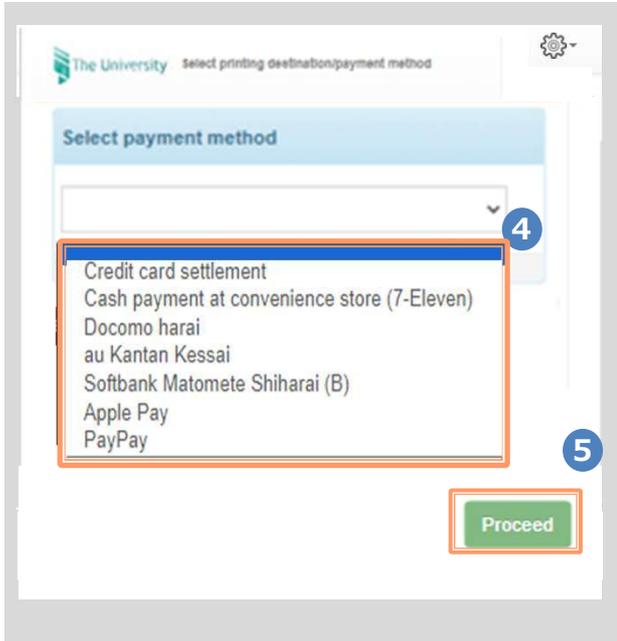
# 3 Application for Certificates

\*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.

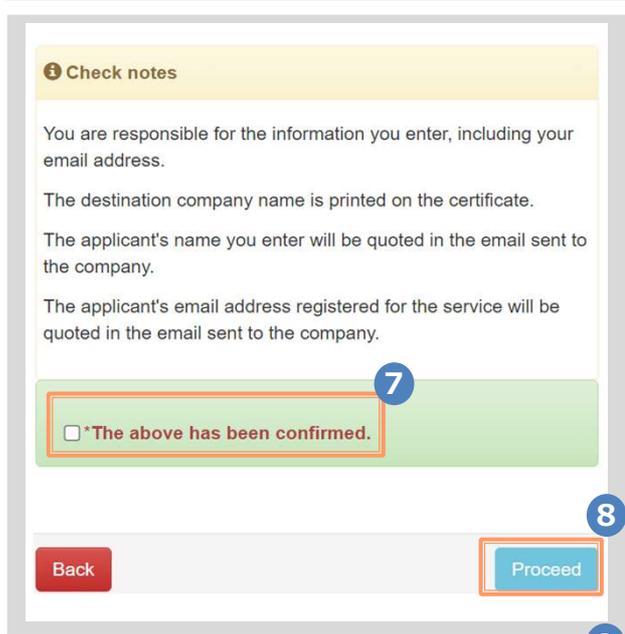
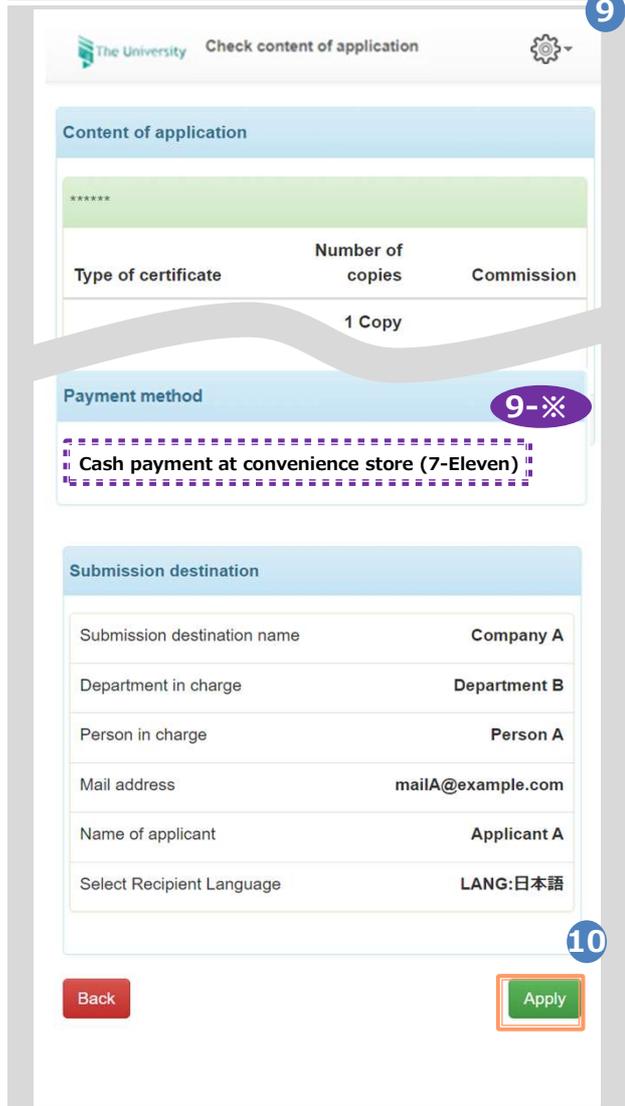
- ▶ **Submission name (Required)**  
Enter the company name of the submission destination.
- ▶ **Department in charge**  
Enter the department name in charge of submission.
- ▶ **Name of person in charge**  
Enter the name of the person in charge of submission.
- ▶ **Destination email address (Required)**  
▶ **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 9 9-✖ 9-✖ 10	Click the “Proceed” button. “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. The screen image is when “Cash payment at convenience store (7-Eleven)” is selected as the payment method. If you select another payment method, it will be displayed in “Payment method”. 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

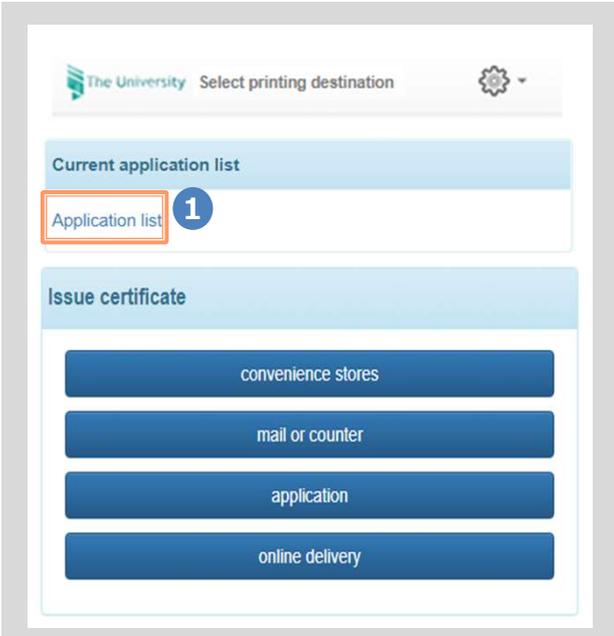
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 3.2 How to Apply when Resending Online

