

Certificate Issuance Service Operating Manual

Application Procedure for Graduates

12.2.0th edition Nov. 18, 2025
NTT-W

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1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	User	Chrome FireFox Safari Edge
Smartphone, etc.	User	iPhone: Safari Android: Chrome

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.

*The images may not be properly displayed depending on the model or browser.

*The operation was confirmed with the latest version as of the date when it was performed.

*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

◆NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

Phone	06-6809-4327
Reception hours	24 hours

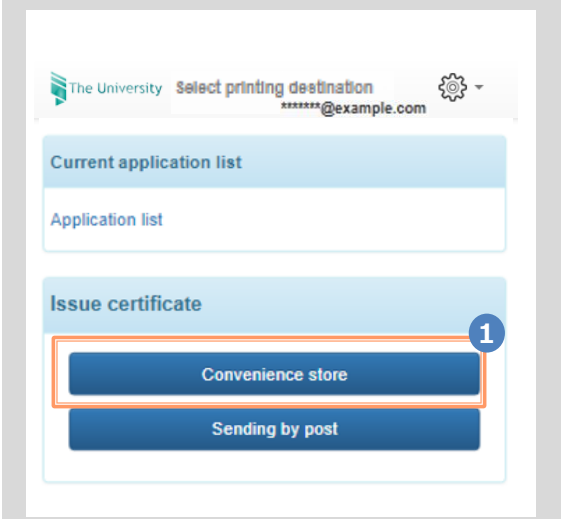
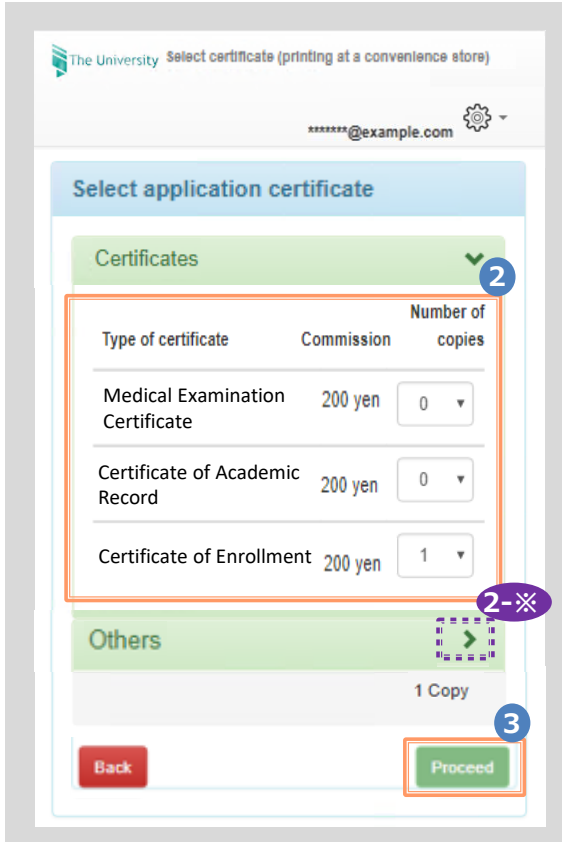


2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.1 How to Apply for a New Request

(a) Printing at a Convenience Store

Screen Images	Steps	How to Operate
	1	Click "Convenience store" from "Issue certificate".
	2 2-※ 3	<p>Under "Select application certificate", select the number of copies of the certificate you want to request in the pull-down menu.</p> <p>*The screen image shows an example of the fee. See the actual screen to find the actual value.</p> <p>If the desired certificate is not shown under "Type of certificate," click ">" at the right end.</p> <p>Click the "Proceed" button.</p> <p>*If the selected certificate has a print deadline, the following screen will be displayed. Click "Yes" if you're okay with the content of it.</p> <p>*Please pay and print by the printing deadline.</p>

Confirm the print deadline.

Print deadline for Certificate of Academic Record 2020/05/30 is set.

Are you sure you want to apply?

No Yes

2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

4

Select a convenience store where you want to print the certificate(s).

*FamilyMart and Lawson use the Network Print Service of Sharp Marketing Japan Corporation, and Seven-Eleven uses the Net Print service of FUJIFILM Business Innovation Corp., Ltd.

5

Select the desired payment method.

▼Supported payment methods are the following:

- Paypal
- Credit card settlement
- Cash payment at convenience store

*The above payment methods may not be available depending on the printing destination and charges.

6

Click the "Proceed" button.

7

A screen may be displayed showing maintenance information or other notification by the Net Print or Network Print Service.

*Printing is unavailable at a convenience store during maintenance.

8

Read the details and click the "Check" button.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

9

When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

*The screen image shows an example of the amount of money. See the actual screen to find the actual value.

9-※

The screen image is when "Credit card settlement" is selected as the payment method. If you select another payment method, each payment method will be displayed in "Payment method".

10

When the Application Completed screen is displayed, click "OK" button.

*The display screen varies depending on the payment method.

Type of certificate	Number of copies	Commission
Certificate of Enrollment	1 Copy	200 yen
System usage fee		130 yen
Total	1 Copy	330 yen

Application complete

Application for certificate has been made.
Moving to payment page

OK



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Sending by Post

Screen Images

Steps

How to Operate

1

Click "Sending by post" from "Issue certificate".

2

Under "Select application certificate", select the number of copies of the certificate you want to request in the pull-down menu.

*Postage is charged for each application..

*The screen image shows an example of the fee. See the actual screen to find the actual value.

2-※

If the desired certificate is not shown under "Certificate Types," click "➤" at the right end.

3

Click the "Proceed" button.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

4

Enter the postal delivery details.

- *The input items vary depending on the operating environment.
- *The items in red are required.

► Delivery destination category (Required)

Select a category of the delivery destination.
Domestic/International, region, etc.

► Postal code

Enter the delivery postal code.

If you click the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.

► Address (Required)

Enter the delivery address.

- *Be sure to enter the apartment name or other details, if any.

4-※

4-※

Example of address search by zip code

Example of address search by zip code

4-1

Enter your zip code in the format "XXX-XXXX" in the Postal code field.

