

To All Current Students:

[Certificate Issuance for Current Students] in response to COVID-19

Due to campus entry restriction in relation to the University's COVID-19 measures, students are not allowed to enter campus to request for certificates to be issued.

For this reason, regarding [Certificate Issuance for Current Students], we will accept your request by e-mail and will mail the certificate to your address (postal address in Japan only).

Please follow the procedures below.

■Procedures for Current Students to Request for Certificates to be Issued

① Please use the following e-mail address of your affiliation's office. Send the e-mail from your "TUAT-ID @st.go.tuat.ac.jp" e-mail account (hereinafter st e-mail).

Faculty/Graduate School of Agriculture students . . . akyomu1●cc.tuat.ac.jp

↑ number "1"

Faculty/Graduate School of Engineering students . . . tshomei●cc.tuat.ac.jp

United Graduate School of Agricultural Science students . . . r-certif●m2.tuat.ac.jp

BASE students . . . tshomei●cc.tuat.ac.jp

(please replace ● with @ when sending.)

② The e-mail title should be "Certificate Issuance for Current Students (your name)".

※ Please input your full name in the e-mail title.

③ Please write the information 1 - 10 in your e-mail:

1. Name: (for English certificates, please write your name in both English and Japanese.)
2. Contact Information: (phone number and e-mail address)
3. Date of Birth:
4. Name of Department / Course:
5. Academic Year:
6. Student ID:
7. Requesting Certificate(s):
 - Name of Certificate(s)
 - Language Certificate(s) is Written (Japanese / English)
 - Number of Copies
 - Whether Sealing of Envelope(s) is Necessary / Unnecessary

(If the certificate must be mailed in a sealed envelope, please indicate the method in detail. For example: “Certificate of Graduation” and “Academic Transcript” must be in one sealed envelope.)

8. To Whom/Where Certificate(s) Will be Submitted to: (Please indicate equivalent number of submission place(s) to the number of copies of certificates being issued.)

9. Purpose of Use:

10. Address to Send Certificate(s):

Postal Code:

Address:

Name:

[For students e-mailing from an account other than st e-mail, please follow ④ and ⑤ below]

④ If you send an e-mail from other than st e-mail, please attach a copy of your student ID to the e-mail.

If you are a new student and does not have a student ID, please attach a copy of other ID issued by a public institution (driver’s license, health insurance, passport, etc.) to the e-mail.

Note: As the attachment includes personal information, you must send the file password-protected.

⑤ If you send an e-mail from other than st e-mail, please send the password of ④ in a separate e-mail.

⑥ When you complete ① - ③ (if you send an e-mail from other than st e-mail, ① - ⑤) , please send your e-mail to your affiliation’s office.

After you have completed ① - ⑥, we will issue the certificate(s) and mail it to your address. The postal fees will be borne by the university.

Other Points to Note:

1) If you send an e-mail from a Gmail account with “Confidential Mode”, your e-mail may not open properly. Please e-mail in a different way (see attached).

2) Issuance of “Certificate of Expected Graduation” / “Certificate of Expected Program Completion” will begin in mid-May.

For Faculty/Graduate School of Engineering students and BASE students only, these certificates can be issued at any time.

3) “Certificate for Health Check-Up” will be one based on the 2019 results.