### Screen Images

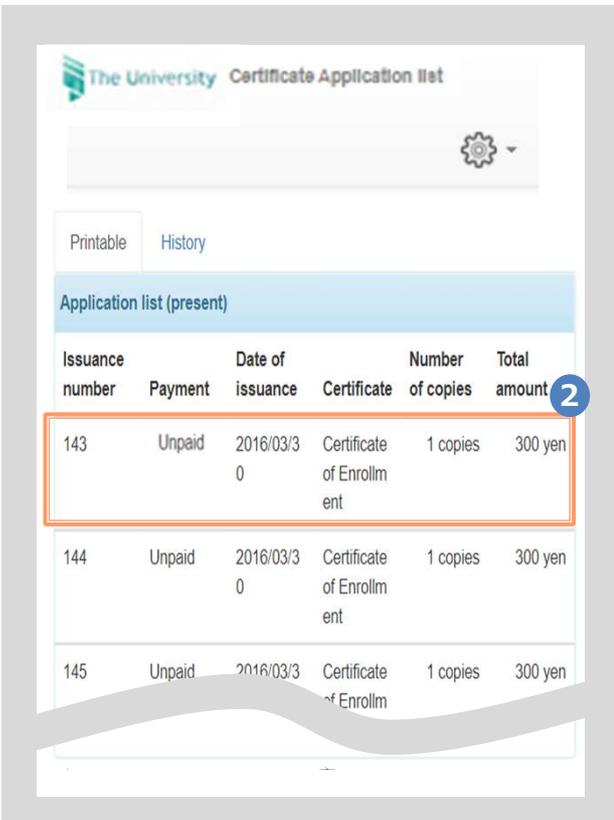
### Steps

### 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.

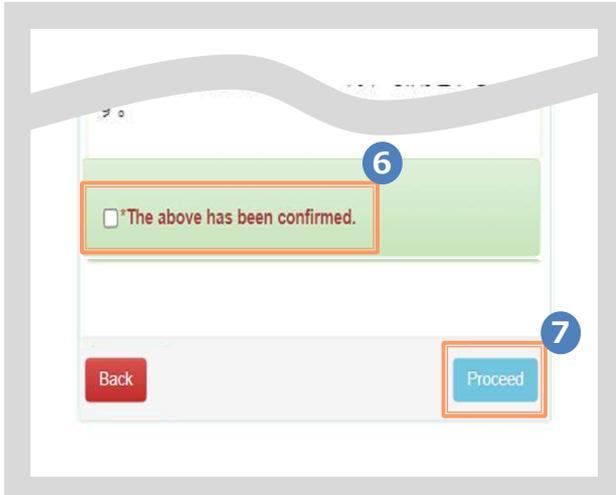
# 3 Application for Certificates

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

## Screen Images

## Steps

## How to Operate



6

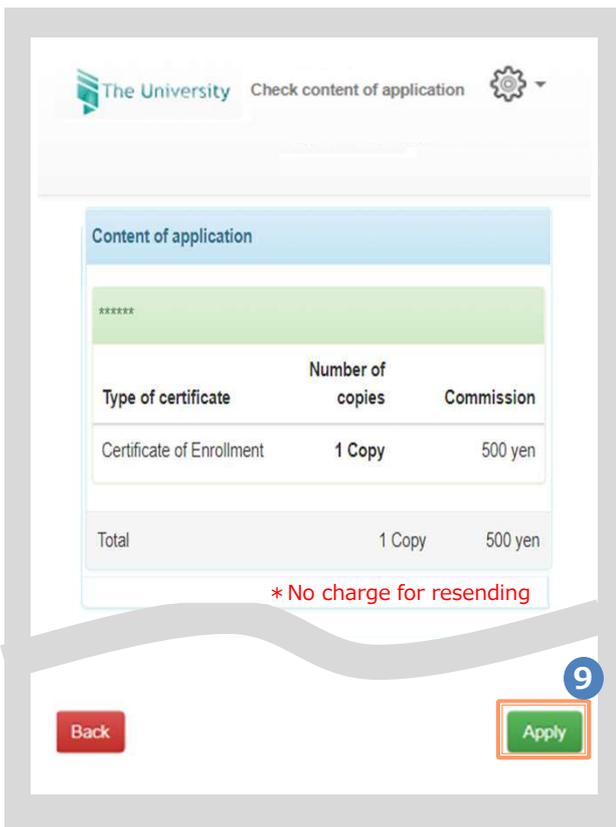
After confirming the notes, check "\*The above has been confirmed".

7

Click the "Proceed" button.

8

"Check content of application" screen is displayed.



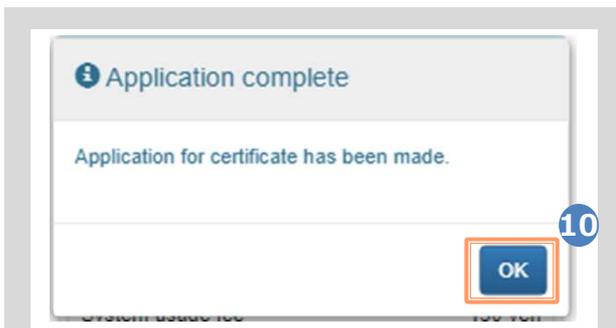
9

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.