4-2

Click the Search button.

4-3

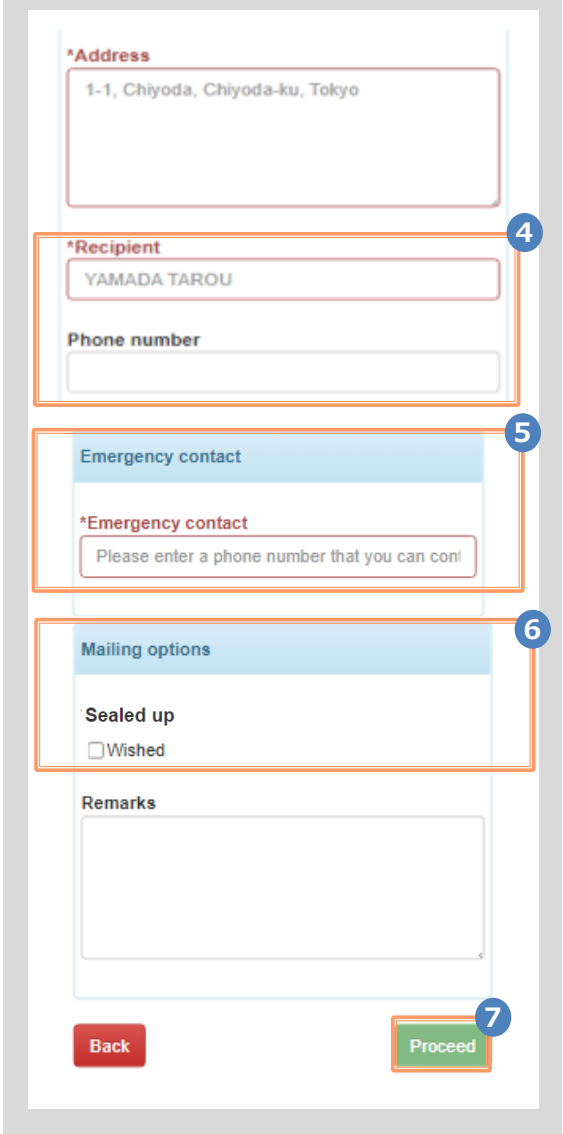
Check the displayed address and add the name of the apartment building, etc.

*The zip code and address in Screen Images are just examples. Please check the actual screen.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	4	<ul style="list-style-type: none">► Recipient (Required) Enter the recipient's name.► Phone number Enter the recipient's phone number.
	5	<p>Enter emergency contact information. *The input item varies depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none">► Emergency contact (Required) Enter a phone number that is easily reachable, such as your mobile phone number.
	6	<p>Enter a postal option. *The input item varies depending on the operating environment. *The items in red are required.</p> <ul style="list-style-type: none">► Sealed up Select if you wish your mail sealed up (厳封). *If you have a request, for example "multiple mails to be sealed up," write the request in the "Remarks" field.
	7	<p>Click the "Proceed" button. *Be sure to fill the required items. If any of these items are left unfilled, it may take time to process postal delivery.</p>



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

8

Select a desired payment method.

▼Supported payment methods are the following:

- PayPal
- Credit card settlement
- Cash payment at convenience store

*The above payment methods may not be available depending on the printing destination and charges.

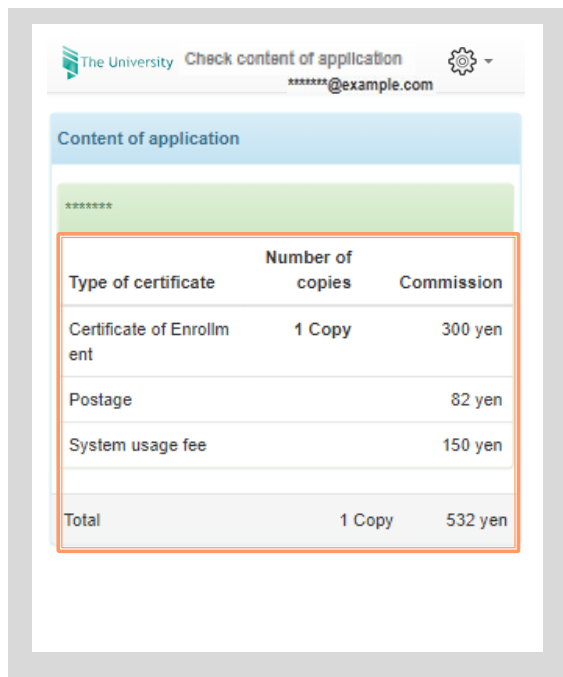
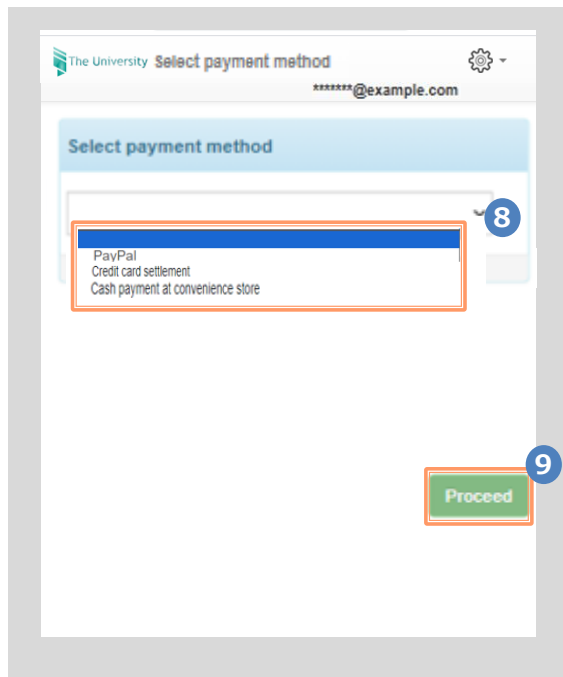
9

Click the "Proceed" button.

