



Log in to Certificate Issuance Service (THERS account)

Select how you would like to receive your certificate
"学内発行" Issuing Machine, "窓口受取" University Counter,
"コンビニ" Convenience store, "郵送" Sending by post

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 counter pick up, Application for Issuance of Certificate [Pick up at the university counter for Other Certificates only] must be attached.**

Select the convenience store where you want to print
(Seven-Eleven・FamilyMart・LAWSON)

Enter your address

Select a payment method
Credit card settlement, Paypay, Apple Pay, Merpay, キャリア決済 (ソフトバンク、au、ドコモ)
Cash payment at convenience store, Paypal

Payment of Certificate issuance fee

Payment of Certificate issuance fee
+ Shipping fee

Obtain a print
reservation number
"印刷予約番号"

Enter the print reservation
number into the Certificate
Issuing Machine

Printing of certificates
* within 7 days of application

Wait for a notification from the
Educational Affairs section that a
certificate will be issued.
Certificate in Japanese:
3 business days from application
Certificate in English:
5 business days from application

Receive the certificate(s)
at the university counter
※Only the applicant can receive certificates.

Obtain a print reservation number
"印刷予約番号"

Enter the print reservation number into the
multi-copier at the convenience store
※ **printing fee of 60 yen will be charged**

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Educational Affairs section that a
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Certificate in Japanese:
3 business days from application
Certificate in English:
5 business days from application

Receive the certificate(s)
by post