

## How to Request Certificates after Graduation

### 1. How to request certificates

DBS alumni can request copies of the 'Certificate of Graduation' and/ or 'Academic Transcript'.

DBS alumni may request these copies either in person at DBS or through Online Application System. For details, please see below.

#### 1.1 Requesting certificates in person

In this case, you must complete the issuance fee at the automatic machine at Kambaikan 2F and submit the receipt/ request form issued by the machine to the DBS Office. For how to pay the issuance fee, please see "How to Pay the Issuance Fee at an Automated Certificate Issuing Machine as a Non-current Student" at the end of this document. Issuance Fee per copy will be: Japanese version: 300 yen, English version: 500 yen.

#### 1.2 Via Online Application System (Recommended)

\* Credit Card is required to apply via Online Application System

In this case, please apply from below URL.

<https://www.doshisha.ac.jp/en/alumni/info/shoumei.html>



<Certificates via Online Application System>



Click the banner

Application System  
for Certificates

<https://pay.f-regi.com/fc/doshisha/certificate/en>

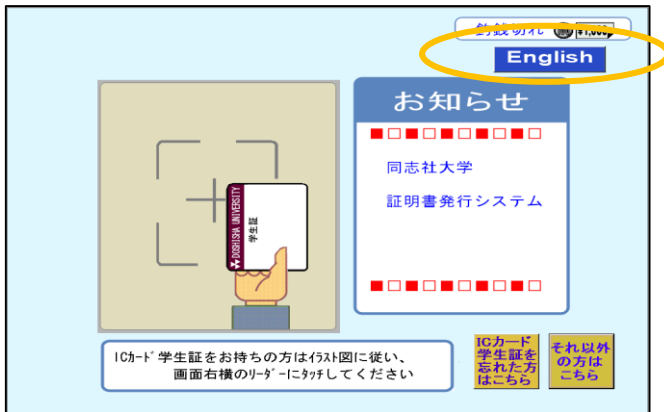
Issuance Fee per copy will be: Japanese version: 300 yen, English version: 500 yen + Service fee: 400 yen + Postage Fee (Depending on distance and amount)

※ If you are not able to apply either in person at DBS or through online application system, please contact the DBS office at: [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp). Please note it will take much longer than applying through online system.

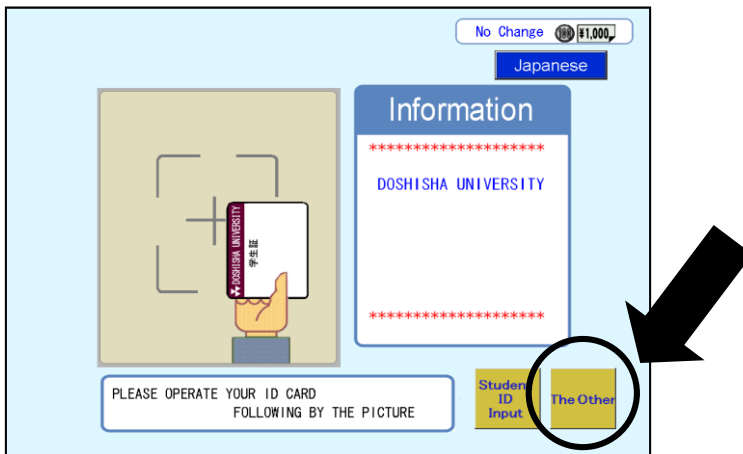
(For non-current students residing in Japan after graduation)

## How to Pay the Issuance Fee at an Automated Certificate Issuing Machine as a Non-current Student

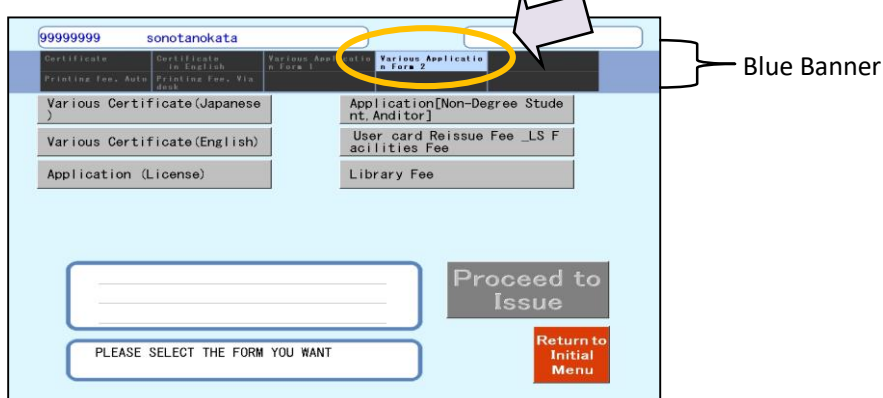
① Press “English” for English Menu:



