

Your student ID and a commission fee are required for all certificate applications. Please refer to the Chukyo University official website for details on commission. It is not possible to issue certificates during periods on which the entire university is closed. Give yourself plenty of time to submit applications.

Issuing location		Type	Issued for	Number of days until issuance
Certificate issuing machine	Student Support Department	Certificate of enrollment ★	1st to 4th year students	Same day
		Health checkup certificate ★	3rd and 4th year students	Same day
		Student discount cards	1st to 4th year students	Same day
	Registrar's Office	Academic transcript ★	1st to 4th year students	Same day
		Certificate of expected graduation ★	4th year students	Same day
Service desk	Student Support Department	Student IDs (re-issue)	1st to 4th year students	Following day
		Health checkup certificate (students who are unable to have certificate issued by certificate issuing machines) ★	1st and 2nd year students	Following day
		Provisional student IDs	1st to 4th year students	Same day
		Enrollment certificates ★	School absentees	Same day
	Registrar's Office	Expected academic transcript ★	1st to 4th year students	Following day
		Expected teacher's license acquisition certificate	4th year students who are taking teacher training course	5 to 7 days
		Graduate school transcript	1st to 4th year students	10 days
		Other certificates	1st to 4th year students	2 to 7 days
	Career Support Department	Recommendatory letter	1st to 4th year students	7 to 10 days

\* English versions of certificates indicated with a ★ are issued at the service desks of each department. It takes approximately 7 days to issue a certificate, and therefore we recommend that you apply quickly.

- Certificate issuing machines service hours are as follows.  
<Service hours> 9:00 to 18:30
  - \* Machines are not available on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), during long vacation periods, and at the end of the academic year.  
Machines are located on the 1st floor of Building No. 5.  
Please note that certificates can also be issued on campuses at which none of the schools or departments have a machine.
  - \* There may be days during the periods above on which machines cannot be used due to maintenance. (Information provided separately in CHUKYO ALBO.)
- Service desk hours are as follows.  
<Service hours> 9:00 to 17:00  
Please note that certificates cannot be issued on campuses at which none of the schools or departments have a machine.
  - \* Machines are not available on designated university holidays such as Saturdays and Sundays, national holidays (excl. days on which there are normal classes), during long vacation periods, and at the end of the year.
- Please purchase a certificate stamp for the certificate issuance commission required at the service desk from the certificate stamp issuing machine located in the Registrar's Office on the 1st floor of Building No. 5 or the Student Support Department on the 1st floor of Building No. 4 (Nagoya Campus).
- The issue date may be extended if there are too many applicants.
- Certificates will be disposed of if they remain uncollected after 3 months from the date of issue.

### Issuing Certificates After Graduation

If wishing to obtain a certificate after graduation, please refer to the application method, etc. described on the Chukyo University official website.