10

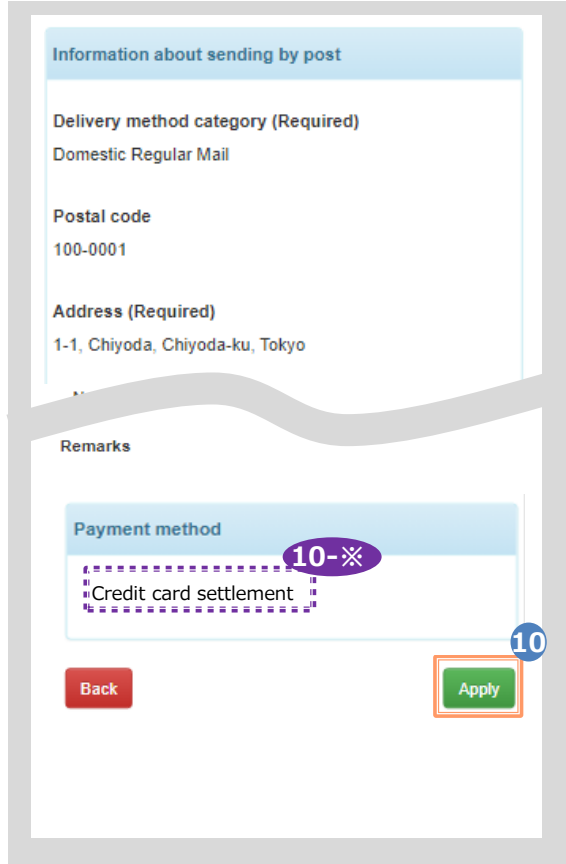
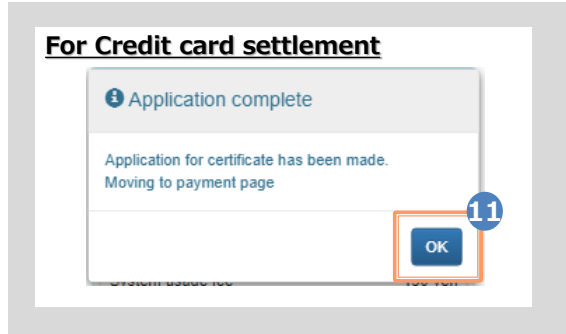
When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

*The screen image shows an example of the amount of money. See the actual screen to find the actual value.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	10	
	10-※	The screen image is when “Credit card settlement” is selected as the payment method. If you select another payment method, each payment method will be displayed in “Payment method”.
	11	
		When the “Application Completed” screen is displayed, click “OK” button. *The displayed screen varies depending on the payment method.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b)' Sending by Post (Application with multiple student ID numbers)

If you have more than one student ID number, you may combine applications for different student ID numbers by mail.
Please follow the steps below to apply.

Screen Images

Steps

How to Operate

1

Click "Sending by post" from "Issue certificate".

2

Select the number of copies of the certificate to be applied for from the "Select application certificate" pull-down menu.

*System fee may be charged for each application.
*Postage is charged for each application.

*The screen image shows an example of the fee.
See the actual screen to find the actual value.

2-※

If you have more than one student ID number, and if you can issue certificates for more than one student ID number, the Student ID tab will appear. However, if you are sending by mail, you can select the number of copies for each student ID number.

For non-selected student ID numbers, the number of copies selected will be displayed below the student ID number. (2 copies selected)

3

Click the "Proceed" button.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

4

Enter the postal delivery details.

- *The input items vary depending on the operating environment.
- *The items in red are required.

► Delivery destination category (Required)

Select a category of the delivery destination.
Domestic/International, region, etc.

► Postal code

Enter the delivery postal code.

If you click the "Search" button, the address corresponding to the zip code will be displayed in the "Address" field.

► Address (Required)

Enter the delivery address.

- *Be sure to enter the apartment name or other details, if any.

Example of address search by zip code

4-※

Example of address search by zip code

4-1

Enter your zip code in the format "XXX-XXXX" in the Postal code field.

4-2

Click the Search button.

4-3

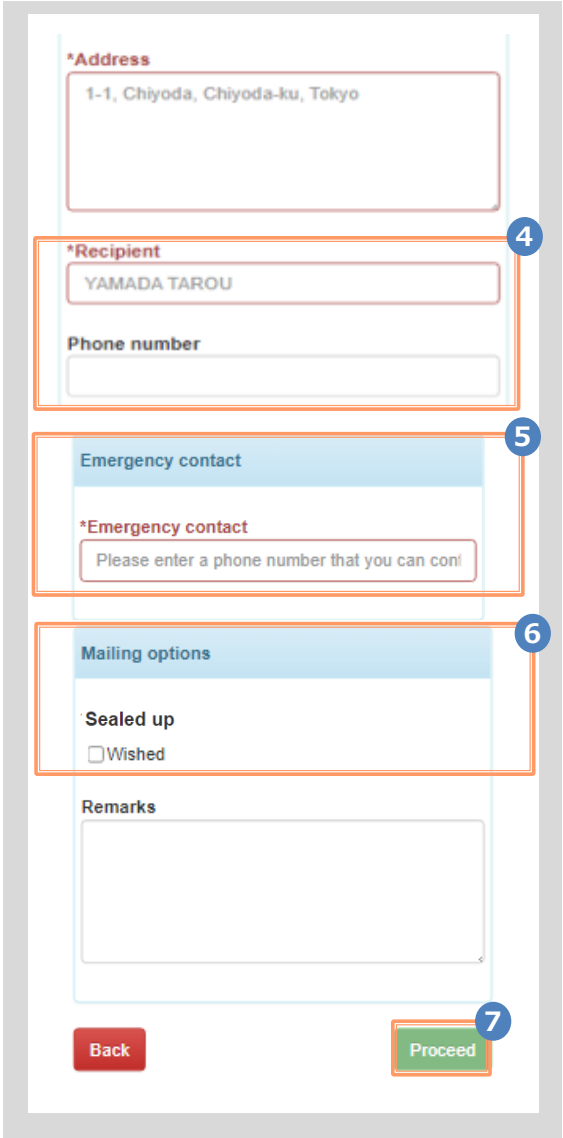
Check the displayed address and add the name of the apartment building, etc.

