

Article 8 : Personal Documents

There are various sorts of documents you can get issued by the university, according to use and to your enrollment status. If you need any sort of personal document, report what you need it for to your administrator at your faculty, and apply for it. The most common documents are the following:

1 Student or other IC Card

ID Cards for regular students and for research students are issued at your faculty (for first-year students, at the Kiban kyoiku staff of the Academic Services Division). When attending lectures, taking exams, using the library or any other facility of the university, and also if you want a student discount on your travel fees, you will need such an ID Card, so have it with you always. If you should lose it, apply for a new one immediately.

2 Certificate of University Registration (issued by machine)

You will need this for visa extensions, and also for procedures regarding your residence, applying for scholarships, and other official steps. It will be issued by Automatic Certificate Machine on your campus, so you can obtain it as soon as you need it. If you have any problems (e.g., operating the Automatic Certificate Machine), call the staff at your faculty (first years: the Kiban kyoiku staff of the Academic Services Division).

3 Academic Transcript

The academic transcript that you will need for scholarship applications or reporting on your study marks will be issued by your faculty staff (first years: by the Kiban kyoiku staff of the Academic Services Division). Faculty or postgraduate course students (excepting doctoral program), however, can get it from the Automatic Certification Machine.

4 Certification of commuting, Certification of Student Trip Fare Reduction

(from Automatic Certification Machine)

When buying a student commuter pass (except for research students), you will need certification of commuting. Apply for it at the planning staff at the Student Division (Medical Faculty students, Engineering, Agriculture: Academic and Student Services). When using JR, you can also get a 20 % discount on journeys of more than 101 km when buying a reduced ticket for students (excepting research students and special auditors). Such a pass can be obtained from the Automatic Certificate Machine.

5 Certificate of Completion of Research

When they have completed their faculty study or postgraduate course, international students will get a certification of their degree in both Japanese and English.

Research students who desire to get a Certificate of Completion of Research when returning home after the completion of their study period will get such a paper on application from their faculty staff.

6 Certification of Japanese Government Scholarship Guarantee

This you will need for passport extensions, student visa extensions (status: study abroad), and family invitations. On Kojirakawa Campus, you can get it from the International Student and Exchange Services, on the other campuses from your faculty staff.