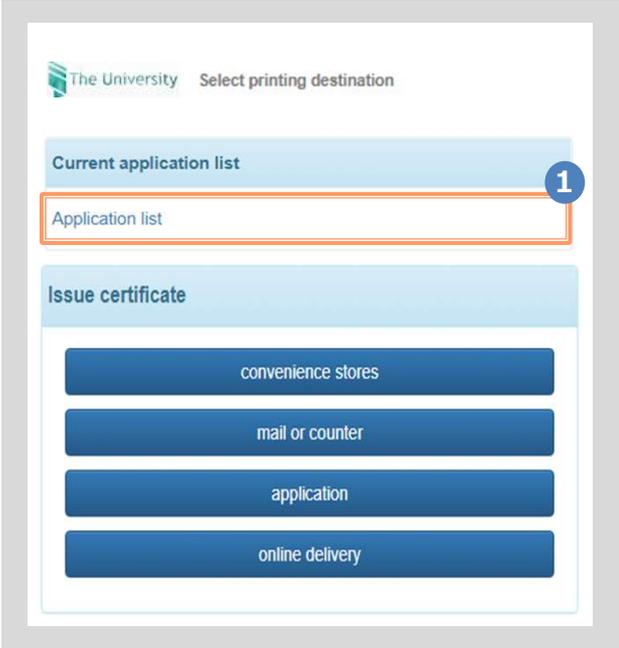
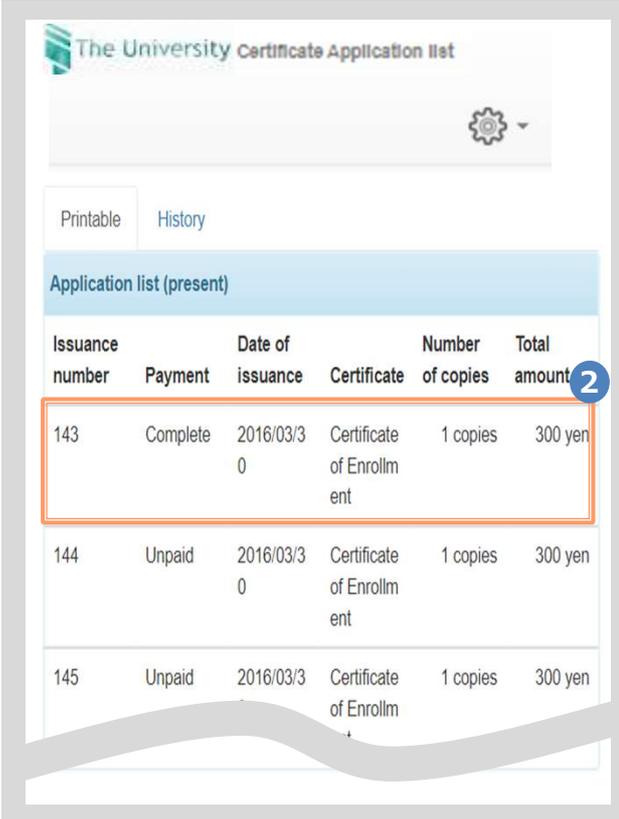


10

# 3 Application for Certificates

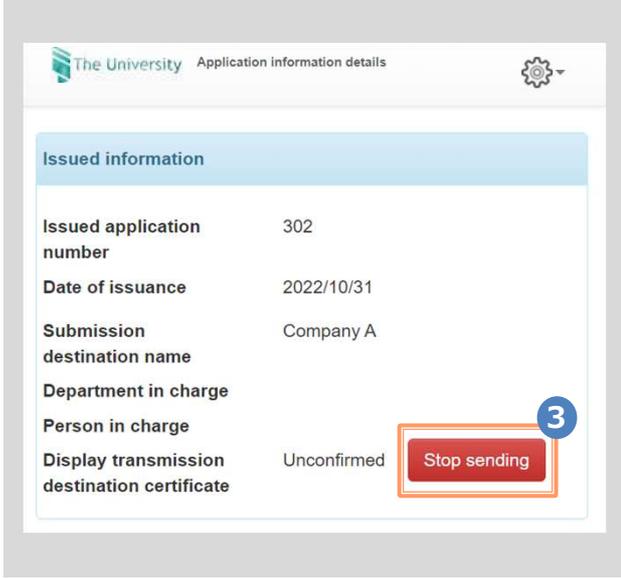
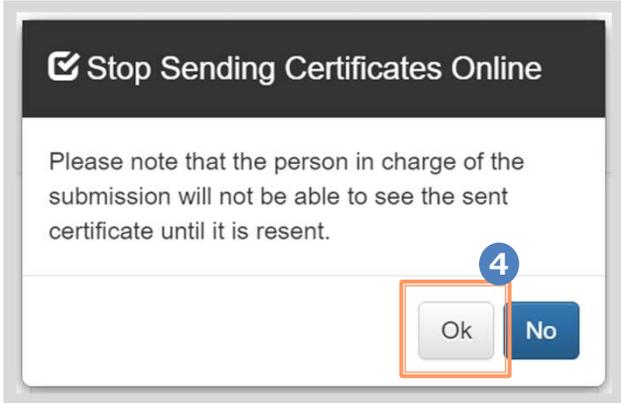
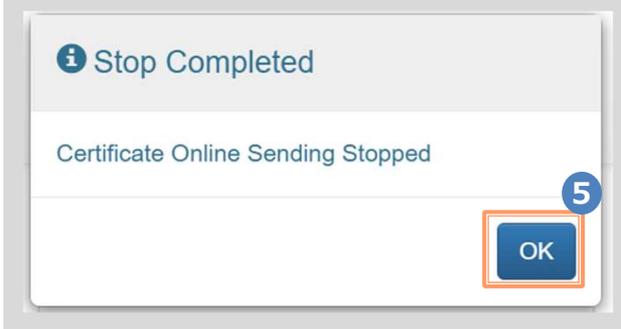
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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

# 3 Application for Certificates

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

Screen Images	Step	How to Operate
	3	<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