*The zip code and address in Screen Images are just examples. Please check the actual screen.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	4	<p>► Recipient (Required)</p> <p>Enter the recipient's name.</p> <p>► Phone number</p> <p>Enter the recipient's phone number.</p>
	5	<p>Enter emergency contact information.</p> <p>*The input item varies depending on the operating environment.</p> <p>*The items in red are required.</p> <p>► Emergency contact (Required)</p> <p>Enter a phone number that is easily reachable, such as your mobile phone number.</p>
	6	<p>Enter a postal option.</p> <p>*The input item varies depending on the operating environment.</p> <p>*The items in red are required.</p> <p>► Sealed up</p> <p>Select if you wish your mail sealed up (厳封).</p> <p>*If you have a request, for example "multiple mails to be sealed up," write the request in the "Remarks" field.</p>
	7	<p>Click the "Proceed" button.</p> <p>*Be sure to fill the required items. If any of these items are left unfilled, it may take time to process postal delivery.</p>



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

8

Select a desired payment method.

▼Supported payment methods are the following:

- PayPal
- Credit card settlement
- Cash payment at convenience store

*The above payment methods may not be available depending on the printing destination and charges.

9

Click the "Proceed" button.

9

10-※

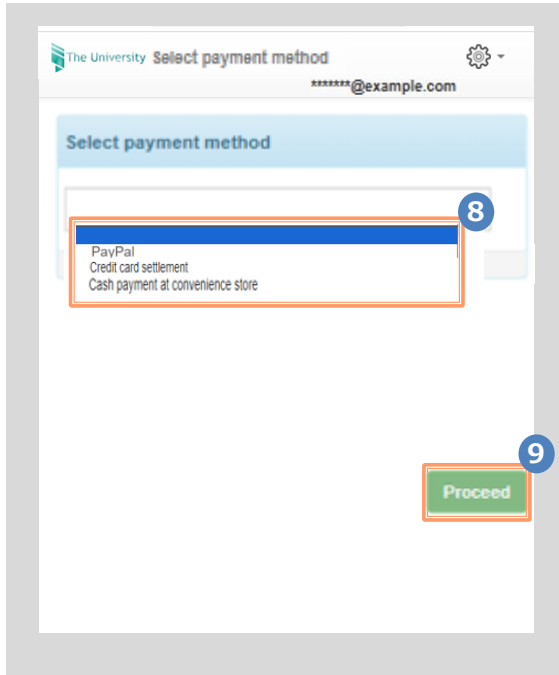
When issuing multiple student ID numbers, the selected number of copies and the amount will be displayed on the application confirmation screen for all student ID numbers for which you have selected the number of copies.

10

When the Request Confirmation screen is displayed, check the details and click the "Apply" button.

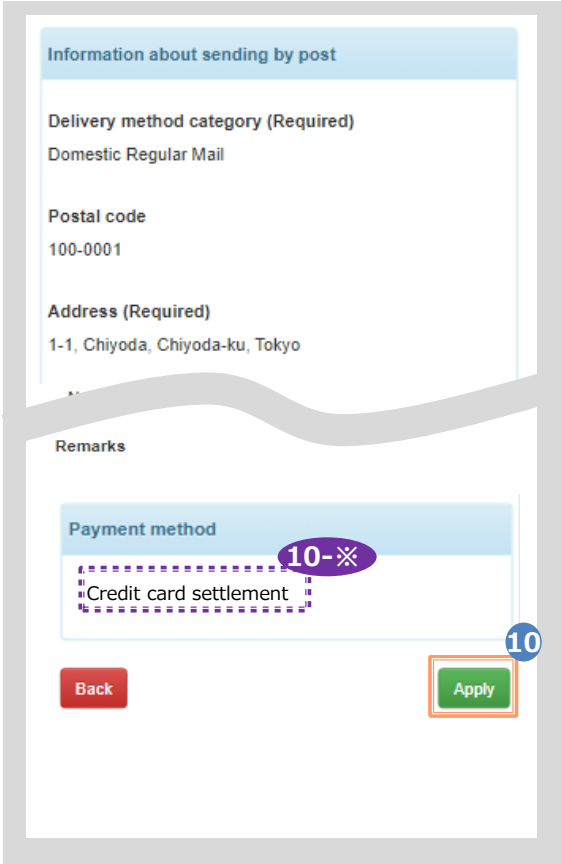
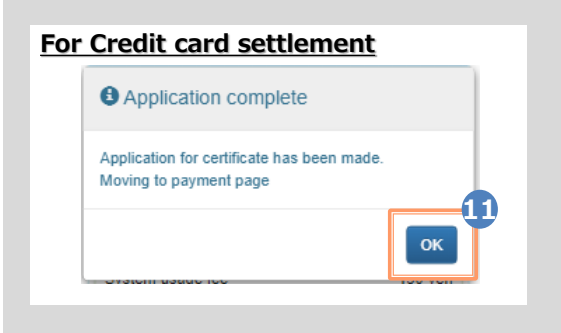
*System fee may be charged for each application.

*The screen image shows an example of the amount of money. See the actual screen to find the actual value.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
	10	
	10-※	The screen image is when "Credit card settlement" is selected as the payment method. If you select another payment method, each payment method will be displayed in "Payment method".
	11	
		When the "Application Completed" screen is displayed, click "OK" button. *The displayed screen varies depending on the payment method.



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(c) Notes on Selecting the Number of Copies of Certificates/Application Forms (common to all certificates and application forms)

Screen Images

Steps

How to Operate

1-※

When selecting a certificate, a note may appear at the bottom of the certificate.

If this is the case, please confirm the precautions before issuing the certificate.

2-※

Some certificates have a limit on the number of certificates that can be issued.

When the “Number of certificates to be issued” is displayed, only the number of certificates that are displayed can be issued, so be sure to issue only the required number of certificates.

