

## How to apply for certificates after your graduation

If you need certificates, there are two ways to apply. **Please allow enough time to apply at least two weeks before you need the certificates.**

### 1. Application at the counter

<Required Documents>

ID (Passport or Residence Card, etc.)

※Office Hours 8:30 a.m.~ 5:00 p.m. from Monday through Friday ( except public holidays)

※It takes 20 – 30 minutes for the issuance.

※Since over-counter issuance service might be unavailable depending on the type of certificates including transcript, please inquire with us in the case of an urgent request.

### 2. Application by air mail

Send the following 3 things to the destination of INQUIRIES below. **Applications by email or telephone are not acceptable.**

- Application letter including information as follows,

(your name, date of birth, your address and phone number, name of division, date of graduation, which and how many certificates you need, and purpose)

※Information about the application procedure flow and specific application formats is available with PDF base by downloading from the following website of Kanazawa University.

(<http://www.adm.kanazawa-u.ac.jp/south/gakusei/syoumeisyo/index.html>)

- Photocopy of your ID such as a passport.
- Self-addressed envelope with appropriate amounts of stamps/IRC(International Reply Coupon, if you apply from overseas).

\*For the details of IRC, please ask the post office in your country.

\*It takes one or two weeks to send certificates to you.

※Normally it takes us two weeks to send out certificates after receipt of your application documents, however, it might take more than two weeks depending on the type of certificates.

[Note]

- A. No commission will be charged for issuance.
- B. Certificate will be issued by the applicants' name of the graduation or completion.
- C. In the case of the applicants need certificates with irregular formats specified by the purpose, applicants should inform us of the sections to be filled on the certificate. In this case, it might take more periods for issuance than normal.
- D. Applicants should fill in the information regarding the purpose of application in more detail than general (e.g. the name of company, examination, or school)
- E. For more information, please contact the following.
- F. In the case of substitution application, a power of attorney (free format) is necessary.
- G. For applicants living overseas, apply through a substitute who live in Japan as possible.
- H. The certificate will be on paper only. An electronic certificate cannot be issued.

#### 【INQUIRIES】

Academic Affairs Section,  
Science and Engineering Administration Department,  
Kanazawa University

Kakuma-machi, Kanazawa, Ishikawa

920-1192 JAPAN

TEL: +81-76-234-6831 (Japanese only)

E-mail s-kyomu@adm.kanazawa-u.ac.jp

Date of apply: / / (yyyy/mm/dd)

## Application form of Certifications

To the Dean of College of Science and Engineering,

To the Dean of Graduate School of Natural Science and Technology,

Name of Applicant: \_\_\_\_\_

I would like to apply to be issued certificates as below.

Please fill "Date of apply", "name of applicant" and items as below;

Katakana			
(1) Full Name			
* 英文証明書を希望する場合のローマ字氏名			
(2) Date of Birth	/	/	(yyyy/mm/dd)
(3) Date/School/College which you graduated			
graduated from	College of	School of	/ (yyyy/mm)
	(Master's course) Graduate School of	Division of	/ (yyyy/mm)
	(Doctoral Course) Graduate School of	Division of	/ (yyyy/mm)
(4) Address	〒 -		
(5) TEL	Please write telephone number which we can contact with you at day time.		
(6) E-mail Address			
(7) Language	<input type="checkbox"/> Japanese Certificate		<input type="checkbox"/> English Certificate
(8) Kinds & numbers of certificate you request	(Request for official sealing)		発行番号記入欄
<input type="checkbox"/> Certificate of Degree (Undergraduate/Graduate)	<input type="checkbox"/> Bachelor Degree	YES/NO	Copies
	<input type="checkbox"/> Master's Degree	YES/NO	Copies
	<input type="checkbox"/> Doctoral Degree	YES/NO	Copies
<input type="checkbox"/> Academic Records /Transcript	<input type="checkbox"/> Bachelor Degree	YES/NO	Copies
	<input type="checkbox"/> Master's Degree	YES/NO	Copies
	<input type="checkbox"/> Doctoral Degree	YES/NO	Copies
<input type="checkbox"/> Certificate of Credits	<input type="checkbox"/> For the Electric Chief Engineer	YES/NO	Copies
	<input type="checkbox"/> For the qualified architect (first class/second class * wooden building) (a year of enrollment: )	YES/NO	Copies
	<input type="checkbox"/> Others ( )	YES/NO	Copies
<input type="checkbox"/> Others	YES/NO		Copies
<b>Total</b>			Copies
(9) Purpose to use	(Note concretely about Whom you may submit it)		
(10) Note			

受領日            年    月    日  
 交付日           年    月    日

担当: