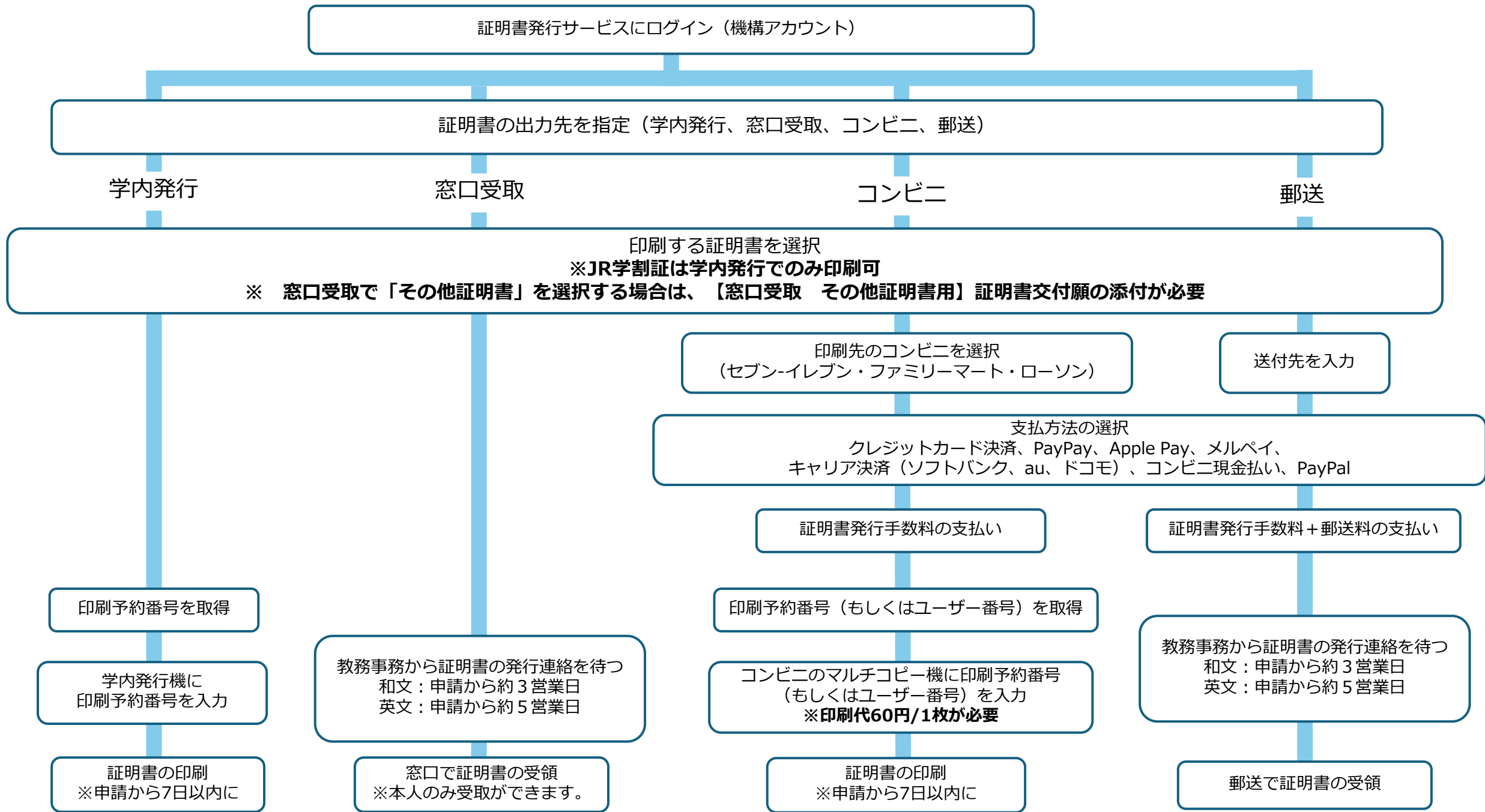




Log in to Certificate Issuance Service (THERS account).

Select how you would like to receive your certificate :

- Issuing Machine (学内発行)
- University Counter (窓口受取)
- Convenience store (コンビニ)
- Sending by post (郵送)

学内発行
Issuing Machine

窓口受取
University Counter

コンビニ
Convenience store

郵送
Sending by post

Enter the format and number of certificate.

※ **Certificate of Student Discount for JR can be printed only from Certificate Issuing Machine on campus.**
※ **When selecting "Other Certificates" for University Counter pickup, you must attach the Application for Issuance of Certificate [Pick-up at the university counter for Other Certificates only].**

Select the convenience store where you want to print.
(7-Eleven・FamilyMart・Lawson)

Enter your address.

Select a payment method.
Credit card settlement, PayPay, Apple Pay, Merpay, d-Barai, au Pay, Softbank Matomete Shiharai,
Cash payment at convenience store, PayPal

Pay the Certificate issuance fee.

Pay the certificate issuance fee and
postage fee.

Get a "Printing reservation number".

Wait for a notification from the
Educational Affairs Division.

Get a "Printing reservation number".

Wait for a notification from the
Educational Affairs Division.

Enter your "Printing
reservation number" into the
Certificate Issuing Machine.

Certificate in Japanese:
3 business days from application
Certificate in English:
5 business days from application

Enter your "Printing reservation
number" into the multi-functional copy
machine at a convenience store.
※ **A printing fee of 60 yen per copy
will be charged.**

Certificate in Japanese:
3 business days from application
Certificate in English:
5 business days from application

Print your certificate(s)
within 7 days of application.

Pick up your certificate(s) at
the university counter.
※ Only the applicant can receive certificates.

Print your certificate(s)
within 7 days of application.

Receive your certificate(s)
by post.