Type of certificate	Available copies	Commission	Number of copies
Letter of recommendation		300 yen	0
For mail only	3		0

* Up to 3 copies can be issued per day

Type of certificate	Available copies	Commission	Number of copies
Letter of recommendation		300 yen	0
For mail only	3	300 yen	0

* Up to 3 copies can be issued per day



2 Application for Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

2.2 How to Check Application Status

Screen Images

Steps

How to Operate

1

To check the application status of the requested certificate, click "Application list" from "Current application list".

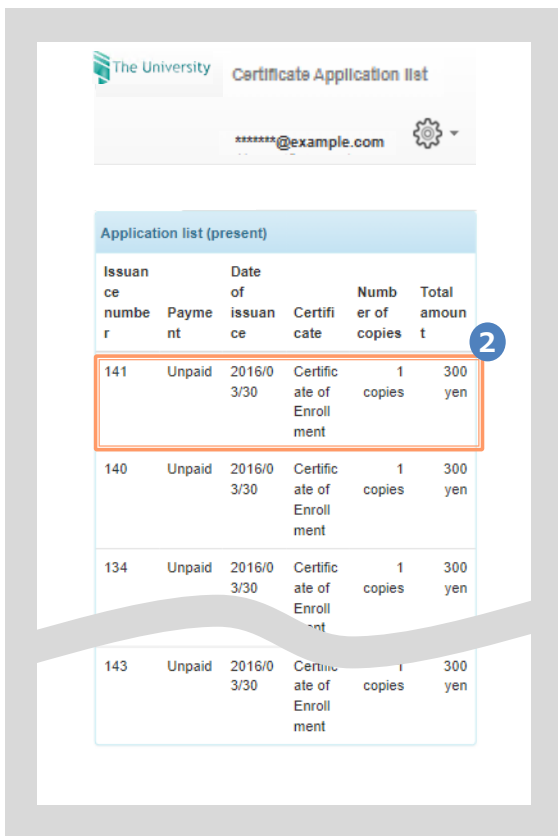
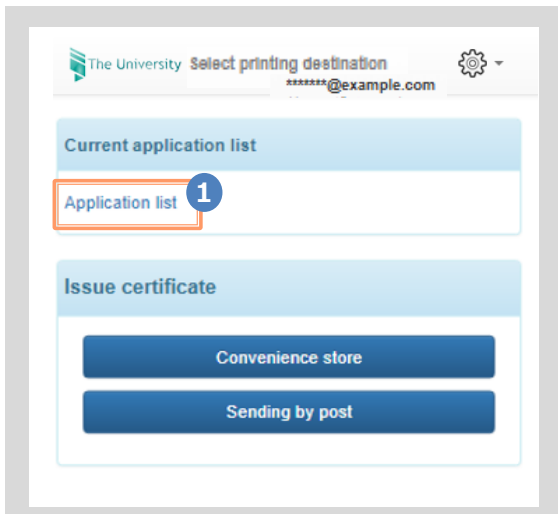
2

Click the issuance number of the certificate you want to check from the "Application list"

- Information that can be confirmed
 - Date of issue
 - Print reservation destination
 - Method of payment
 - Payment status
 - Number required for printing

*The "Total amount" shows the total of the certificate issuance fee, with, in the case of postal mail, the postal fee added.

*The screen image shows an example of the amount of money. See the actual screen to find the actual value.



3 Payment of Fees

3.1 Payment Method

List of payment methods

▼ PayPal *creating an account in advance is required

Available print destinations : convenience store, sending by post
Maximum payment amount : None

▼ Credit card settlement

Available print destinations : convenience store, sending by post
Maximum payment amount : The maximum payment amount depends on the conditions. Please contact each payment institution for details.

▼ Cash payment at convenience store

Available print destinations : convenience store, sending by post
Maximum payment amount : 300,000 yen



3 Payment of Fees

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

3.2 Paying at Convenience Store

Screen Images

Steps

How to Operate

1

Select "Convenience store cash payment" as payment method.

2

Click the "OK" button. The screen transitions to the page to enter the details for payment.

The first screenshot shows a mobile application interface titled "The University Select printing destination/payment method". It features a header with a gear icon and a user email "*****@example.com". The main content area has two sections: "Select printing destination" with radio buttons for "7-Eleven" (selected), "FamilyMart", and "LAWSON Lawson"; and "Select payment method" with a dropdown menu showing "Cash payment at convenience store". A red box highlights the dropdown, and a blue circle with the number "1" is next to it. Below the dropdown, there is explanatory text about nationwide payment and a URL, along with two notes. At the bottom are "Back" and "Proceed" buttons.

The second screenshot shows a confirmation screen titled "Application complete" with an information icon. The text reads: "Application for certificate has been made. Moving to payment page". A red box highlights a blue "OK" button at the bottom right, and a blue circle with the number "2" is next to it.



3 Payment of Fees

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

3

Enter each field.

► Select convenience store

▼Supported convenience stores are the following:

- 7-Eleven
- Lawson
- FamilyMart
- Ministop
- Seicomart

► Name

Enter your name in full-width characters.
If the keyboard is set to Japanese, you can enter full-width characters.

► Telephone number

Enter your telephone number without symbols (at least 10 digits).

► Mail address

Enter your email address.
Please make sure you enter in the correct format("xxx@xxx.com", etc.).

4

Click the "Confirm" button.

5

If there are blank fields or fields entered in the wrong format, error messages are displayed. Please double check the requirements in 3 and correct entries with error messages.

5-*

The "Confirm" button will be disabled until all entries with error messages are corrected.

Input payment information.

Select convenience store.
7-Eleven

Input customer information.

Name *Please enter full-width characters
D E N D E N T A R O U

Telephone number
0000000000

Mail address
email@example.com

Mail address(for confirmation)
email@example.com

Confirm

Input payment information.

Select convenience store.
7-Eleven

Input customer information.

Name *Please enter full-width characters
姓 名
姓を入力してください 名を入力してください

Telephone number
電話番号を入力してください

Mail address
name@example.com
メールアドレスを入力してください

Mail address(for confirmation)
name@example.com
メールアドレスを入力してください

Confirm



3 Payment of Fees

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

6

Check the details and click the "Pay" button.

