

## ■ Requesting Certificates

※Only for students who cannot visit our Nagoya University office in person.

※For students who can come to campus, please apply for the certificates needed at the Student Support counter, Student Affairs Division, Administrative Office for Humanities and Social Sciences.

### [1] Types of certificates available:

- Degree Certificates (Graduation/Course of Study Completion Certificates)
- Academic Transcripts
- All But Dissertation (ABD) Certificates (Only for doctoral students)
- Period of Enrollment Certificates (Only for students who have graduated)

### [2] Documents necessary for application

1) Application form for certificate issuance (please print from the links below).

[1. Excel](#)

[2. PDF](#)

2) A document for identity verification

Passport / ID card / Birth Certificate

3) A self-addressed envelope

If you need to receive your certificate(s) as soon as possible, we recommend that you use an EMS (Express Mail Service) envelope.

For more details: <https://www.ems.post/en>

Or please contact us at [gsidoffice@adm.nagoya-u.ac.jp](mailto:gsidoffice@adm.nagoya-u.ac.jp)

4) An international reply coupon covering postage from Japan to your country  
(for those who can purchase Japanese stamps, these will also suffice in place of the coupon)

- ◇ Please enclose items 1)- 4) in an envelope and mail them to the following address.
- ◇ Please be aware that certificate requests by phone, fax or email are not accepted.

464-8601 [ZIP code]

Nagoya University, Administrative Office for Humanities and Social Sciences, Student Affairs Division, Student Support Counter

Furo-cho, Chikusa-ku, Nagoya, Japan

※Please write clearly "Application Form for Certificates Enclosed" on your envelope.

**[3] Certificate issuance processing time:**

Three working days for certificates in Japanese

Five working days for certificates in English

※This does not include holidays or the time required for delivery.

※Please leave plenty of time for your application, as even more time may be required depending on the type and content of the certificates to be issued.

**[4] How much does it cost to have certificates issued?**

It is free of charge (other than the cost of postage).

**[5] If you have any questions regarding the application process,  
please contact +81-52-789-2377**