

## ◆About certificate issuance◆

You have following three methods for an issuance service of a certificate.

### 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.  
<https://www.kyoto-u.ac.jp/ja/education-campus/contact/procedure/publisher>

### 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.  
<https://www.kyoto-u.ac.jp/ja/education-campus/contact/procedure/convenience>

### 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  
[https://www.post.japanpost.jp/send/fee/kokunai/one\\_two.html](https://www.post.japanpost.jp/send/fee/kokunai/one_two.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.

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

#### ◆Inquiries regarding certificates◆

The Academic Affairs Section of GSAIS office, Kyoto University  
Mail: [gsais-kyomu@mail2.adm.kyoto-u.ac.jp](mailto:gsais-kyomu@mail2.adm.kyoto-u.ac.jp)

証明書発行願 (Request for Certificate)

申請年月日 (Application Date)				年 yyyy				月 mm		日 dd											
ふりがな 氏名 Name								ローマ字氏名(姓／名) in Roman Letters													
生年月日 Date of Birth		年 yyyy						月 mm		日 dd											
学生番号 ID No. (在学生のみ記入)		<table><tr><td>7</td><td>7</td><td>6</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						7	7	6	0							連絡先 Contact Information		〒 —	
7	7	6	0																		
								電話番号 TEL		— —											
総合生存学館 (博士課程) Doctor		入学年 Year of Admission						年 yyyy		修了(退学)年 Year of Completion(Withdrawal)		年 yyyy									
非正規生 Non-regular ※Check Status		研究生 Research Student		短期交流学生 Short-term exchange students		特別研究学生 Special Research Students		在籍期間 Enrollment period		年 yyyy		月 mm		～		年 yyyy		月 mm			
証明書の種類 Name of Certificate								必要部数 Number of copies		備考 remarks											
								和文 Japanese								英文 English					
在学(在籍)証明書(Certificate of Student Status)												※休学期間(Write Period of absence) 有(Yes) ・ 無(No)									
修了証明書(Certificate of Completion)																					
退学証明書(Certificate of Withdrawal)																					
学業成績証明書(Academic Transcript)																					
修士課程修了相当証明書 (Certificate of Completion equivalent to the completion of a Master's Course)																					
修士課程修了相当(見込み)証明書 (Certificate of (expected) Completion equivalent to the completion of a Master's Course)																					
研究指導認定退学証明書 (Certificate of Conditional Withdrawal with approval of the supervisor)																					
授業料免除状況等証明書 (Certificate of Tuition Exemption)																					
在留期間更新許可申請書 (Application for Extension of Period of Stay)												必要書類をアップロードし、KUIESMから更新申請してください。 Upload all the application documents to KUIESM.									
その他の証明書(Other Certificate)																					

使用目的(Purpose of use)			
提出先(Where to Submit)			
受取方法(Receipt Method)	<input type="checkbox"/> 窓口受取 Counter <input type="checkbox"/> 郵送(送付先明記の封筒・切手) Postal Mail(with self-addressed stamped envelope)		
備考(remarks)			

以下、記入不要 No need to fill in below

受領年月日 Date of receipt	年 yyyy	月 mm	日 dd	受領者氏名 Name	
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- 1. 郵送で申請される場合は、本人確認書類のコピー(運転免許書、パスポート等)を添付して下さい。
- 2. 和文証明書の発行は受付から2～4日、英文証明書は5～7日ほど必要になります。(土日祭・年末年始・大学の休業日を除く)
- 3. 厳封が必要な場合は備考欄に記入してください。