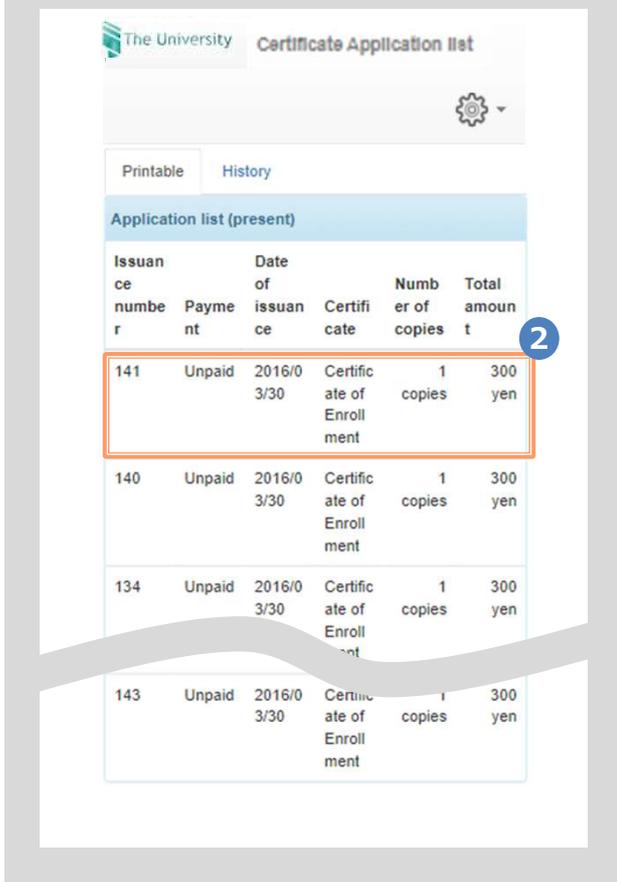
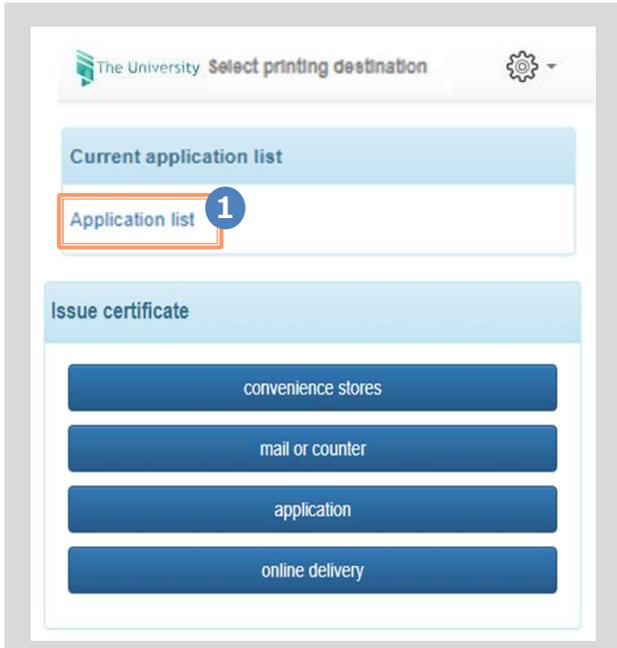
Click the issuance number of the certificate you want to check from the "Application list (present)".

■ Information that can be confirmed

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

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

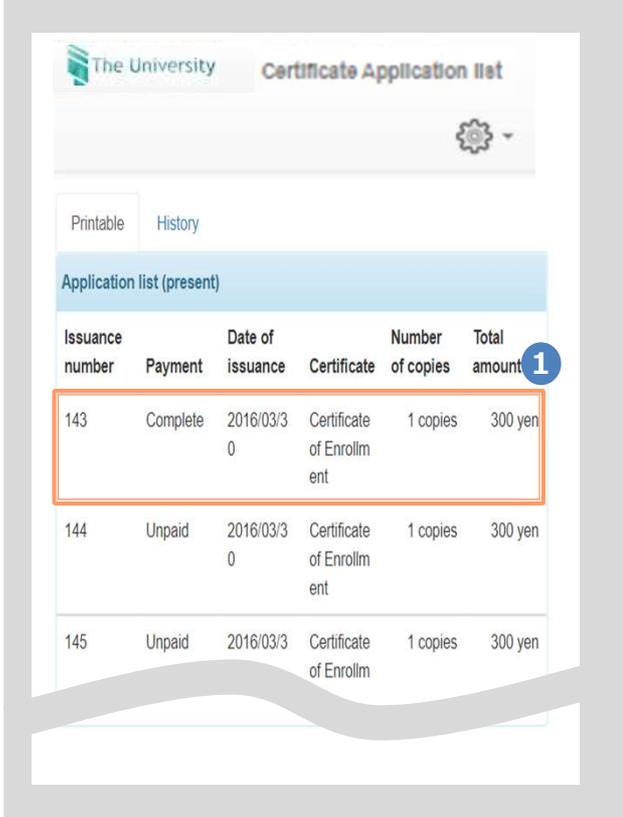
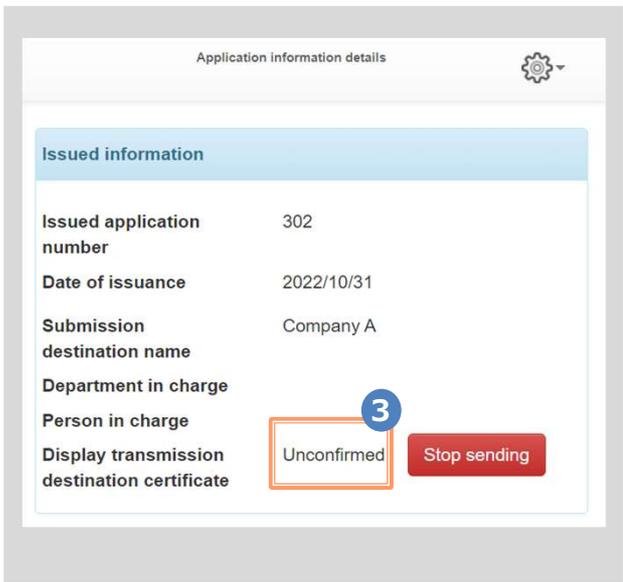
\*The screen image shows an example of the amount of money. See the actual screen to find the actual value.



# 3 Application for Certificates

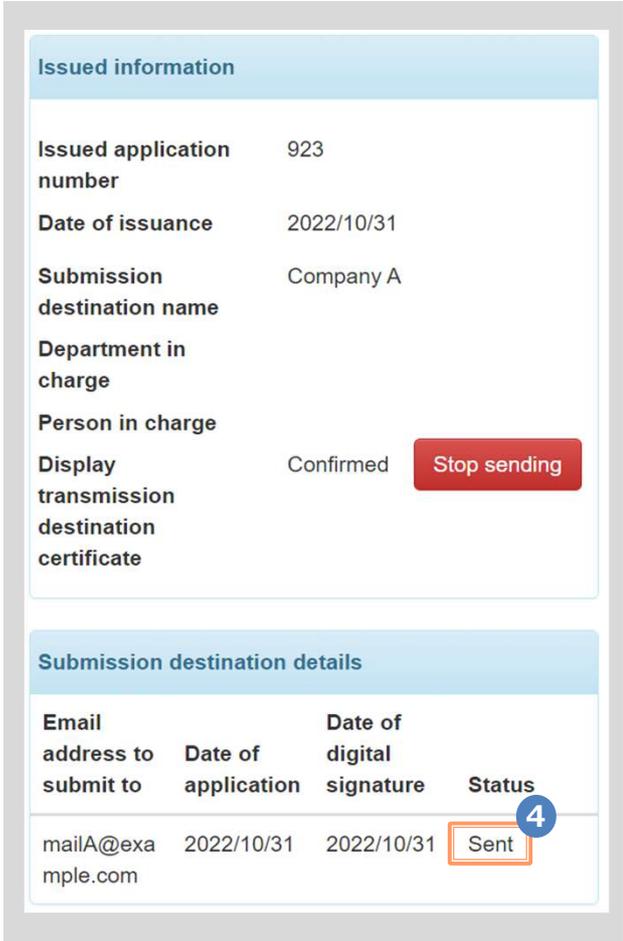
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