② Select “The Other”:



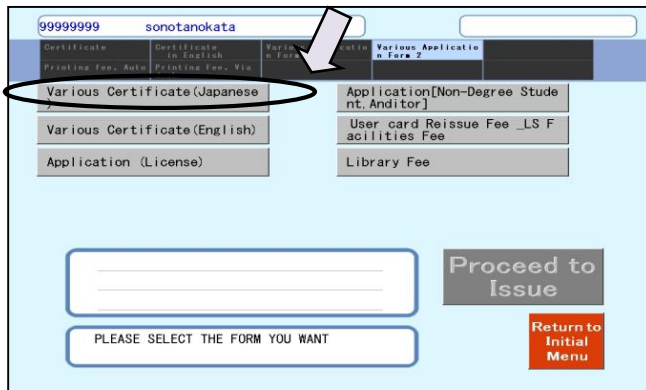
③ Select “Various Application Forms” in the upper blue banner. The following menu will show up:



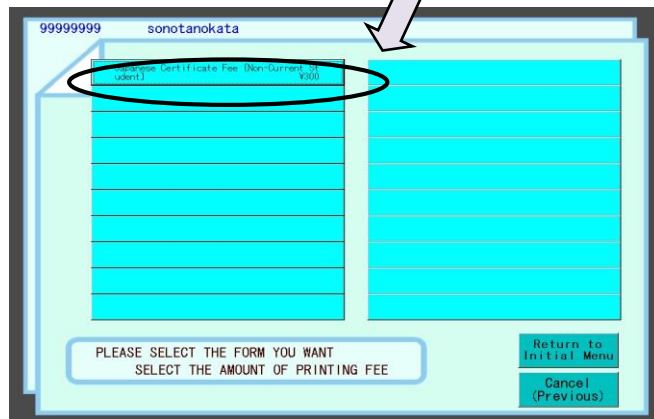
**Note:**

The following images from ④ to ⑥ show an example of the process for paying the issuing fee for certificates in Japanese.

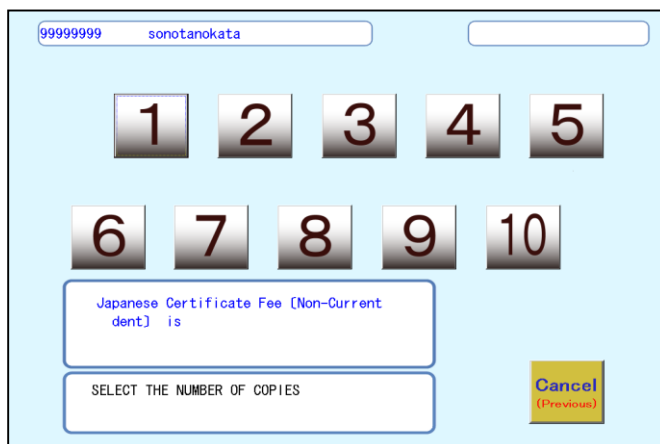
④ Select “Various Certificate (Japanese)”:



⑤ Select “Japanese Certificate Fee (Non-Current Students) ¥300”:



⑥ Select the number of certificates you need to receive and the screen will automatically return to ④:



If you need to pay the fee for any other certificates, please repeat the process from ④ to ⑥.

- ⑦ After you select all the necessary certificates, press “**Proceed to Issue**”:

The screenshot shows a machine interface with a light blue background. At the top, there are two input fields: the first contains '99999999' and the second contains 'sonotanokata'. Below these are several menu items for certificates and applications, organized into columns. A blue button labeled 'Proceed to Issue' is circled in blue, and a grey arrow points to it from the right. Below the button, there is a red button labeled 'Return to Initial Menu'. At the bottom, there is a message: 'YOU CAN SELECT MORE CERTIFICATES PRESS THE PUBLICATION BUTTON TO FINISH'. On the left, there is a summary box for 'Japanese Certificate' showing '1 copies' and '¥300'.

Certificate	Certificate in English	Various Application Form 1	Various Application Form 2
Printing Fee, Auto	Printing Fee, Via desk		
Various Certificate (Japanese)			Application [Non-Degree Student, Auditor]
Various Certificate (English)			User card Reissue Fee & LS Facilities Fee
Application (License)			Library Fee

Japanese Certificate 1 copies ¥300

**Proceed to Issue**

Return to Initial Menu

YOU CAN SELECT MORE CERTIFICATES PRESS THE PUBLICATION BUTTON TO FINISH

- ⑧ Pay the fee in cash and receive the receipt/ request form from the machine.
- ⑨ Bring the receipt/ request form (an application form for various certificates will be printed on the same page as the receipt) to the DBS office.