

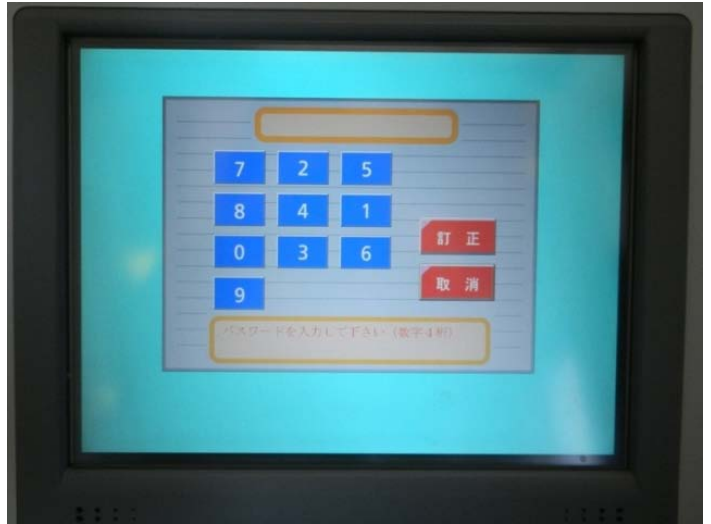
How to get a “在学証明書” with the Automatic Certificate-Issuing Machine (certificate of enrollment)

1



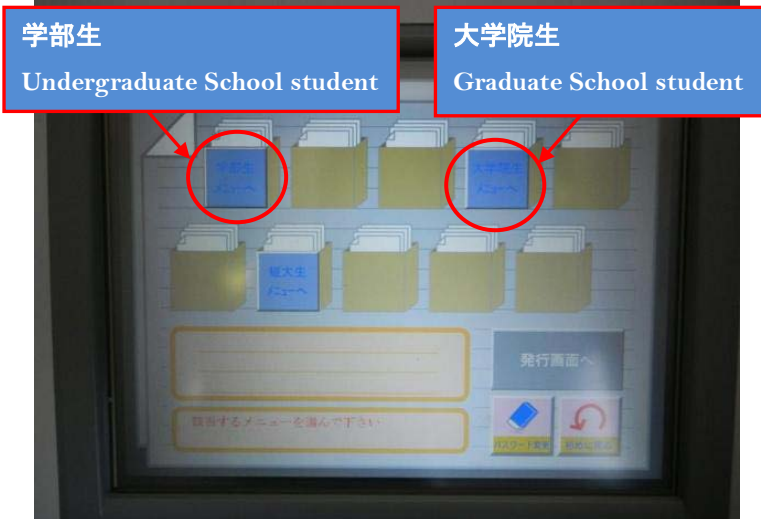
☞ Swipe your Student ID card.

2



☞ Enter your PIN number which is your birth month/date. (4-digit number)

3



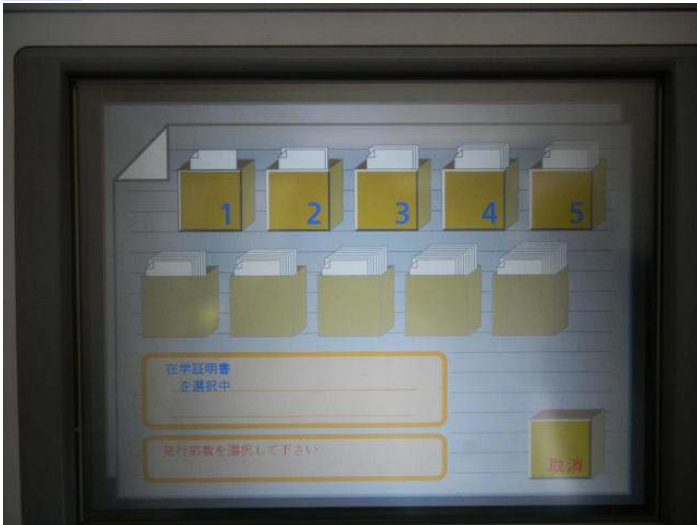
☞ Select 学部生 (Undergraduate School student) or 大学院生 (Graduate School student).

4



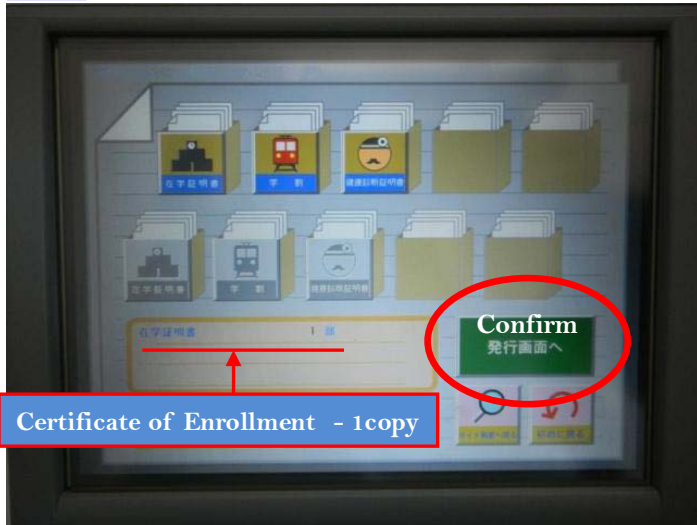
☞ Select 在学証明書 (Certificate of Enrollment).

5



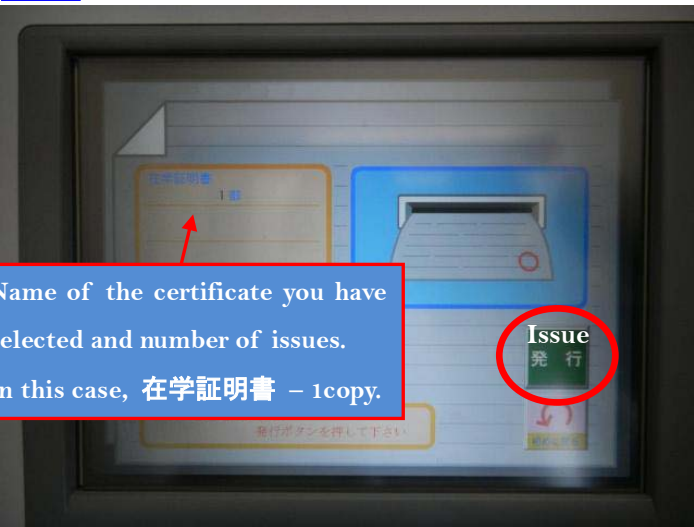
☞ Select how many copies of certificate of enrollment you need.

6



☞ Touch “発行画面へ” (Confirm) to go to the next page.

7



☞ Final confirmation page: check the content and touch “発行” (Issue) if it's ok.

8



☞ Wait for the certificate to be issued.