Please check the details.

Payment method 7-Eleven

Total payment ¥800

Show the details. ▾

Customer Information

Name
DENDEN TAROU

Telephone number
0000000000

Mail address
email@example.com

Pay

7

If your payment is successful, the screen on the left will be displayed.

Your payment request has been accepted.

Write down the number and make payment at the counter.
Necessary information will be sent also by e-mail.

You need the payment slip (払込票) in order to complete the payment at 7-Eleven.
Please access the URL in the email text to display it. Then show it to staff at cashier.

A payment slip is displayed.

Convenience store: 7-Eleven
Payment slip number: *****
Due date of payment : *****

Back

7-*

The payment slip (払込票) required for payment at 7-Eleven can be found by clicking on the link "A payment slip will be displayed".



*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

7

If you select a convenience store other than 7-Eleven, the screen on the left will be displayed.



Your payment request has been accepted.

Write down the number and make payment at the counter.
Necessary information will be sent also by e-mail.

Convenience store: Lawson
Payment slip number: *****
Due date of payment: *****

*Your phone number is required when you paying.



Your payment request has been accepted.

Write down the number and make payment at the counter.
Necessary information will be sent also by e-mail.

Convenience store: FamilyMart
Payment slip number: *****
Due date of payment: *****



Your payment request has been accepted.

Write down the number and make payment at the counter.
Necessary information will be sent also by e-mail.

Convenience store: Seicomart
Payment slip number: *****
Due date of payment: *****

*Your phone number is required when you paying.



Your payment request has been accepted.

Write down the number and make payment at the counter.
Necessary information will be sent also by e-mail.

Convenience store: Ministop
Payment slip number: *****
Due date of payment: *****

*Your phone number is required when you paying.



3 Payment of Fees

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images	Steps	How to Operate
<p><u>Email message (Japanese only)</u></p> <p>Title: 決済受付完了</p> <p>いつも〇〇大学 証明書発行サービスをご利用いただきましてありがとうございます。 下記の内容で請求をさせていただきますので、ご確認ください。</p> <p>支払方法：セブンイレブン 支払期限：2022/03/30</p> <p>払込票番号：*****</p> <p>払込票リンク： https://****.****.*/****/****.****</p> <p>請求金額： 〇〇円</p>	<p>8</p>	<p>After the payment process is completed, the email shown on the left will be sent to your registered email address.</p> <p>*1 The actual email is sent in Japanese. This is an image of the translation into English.</p>
<p><u>*1 Email message (translated in English)</u></p> <p>Title: Completed an application for payment</p> <p>Thank you for using 〇〇 university's Certificate Issuance Service. Please check the following details of the bill.</p> <p>Payment method : 7-Eleven Payment due : 2022/03/30</p> <p>Payment number : *****</p> <p>Link for the payment slip : https://****.****.*/****/****.****</p> <p>Billing amount : 〇〇 yen</p>	<p>7-*</p>	<p>You need the payment slip (払込票) in order to complete the payment at 7-Eleven. Please access the URL in the email text to display it. Then show it to staff at cashier.</p>






4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

4.1 How to Print at a Convenience Store

*If you forgot the selected convenience store, see ► “4.4 How to Check the Designated Printing Destination.”

(a) At Seven-Eleven

Screen Images	Steps	How to Operate
	1	When you have an eight-digit print reservation number, select (touch) “Print (プリント)” on the top screen of the multi-functional copy machine in a Seven-Eleven. *If you forgot the eight-digit printing reservation number, see the following: ► 4.3.1 “Checking the Print Reservation Number”
	2	Select (touch) “Net Print (ネットプリント)”.
	3	Enter the print reservation number. *On the screen, “Print reservation No (プリント予約番号)” is shown.
	4	Press the “Confirm (確認)” button.



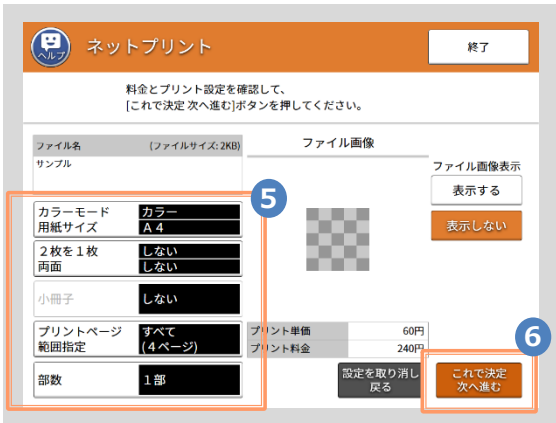
4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate



5

Confirm the printing settings.

*Color mode: Full color/B&W, etc.

6

Press the "Confirm (確認)" button.

7

Put coins into the slot and press "Start Print." The selected certificate will be printed.

*Keep the receipt for printing in a safe place.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) At FamilyMart

Screen Images

Steps

How to Operate

1

When you have a 10-digit user number, select (touch) "Print Service (プリントサービス)" on the top screen of the multi-functional copy machine at FamilyMart.

*If you forgot the 10-digit user number, see the following:

▶ 4.3.2 "Checking the User Number"

2

Select (touch) "Network Print (ネットワークプリント)".

3

Enter the "user number (ユーザー番号)".

4

Press the "Next (次へ)" button.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

5

Select (touch) a file you want to print out.
*Proceed to the next operation if this screen isn't displayed.

6

Press the "Next (次へ)" button.

7

Confirm the printing settings.
*Color mode: Full color/B&W, etc.

8

Press the "Next (次へ)" button.

9

Put coins into the slot and press "Start Print." The selected certificate will be printed.
*Keep the receipt for printing in a safe place.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(c) At Lawson

Screen Images

Steps

How to Operate

1

When you have a 10-digit user number, select (touch) “Print Service (プリントサービス)” on the top screen of the multi-functional copy machine at Lawson.

*If you forgot the 10-digit user number, see the following:

▶ 4.3.2 “Checking the User Number”

2

Enter the “user number (ユーザー番号)”.

