

◆ About certificate issuance ◆

You have following three methods for issuance of certificate(s).

1 . Issuance by automatic certificate issuing machine [Only for enrolled students]

Students who are currently enrolled in school can issue certificates using an automatic certificate issuing machine. Even if you are enrolled in another graduate school of Kyoto University, you can issue past certificates.

- Please check the Kyoto University website for details.
(In Japanese) <https://www.kyoto-u.ac.jp/ja/education-campus/contact/procedure/publisher>
(In English) <https://www.kyoto-u.ac.jp/en/current/campus-life/certificates>

2 . Certificate issuance service at convenience stores [Common to enrolled students and graduates]

At first apply for the issuance of the required certificate by online service, and then pay by credit card or cash to receive the certificate at the convenience store. Using a multi-copy machine installed in a convenience store, you can use this service.

* Available at following convenience stores: Seven-Eleven, Family Mart, Lawson (in Japanese alphabetical order)

- Please check the Kyoto University website for details.
(In Japanese) <https://www.kyoto-u.ac.jp/ja/education-campus/contact/procedure/convenience>

***Regarding issuance service at convenience stores, we have information on the webpage in Japanese only.**

3 . Application at the academic affairs section of the GSAIS office [Common to enrolled students and graduates]

Applications are accepted directly at the academic affairs section of the GSAIS office. In this case, issuance fee is free.

It cannot be issued on the same day in principle, so please apply in advance allowing enough time before the issuance.

*Please contact us for certificates that are not included in the list of the certificate issuance request form.

*Although we also send certificates by post, in principle, the shipping address is only in Japan. Please contact us if you need to ship overseas.

- Documents to be submitted
 - ① Request for certificate issuance *The form is on the next page. Also available at the counter.
 - ② Identity verification documents such as passport, driver's license, etc.
* In the case of proxy application, a power of attorney** from the applicant is required in addition to an identity verification document.
**The format is unrestricted.
 - ③ Reply envelope
*If you wish to receive it by post, you need to prepare it. Please specify the shipping address and name, and attach the required number of stamps. Please use "long size No.3" (standard size) or "square size No.2" (non-standard size) envelopes.
If you do not know the required number of stamps for reply precisely when you need a lot of certificates, do not attach the stamps to the envelope. Please put plenty of cheap postage stamps in your application letter.
It is also possible to use a letter pack with the shipping address and name as a reply envelope.
 - Japan Post's official HP: The price list for domestic service
(In Japanese) https://www.post.japanpost.jp/send/fee/kokunai/one_two.html
(In English) https://www.post.japanpost.jp/send/fee/kokunai/one_two_en.html

◇ About the degree conferral certificate

A certificate of degree conferment (master's* / doctoral degree) is issued by the academic affairs section of the Educational Planning Division of Education Promotion and Student Support Department.

*Please request a certificate of degree conferment (master's degree), if you need a certificate for your master's degree.

Since the Graduate School of Advanced Integrated Studies offers a five-year doctoral program only, there is no certificate of completion of the master's course. Please check the Kyoto University website for details.

(In Japanese) <https://www.kyoto-u.ac.jp/ja/education-campus/contact/procedure/todoke-5>

(In English)

<https://www.kyoto-u.ac.jp/en/current/campus-life/certificates/request-for-graduation-certificate-transcript-certificate-of-degree-conferment>

◆ Inquiries regarding certificates ◆

The Academic Affairs Section of GSAIS office, Kyoto University

Mail: gsais-kyomu@mail2.adm.kyoto-u.ac.jp

Request form for certificate issuance

Date of application (yyyy/mm/dd)													
Name _____		Name(in English, Roman letters) for a certificate document in English *In a document, all letters of your name appears in capital letters.											
Date of Birth (yyyy) _____ (mm) _____ (dd) _____		Telephone No. (for daytime use) _____											
Address 〒 _____		Student ID (for currently enrolled students only) <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>											
Doctoral course student at GSAIS		Non-regular student											
[Major] Advanced integrated studies in human survivability (yyyy) _____ The year of enrollment (yyyy) _____ The year of expected completion		Research student Short-term international student The period of your enrollment (yyyy/mm/dd) ~ (yyyy/mm/dd) (yyyy/mm/dd) ~ (yyyy/mm/dd)											
Type of certificate documents		Type of certificate documents											
	Required number		Required number										
	Japanese	English	Japanese										
Certificate of course completion (*1)			Certificate of student status (for non-regular students) (*1)										
Certificate of degree conferment (*2)	/	/	Academic transcript (*1)										
Certificate of student status (*1) <small>please use the automatic issuing machines.</small>													
Academic transcript (*1) <small>Please use the automatic issuing machines.</small>													
Certificate of withdrawal													
Certificate of equivalence to a master's degree holder (*3)													
Certificate of expected equivalence to a master's degree holder (*3)													
Application for residence permission to renew the period of stay in Japan <small>Prepare the format of an application form by applicants.</small>		/											
Certificate of exemption from tuition fees		/											
The person(organization) to submit													
The purpose of use													
How to receive		<input type="checkbox"/> At the counter of GSAIS office <input type="checkbox"/> By post(*4) <small>(Prepare an envelop with enough stamps, and indicate the name and address of a recipient on the envelop.)</small>											
Remarks													
Keep below-boxes blank (If you receive at the counter, please fill them when you receive).													
The date of receipt (yyyy/mm/dd)		The name of a recipient											

(*1) For issuance of these certificate documents in Japanese, you can make use of issuance service at the automatic issuing machines.

However, if you are a short-term international student, you can't have an issuance service for the certificate of student status.

(*2) As for a certificate of degree conferment, the academic affair section of Education Planning Division issues them. It takes about three days (Excluding weekends, holidays, the winter holiday season including the new year's eve and new year holidays, closing office day). If you need only this certificate, please apply directly to (the academic affair section of Education Planning Division : 075-753-2549).

(*3) If you complete the 2nd year requirements of the doctoral program (30 credits, English test score like TOEFL-iBT over 80, QE1(QE) pass) but not in possession of a master's degree, you can apply for a certificate of equivalence to a master's degree holder. If you are enrolled in the 2nd year or are promoted to the 3rd year with carry-over, you can apply for a certificate of expected equivalence to a master's degree holder. If you have a master's degree, you should apply for a certificate of degree conferment.

(*4) If you want to receive by post, you need to prepare a reply envelope with enough postal stamps and send it in addition to this request form.

We usually need 2-4 days for issuance of Japanese certificates, 5-7 days for issuance of English certificates (Excluding weekends, holidays, the winter holiday season including the new year's eve and new year holidays, closing office day). Depending on a kind of certificate and the season, we will need more time. In the case of receiving by post, you need to apply early enough considering shipping time.

★ Certificate documents in Japanese which can be issued by automatic issuing machine.

• Certificate of course completion (You can make use of issuance service from the day of conferment to the end of the same month).

• Certificate of student status, Certificate of student status for non-regular students (The automatic issuing machines don't issue the certificate of student status for short-term international students).

• Academic transcription

• Certificate of withdrawal (Withdrawers make use of issuance service by the automatic issuing machines only on the day of withdrawal until you return your student ID card).

• Certificate of qualification of student discount for travel (Students are eligible to request to issue 15 pieces at best. If you need more, you have to apply to the GSAIS office).

• Certificate of a commuter status (GSAIS students don't usually need this certificate as long as you stay at the dormitory).

• Certificate of health checkup

• Health checkup results