

## 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'. Issuance Fee per copy will be:

**Japanese version: 300 yen, English version: 500 yen**

DBS alumni may request these copies either in person at DBS or by mail. 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.

#### 1.2 Requesting certificates by mail

In this case, please send the request form (page 3) to the DBS office with the required fee including the mailing cost.

#### **Please send the following items to the DBS Office:**

1. Completed 'Request for Additional Certificates' Form (page 3)
2. Issuance fees and shipping fee in International Reply Coupons (IRCs) (for request from overseas) or Japanese stamps. (Please see "Important notes" below for further details.)

\* International Reply Coupons are exchangeable to Japanese stamps at a post office in Japan. Please enclose a sufficient amount of IRCs with your request letter.

**If the post office in your country isn't able to issue International Reply Coupons, you are required to wire transfer the mailing cost to the University. In this case, please contact the DBS Office at [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp).**

#### **Important notes:**

- I. If you are requesting certificates from within Japan, please include a self-addressed and stamped envelope with the request form and the required issuance fee (in Japanese stamps).
- II. If you wish to receive certificates from abroad, please include enough International Reply Coupons (IRCs) to cover the total of amount of the issuance fee and shipping fee.
- III. If the value of the IRCs or Japanese stamps you have enclosed with your request is insufficient to cover shipping costs, we cannot send the certificates to you and will ask you to send us additional IRCs or stamps to cover the remaining cost before mailing out the certificates. Please make sure to check the exact shipping cost and enclose a sufficient amount of IRCs or Japanese stamps with your request.

#### **Contact information:**

Doshisha Business School

Doshisha University

Karasuma-Imadegawa,

Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-4600

FAX: +81-75-251-4710

Email: [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp)

Web: <http://gmba.doshisha.ac.jp>

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# Request for Additional Certificates

To: The Graduate School of Business, Doshisha University,

I am requesting to receive additional certificates by postal mail. I understand and agree that Doshisha University shall not be responsible for any loss, damage, delay, or misdirected mail that may occur during delivery.

**Date of submission:** \_\_\_\_\_  
yyyy/mm/dd

**Name:** \_\_\_\_\_  
\_\_\_\_\_  
(Full Name) (Signature)

**Student ID:** \_\_\_\_\_

**Date of Entrance** \_\_\_\_\_  
yyyy/mm/dd

**Date of Graduation** \_\_\_\_\_  
yyyy/mm/dd

**Date of Birth** \_\_\_\_\_  
yyyy/mm/dd

**Reason for request** \_\_\_\_\_  
i.e., Job search

\*Special Instruction/Request, i.e., Request for sealing up each certificate.

**Mailing Address:** \_\_\_\_\_  
Please fill in your full address with the correct street, city, state/province and postal code.

**Tel: +** \_\_\_\_\_ Please start with the country code.

**E-mail:** \_\_\_\_\_ Please fill in your personal email address.

I would like to receive the following certificates by:

- EMS (Express Mail Service)    Air Mail
- Self-addressed and stamped envelope (Within Japan only)

I would like to request the following Certificate and/or Transcript

- Certificate of Graduation: Number of copies \_\_\_\_\_ /Language of certificate(s) \_\_\_\_\_
- Academic Transcript: Number of copies \_\_\_\_\_ /Language of certificate(s) \_\_\_\_\_

\*Please specify the Language of certificate(s) (English or Japanese)

I enclosed the following items along with this form for my additional certificates. (Please check the box):

- Required issuance fee and Postal fee (in stamps): \_\_\_\_\_ sheet(s) (Within Japan only)
- Required issuance fee and Postal fee (in IRC): \_\_\_\_\_ sheet(s) (For EMS or Air Mail only)

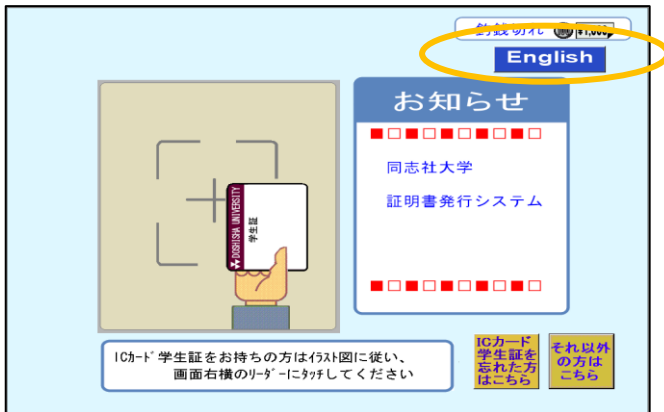
(Office use only)

|     |                                 |        |     |
|-----|---------------------------------|--------|-----|
| 受付日 | 送料確認                            | 発 送    | 備 考 |
|     |                                 | 日 :    |     |
|     | 宅急便着払い <input type="checkbox"/> | 年 月 日  |     |
|     |                                 | 伝票番号 : |     |

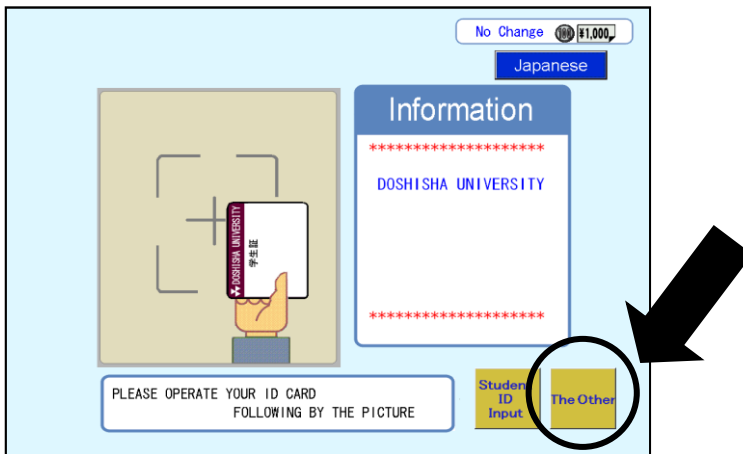
(For non-current students residing in Japan after graduation)