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

Screen Images	Steps	How to Operate
	<b>1</b>	Click the issuance number of the certificate you want to check from the "Application list (present)".
	<b>2</b> <b>3</b>	<p>"Application information details" screen is displayed.</p> <p>Check "Display transmission destination certificate" in the "Issued information" section on "Application information details" screen.</p> <p>"Unconfirmed" : The recipient has not checked your certificate yet. "Confirmed" : The recipient has already checked your certificate. "Cancel" : Stop sending certificates has completed.</p> <p>See the following for instructions on how to resend certificates: "3.3 How to Stop Sending Certificates Online"</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><b>Issued information</b></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 <span>Stop sending</span></p> <p><b>Submission destination details</b></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><b>[Notes]</b> 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><b><u>If you do not "resend" the certificate, it will not be sent online to the submission destination.</u></b></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	<p>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.</p> <p>*If you forgot the eight-digit printing reservation number, see the following: ▶ 5.3.1 “Checking the Print Reservation number”</p> <p>*Please press “English” on the top left of the screen to switch the language in English.</p>
	2	<p>Select (touch) “Net Print (ネットプリント)”.</p>
	3	<p>Enter the print reservation number. *On the screen, “Print reservation No (プリント予約番号).” is shown.</p> <p>4</p> <p>Press the “Confirm (確認)” button.</p>

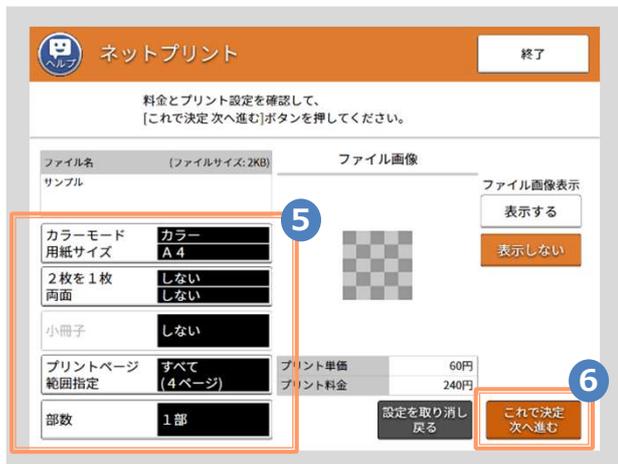
# 5 Printing of Certificates

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

## Screen Images

## Steps

## How to Operate



5

Confirm the printing settings.

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

6

Press the “Confirm (確認)” button.



7

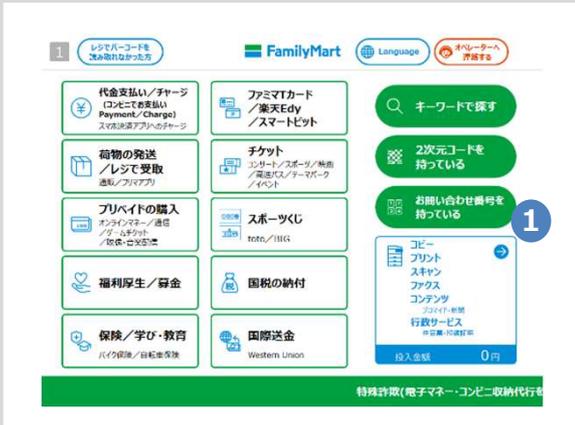
Put coins into the slot and press “Start Print.” The selected certificate will be printed.

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

# 5 Printing of Certificates

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

## (b) At FamilyMart

Screen Images	Steps	How to Operate
	1	<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>
	2	<p>Select (touch) “Network Print (ネットワークプリント)”.</p>
	3	<p>Enter the “user number (ユーザー番号)”.</p>
	4	<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><b>5</b></p>	<p>Select (touch) a file you want to print out. *Proceed to the next operation if this screen isn't displayed.</p>
	<p><b>6</b></p>	<p>Press the "Next (次へ)" button.</p>
	<p><b>7</b></p>	<p>Confirm the printing settings. *Color mode: Full color/B&amp;W, etc.</p> <p><b>8</b></p> <p>Press the "Next (次へ)" button.</p> <p><b>9</b></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><b>1</b></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><b>2</b></p> <p><b>3</b></p>	<p>Enter the “user number (ユーザー番号)” .</p> <p>Press the “Next (次へ)” button.</p>
	<p><b>4</b></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
	5	Select (touch) "My box". *Proceed to the next operation if this screen isn't displayed.
	6	Select (touch) a file you want to print out.
	7	Press the "Next (次へ)" button.
	8	Confirm the printing settings. *Color mode: Full color/B&W, etc.
	9	Put coins into the slot and press the "Next" button.

