

Before Applying

- Use the portal appropriate to your status: currently enrolled student or former student.
- Read the information on the designated certificate request website before applying.
- The application must be submitted by the currently enrolled student or the former student themselves. Requests from third parties will not be processed.
- Only the certificates that are available to you will be displayed on the application screen.
- Transcripts and Certificates of Completion can be issued only after grades have been officially conferred.

Types of Certificates and Fees

Type of Certificate	Fee	Issuance Method
Transcript for Academic Records	¥200	PDF Download / On-campus Kiosk / Postal Mail
Certificate of Enrollment	¥200	PDF Download / On-campus Kiosk / Postal Mail
Certificate of Attendance	¥200	PDF Download / Postal Mail
Certificate of Completion	¥200	PDF Download / On-campus Kiosk / Postal Mail
Certificate of Withdrawal	¥200	PDF Download / Postal Mail
Academic Record for Student Use	Free	PDF Download
Student Discount Coupon for Railways	Free	On-campus Kiosk
[For exchange students who have just finished their studies at CJS] Transcript for Academic Records	Free	PDF Download

Eligibility and Notes:

- Certificate of Enrollment: For students who are currently enrolled at the CJS. Not applicable to the Summer Program.
- Certificate of Attendance: For the students who studied at the CJS. Issued only after the CJS program ends.
- Certificate of Completion: For full-time students who have completed the CJS program and earned 28 or more credits during the last two semesters. Not applicable to the Summer Program.
- Certificate of Withdrawal: Issued only after withdrawal has been confirmed. Not applicable to the Summer Program.
- Academic Record for Student Use: Not an official transcript. For personal confirmation only. Issued only once, on the grade release date, to students who applied in advance.
- Student Discount Coupon for Railways: Available only to currently enrolled full-time students. For the details, please refer to the information on the CJS Board in [WebClass](#).
- [For exchange students who have just finished their studies at the CJS] Transcript for Academic Records: Issued only once, free of charge, to exchange students who have just finished their studies at the CJS. In this category, only one copy is issued free of charge. If you need a second copy or additional copies, please apply for the regular Transcript for Academic Records at ¥200 per copy.

How to Receive Your Certificate

PDF Download

Certificates available by PDF Download can be obtained electronically through the certificate request system.

PDF certificates are digitally watermarked using "POPITA" technology. A copied/printed certificate cannot be used as an official document.

*"POPITA" is a registered trademark of NIPPON TELEGRAPH AND TELEPHONE WEST CORPORATION (NTT WEST).

The Ministry of Foreign Affairs of Japan (MOFA) currently does not accept certificates with "POPITA" digital watermarks. If you need to submit a certificate to MOFA, please contact the CJS Office.

On-campus Kiosk (for Certificate Issurance)

On-campus kiosk issuance is available only to currently enrolled students and only for certificates eligible for kiosk issuance.

Postal Mail

Postage is required in addition to the certificate fee. Nanzan University is not responsible for certificates lost during delivery.