3

Press the “Next (次へ)” button.

4

Press the “Print documents (文書プリント)” button.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate



5

Select (touch) "My box".

*Proceed to the next operation if this screen isn't displayed.



6

Select (touch) a file you want to print out.

7

Press the "Next (次へ)" button.



8

Confirm the printing settings.

*Color mode: Full color/B&W, etc.

9

Put coins into the slot and press the "Next" button.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate



10

It will start printing once you select “Yes”.

*Keep the receipt for printing in a safe place.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

4.2 How to Check Sending by Post

4.2.1 Checking the Processing Status

Screen Images

Steps

How to Operate

1

Log in to the certificate issuance service and click "Application list" from the "Current application list."

2

Click the issuance number of the certificate to check from the "Application list".

3

Check the "Processing status" under "Information sent by post".
"Postal mail request completed" is displayed.

*The request is being processed by the university. Please wait for the processing to be completed.



The University Select printing destination

*****@example.com LANG:English

Current application list

Application list

Issue certificate

Convenience store

Sending by post

The University Certificate Application list *****@example.com

Application list (present)

Issuance number	Payment	Date of issuance	Certificate	Number of copies	Total amount
155	Completed	2017/08/03	Certificate of Academic Record	1 copies	100 yen

Back

Information sent by post

Processing status

Postal mail request completed

Completed up

No

Remarks

4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

4.2.2 Checking the Status of Sent Mail

Screen Images

Steps

How to Operate

1

Log in to the certificate issuance service and click "Application list" from the "Current application list."

2

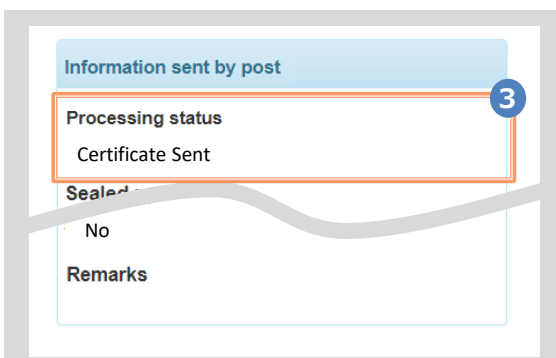
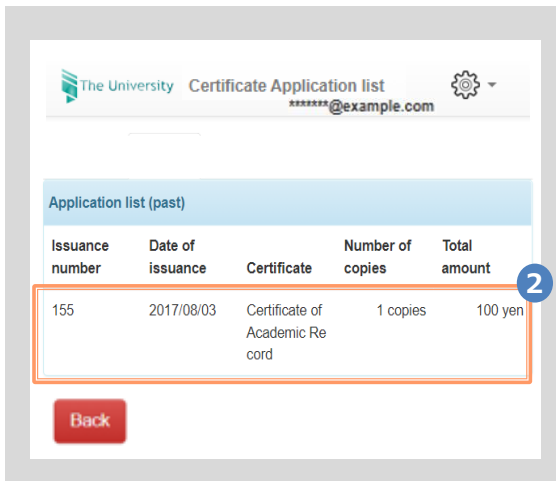
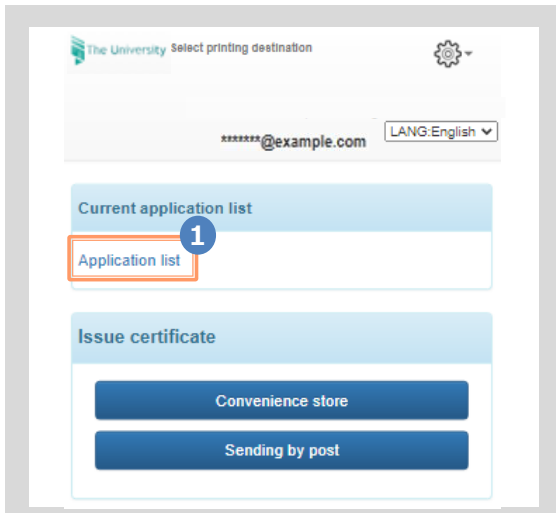
Click the issuance number of the certificate to check from the "Application list".

3

Check the "Processing status" under "Information sent by post". "Certificate Sent" is displayed along with the time the university completed mailing the certificate.

*You will receive an email to notify the completion of mailing once the university completed its process.

*The certificate will be delivered in a few days to the address you designated when applying. The process will be completed once you receive the certificate.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

4.3 How to Check the Printing Information

4.3.1 Checking the Print Reservation Number

*if you select Seven-Eleven as the printing destination

(a) Check on the Website

Screen Images

Steps

How to Operate

1

Log in to the certificate issuance service and click "Application list" from the "Current application list".

2

Click the issuance number of the certificate to check from the "Application list".

The University Select printing destination

*****@example.com LANG:English

Current application list

1 Application list

Issue certificate

Convenience store

Sending by post

The University Certificate Application list

*****@example.com

Application list (present)

Issuance number	Payment	Date of issuance	Certificate	Number of copies	Total amount
141	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
140	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
134	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

3

The Application Information Details screen is displayed, where you can check the Printing reservation number under "Detailed Information".

*The print reservation number is displayed when Seven-Eleven is selected for the convenience store as the printing destination.

*If the payment processing is not complete, the print reservation number is not displayed.

Issued information			
Issued application number	143		
Date of issuance	2016/03/30		
Printing reservation destination	7-Eleven		

Payment information			
Payment method	PayPal		
Payment status	Complete		

Detailed information			
Printing reservation number	student ID number	Certificate	Deadline
*****	*****	Certificate of Graduation	2016/04/06
Total		1 copy	

(b) Check in Email

Screen Images

Steps

How to Operate

Email message

Your printing reservation has been completed. Your issuance application number is 143.
The following printing reservation number is required when printing your certificate.
Please keep it safe and be sure to bring it when printing.
The issuance will expire seven days after your application.

Printing Reservation Destination: 7-Eleven

Printing Reservation Number *****

Certificate of Graduation.pdf Until 2016/04/06

1

With "Convenience store (Seven-Eleven)" selected for the printing destination, when the payment processing is completed, the "Print Reservation Number" necessary for printing is reported by email.