# 5 Printing of Certificates

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

## Screen Images

## Steps

## How to Operate



10

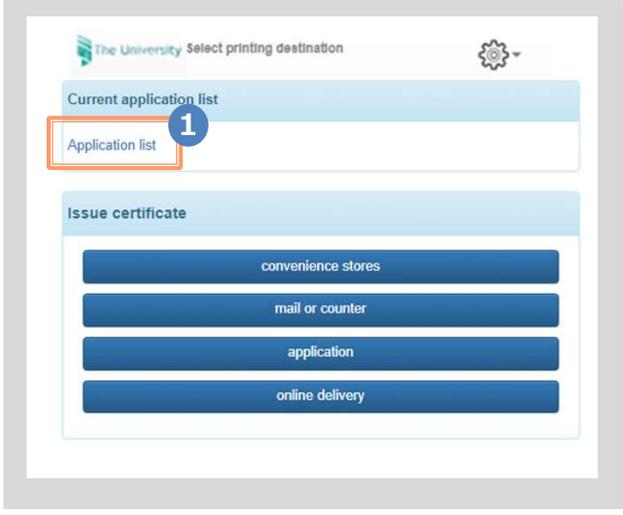
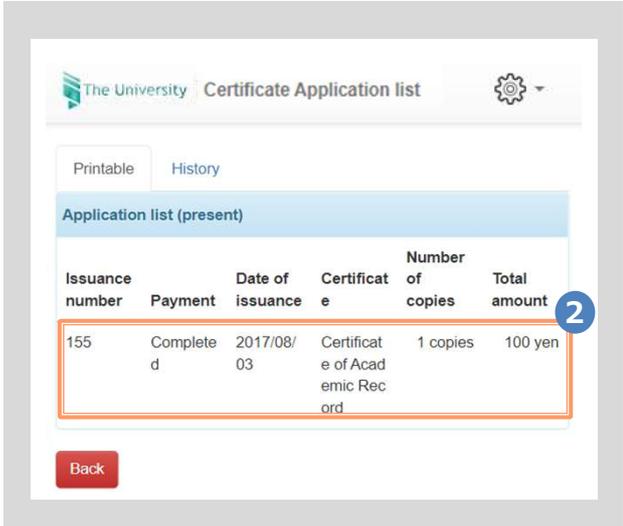
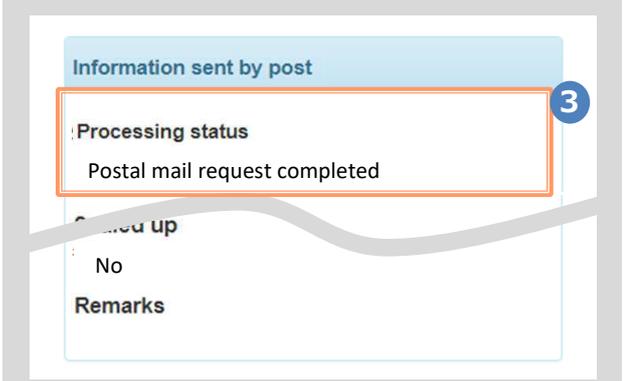
It will start printing once you select "Yes".  
\*Keep the receipt for printing in a safe place.

# 5 Printing of Certificates

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

## 5.2 How to Check Postal Mail

### 5.2.1 Checking the Processing Status

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

# 5 Printing of Certificates

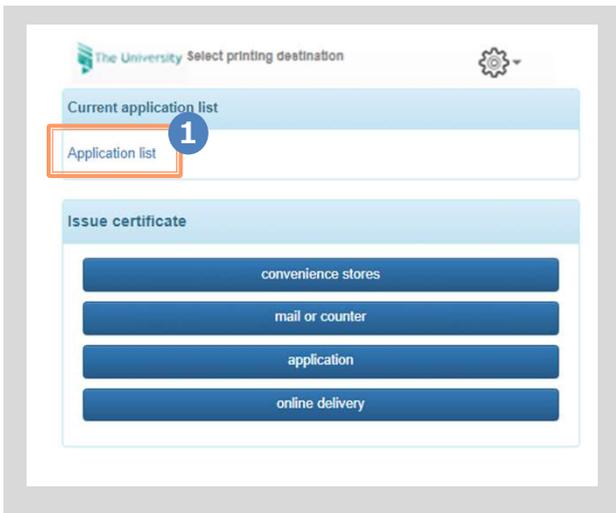
\*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

## 5.2.2 Checking the Status of Sent Mail

### Screen Images

### Steps

### How to Operate

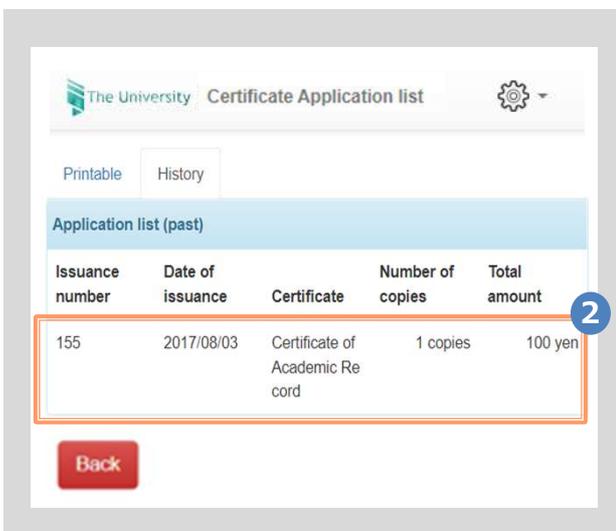


1

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

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

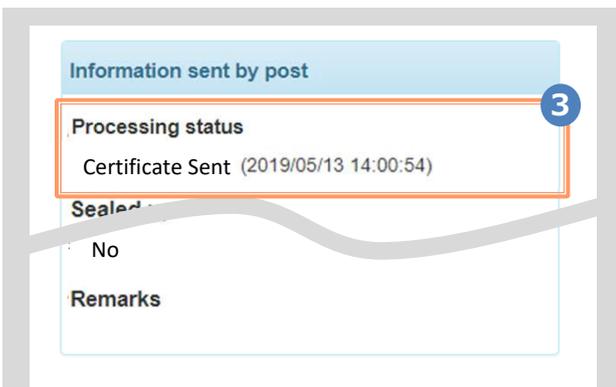
▶ 2.2 "How to Log In"



2

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

\*The applications displayed in the List of Applications (Past) have already being processed by university.