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

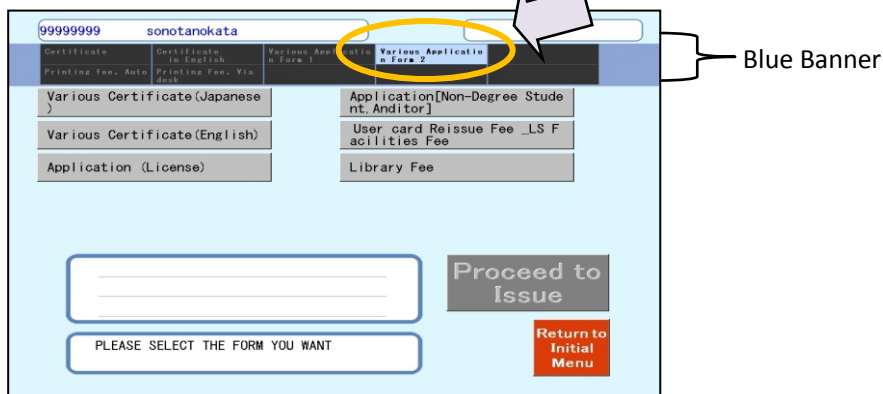
① Press “English” for English Menu:



② Select “The Other”:



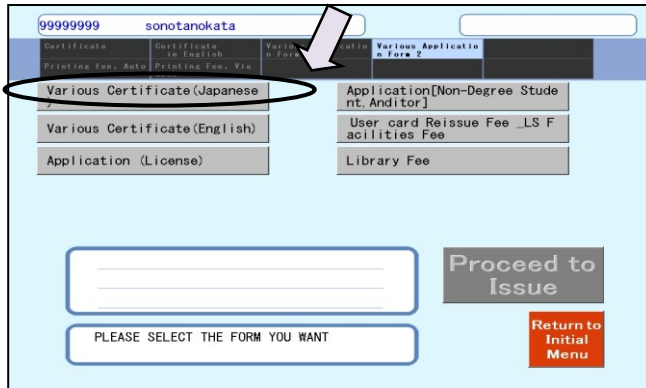
③ Select “Various Application Forms” in the upper blue banner. The following menu will show up:



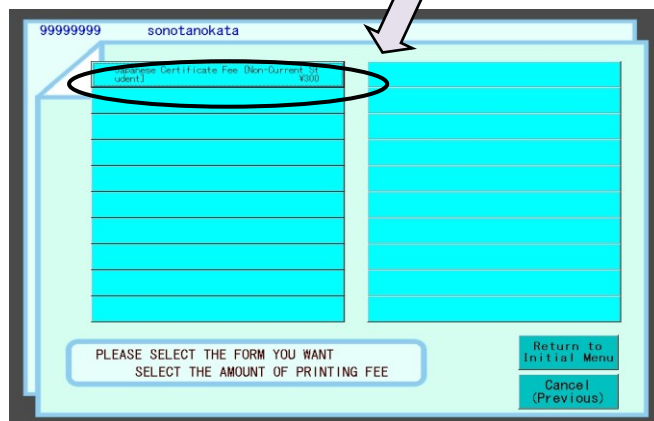
**Note:**

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

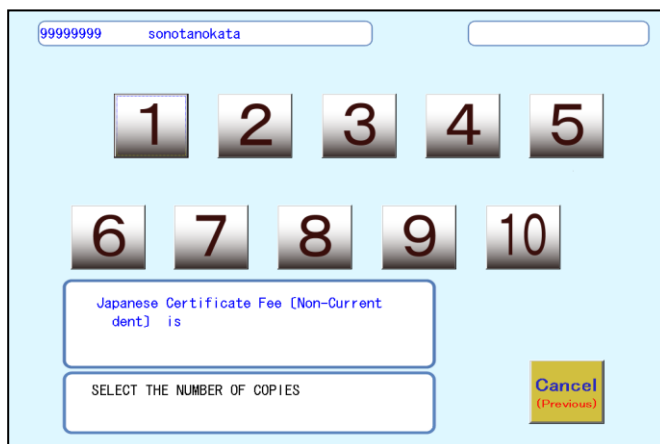
④ Select “Various Certificate (Japanese)”:



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, including 'Various Certificate (Japanese)', 'Various Certificate (English)', 'Application (License)', 'Application [Non-Degree Student, Auditor]', 'User card Reissue Fee & LS Facilities Fee', and 'Library Fee'. At the bottom left, there is a summary box for 'Japanese Certificate' showing '1 copies' and '¥300'. In the center, a blue button with white text says 'Proceed to Issue', which is circled in blue. To its right is a red button with white text that says 'Return to Initial Menu'. Below the 'Proceed to Issue' button, there is a white box with blue text that reads: 'YOU CAN SELECT MORE CERTIFICATES PRESS THE PUBLICATION BUTTON TO FINISH'. A large grey arrow points from the right side of the screen towards the 'Proceed to Issue' button.

- 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.