

How to Request Certificates/Transcripts

Office for International Exchange

Certificates/Transcripts can be requested by application form or using automatic machine on the 1st floor of Aigakukan.

(1)For current students

①At office (Certificates/Transcripts can not be issued on the same day.)

Mainly, English certificates.

■ Please make sure to bring

I. ID: student card

II. Cash to pay the processing fee

■ Fill out on the application form

■ Pick up at the office at a later date.

English certificates will usually take 7 working days after the date of submission.

②By using automatic machine

Current students, please use automatic machine to get certificate in Japanese.

Requires your student ID.

Japanese certificates can be issued on the same day.

(2)For graduates

①Submit the application form (Certificates/Transcripts can not be issued on the same day.)

to gakusei@mb.kyoto-phu.ac.jp

■ Please make sure to submit

I. ID: Zairyu card, Passport, Driver license card etc.

II. Application form (Fill out on the form)

■ We'll check it and get back to you about processing fee and postal fee.

■ Please send copy of I, II and fee to the address below.

〒607-8414

5,Misasaginakauchi-cho,Yamashina-ku,Kyoto-shi

Kyoto Pharmaceutical University Office for Student Affairs

Tel : 075-595-4614

(3)Fee

■Processing fee

Processing fee	Current students	Graduates
Japanese	200 JPY	500 JPY
English	500 JPY	1,000 JPY

■Postage fee

Total number of copies	Standard	Express
1~2	280 JPY	570 JPY
3~7	300 JPY	590 JPY
8~10	370 JPY	660 JPY

(4)Type of Certificates/Transcripts

- ①Certificate of Enrollment
- ②Transcript
- ③Certificate of Graduation
- ④Certificate of Expected Graduation
- ⑤Certificate of Degree Conferment
- ⑥Certificate of Trainee
- ⑦Certificate of Research Student
- ⑧Certificate of Student of Sponsored Research
- ⑨Certificate of Research Assistant
- ⑩Certificate of Teaching Assistant
- ⑩Certificate of Postdoctoral Researcher
- ⑪Other ※Please tell us if you need other certificates.