3

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

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

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

# 5 Printing of Certificates

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

## 5.3 How to Check the Printing Information

### 5.3.1 Checking the Print Reservation Number

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

#### (a) Check on Website

##### Screen Images

##### Steps

##### How to Operate

1

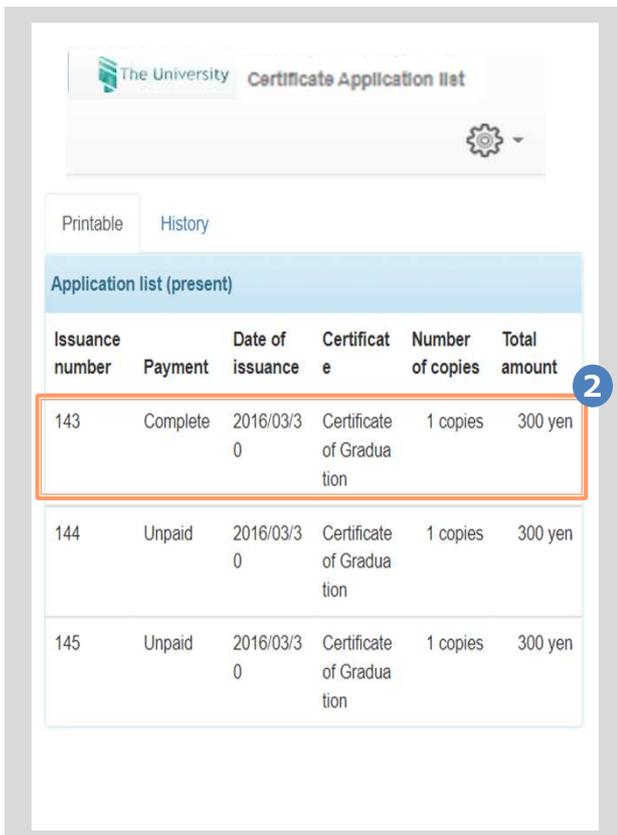
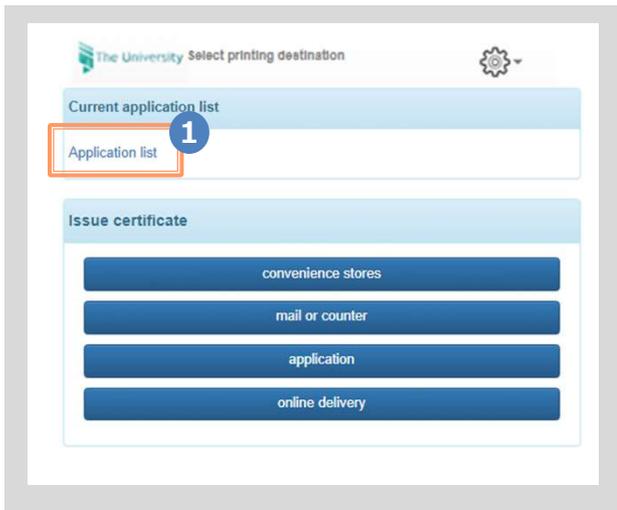
Log in to the certificate issuance service and click "Application list" from the "Current application list."

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

▶ 2.2 "How to Log In"

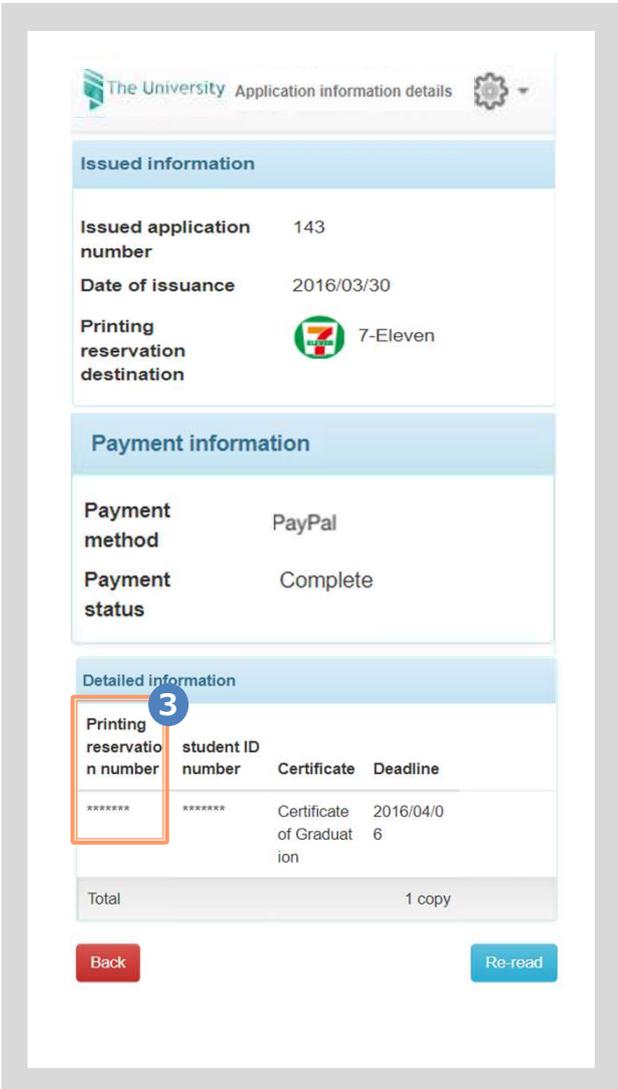
2

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

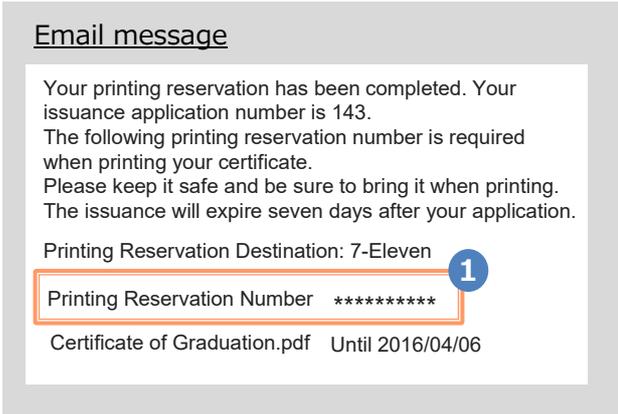


# 5 Printing of Certificates

\*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"><li>*The print reservation number is displayed when Seven-Eleven is selected for the convenience store as the printing destination.</li><li>*If the payment processing is not complete, the print reservation number is not displayed.</li></ul>

## (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

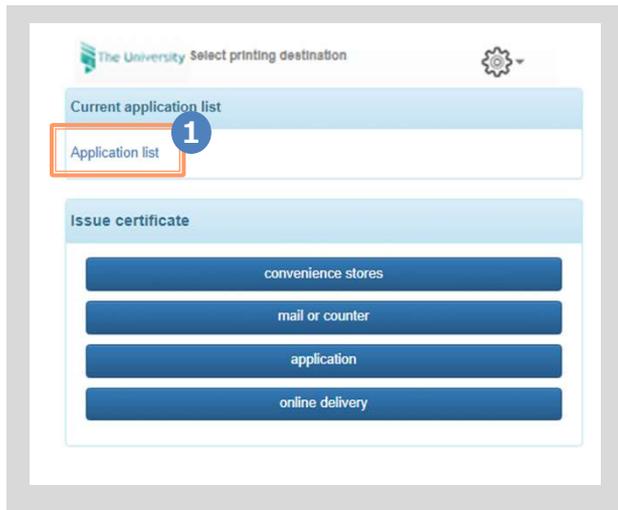
\*if you select FamilyMart or Lawson as the printing destination

### (a) Check on Website

#### Screen Images

#### Steps

#### How to Operate

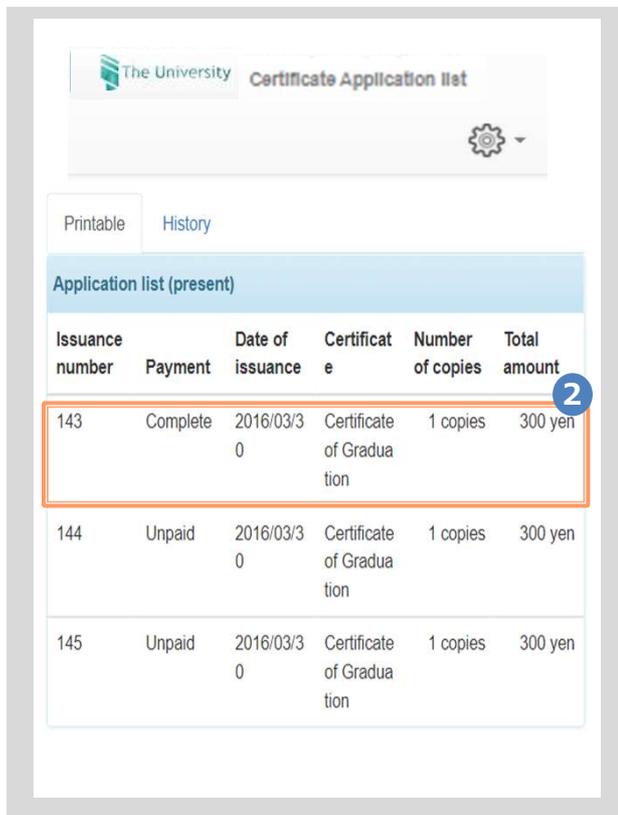


1

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

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

▶ 2.2 "How to Log In"



2

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

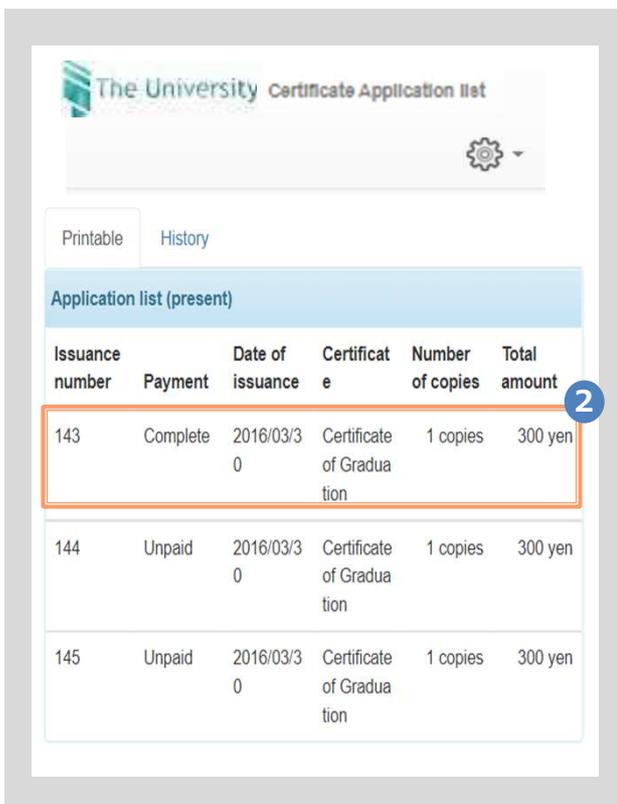
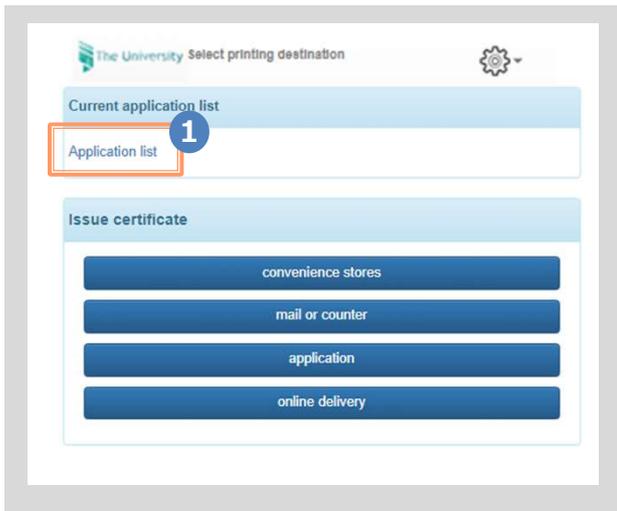
Log in to the certificate issuance service and click "Application list" from the "Current application list."

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

▶ 2.2 "How to Log In"

2

Click the issuance number of the certificate to check from the "Application list (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 University application information details

**Issued information**

Issued application number 143

Date of issuance 2016/03/30

Printing reservation destination **7-Eleven**

**Payment information**

Payment method PayPal

Payment status Complete

**Detailed information**

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

**Print information (network print service)**

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

**Detailed information**

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

**Information sent by post**

Processing status  
Postal mail request complete

For Seven-Eleven

For other than Seven-Eleven

For Postal Mail

# 5 Printing of Certificates

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

## Screen Images

## Steps

## How to Operate

For "Send online"

The University Application information details

Issued information

Issued application number \*\*\*\*\*

Date of issuance 2016/03/30

Submission destination name A Corp.

Department in charge Department A

Person in charge Applicant A

Display transmission destination certificate Confirmed

Submission destination details

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

3-✖

### For "Send online":

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

### "Unconfirmed" :

The recipient company has not checked your certificate yet.

### "Confirmed" :

The recipient company has already checked your certificate.

### For "Application Form" :

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

3-✖

# 5 Printing of Certificates

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

## (b) Check in Email

### Screen Images

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

< 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>&lt;Send Online&gt;</p> <div style="border: 1px dashed purple; padding: 5px;"> <p>The online certificate has been sent to the designated recipient. <span style="float: right;">1</span></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> <p>&lt;Application form&gt;</p> <div style="border: 1px dashed purple; padding: 5px;"> <p>Dear ***** <span style="float: right;">1-✖</span></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> </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>For "Send online" :            There is no print destination for send online. You will be notified that the online certificate has been sent to the recipient.</p> <p>1-✖</p> <p>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.</p> <p>1-✖</p>	<p>For "Send online" :            There is no print destination for send online. You will be notified that the online certificate has been sent to the recipient.</p> <p>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.</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											

# 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.