*This information is necessary for printing at a convenience store. Please don't discard this email until you complete printing.



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

4.3.2 Checking the User Number

*if you select FamilyMart or Lawson as the printing destination

(a) Check on the Website

Screen Images

Steps

How to Operate

1

Log in to the certificate issuance service and click "Application list" from "Application list" .

2

Click the issuance number of the certificate to check from the "Application list."

The University Select printing destination

*****@example.com LANG:English

Current application list

Application list 1

Issue certificate

Convenience store

Sending by post

The University Certificate Application list

*****@example.com

Application list (present)

Issuance number	Payment	Date of issuance	Certificate	Number of copies	Total amount
141	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
140	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
134	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
143	Unpaid	2016/03/30	ave Enrollment		yen



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

3

The Application Information Details screen is displayed, where you can check the User number under "Printing Information (network print service)".

*The user number is displayed when FamilyMart or Lawson is selected for the convenience store as the printing destination.

*If the payment processing is not complete, the user number is not displayed.

The University Application information details *****@example.com

Issued information

Issued application number 143

Date of issuance 2016/03/30

Printing reservation destination **FamilyMart** FamilyMart

Payment information

Payment method PayPal

Payment status Complete

Print information (network print service)

User number *****

Detailed information

File name	student ID number	Certificate	Deadline
Certificate of Graduation.pdf	*****	Certificate of Graduation	2022/12/28
Total		1 copy	300 yen

(b) Check in Email

Screen Images

Steps

How to Operate

1

With "Convenience store (FamilyMart, Lawson)" selected for the printing destination, the "User Number" necessary for printing is reported by email when the payment processing is completed.

*This information is necessary for printing at a convenience store. Please don't discard this email until you complete printing.

Email message

Your printing reservation has been completed. Your issuance application number is 143. The following printing reservation number is required when printing your certificate. Please keep it safe and be sure to bring it when printing. The issuance will expire seven days after your application.

Printing Reservation Destination: Lawson

User Number *****

Certificate of Graduation.pdf Until 2016/04/06



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

4.4 How to Check the Designated Printing Destination

(a) Check on Website

Screen Images

Steps

How to Operate

1

Log in to the certificate issuance service and click "Application list" from "Current application list".

2

Click the issuance number of the certificate to check from the "Application list".

The University Select printing destination

*****@example.com LANG:English

Current application list

Application list

Issue certificate

Convenience store

Sending by post

The University Certificate Application list

*****@example.com

Application list (present)

Issuance number	Payment	Date of issuance	Certificate	Number of copies	Total amount
141	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
140	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
134	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen
143	Unpaid	2016/03/30	Certificate of Enrollment	1 copies	300 yen



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

Screen Images

Steps

How to Operate

3

The Application Information Details screen is displayed.
Check the selected printing destination displayed for the Print reservation destination.

When "Print at a Convenience Store" is selected:

Displays the selected convenience store name

When "Sending by Post" is selected:
Displays "Information sent by post"

3-*

The printing destination can be checked also as follows:

For Seven-Eleven:

Under "Detailed information," "Print reservation number (8 digits)" is displayed.

For FamilyMart and Lawson:

Under "Printing Information (network print service)," "User number (10 digits)" is displayed.

For "Sending by Post":

Under "Information sent by post," "Processing status" is displayed.

3-*

The display varies depending on the printing destination.

The University application information details *****@example.com

Issued information

Issued application number 143

Date of issuance 2016/03/30

Printing reservation destination 7-Eleven

Payment information

Payment method PayPal

Payment status Complete

Detailed information

Printing reservation number	student ID number	Certificate	Deadline
*****	*****	Certificate of Enrollment	2016/03/30 23:59:59
Total			1 copy

Print information (network print service)

User number *****

Detailed information

File name	student ID number	Certificate	Deadline
Certificate of Enrollment.pdf	*****	Certificate of Enrollment	2016/03/30 23:59:59
Total			1 copy

Information sent by post

Processing status: Postal mail request complete

For Seven-Eleven

For other than Seven-Eleven

For Sending by Post



4 Printing of Certificates

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Check in Email

Screen Images

Email message

< Seven-Eleven >

Your printing reservation has been completed.
Your issuance application number is 143.
The following printing reservation number is required when printing your certificate.
Please keep it safe and be sure to bring it when printing.
The issuance will expire seven days after your application.

Printing Reservation Destination: 7-Eleven

Printing Reservation Number *****

Certificate of Graduation.pdf Until 2016/04/06

1

The printing destination can be checked from the email that is received after the application for the certificate or the payment processing is completed. Note that the timing to send the email notification depends on the selected payment method.

When the payment processing is completed, the print information is notified by email. The selected convenience store name, "On-campus print number (8 digits)" or "Certificate issuance reservation by mail is completed" is displayed in the body of the email, so confirm it.

< FamilyMart, Lawson >

Your printing reservation has been completed.
Your issuance application number is 143.
The following printing reservation number is required when printing your certificate.
Please keep it safe and be sure to bring it when printing.
The issuance will expire seven days after your application.

Printing Reservation Destination: Lawson

User Number *****

Certificate of Graduation.pdf Until 2016/04/06

1-*

The printing destination can be checked also as follows:

For Seven-Eleven:

"Print reservation number (8 digits)" is displayed.

For FamilyMart and Lawson:

"User number (10 digits)" is displayed.

For "Sending by Post":

The notification is displayed stating that certificate issuance by postal mail has been reserved.

< Sending by Post >

The reservation of certificates issuance by postal mail is completed.

Your issuance application number is 143. Please wait for the certificate to arrive.

The emergency contact you entered might be contacted from us.

Certificate of Enrollment.pdf

1

1-*



5 Switch Languages

5.1 Switch Languages

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(a) Mail Address Setting Screen

Screen Images

Steps

How to Operate

LANG:日本語

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

注意事項

！注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスを確認し、リダイレクトします。

1

Click the language selection pull-down to switch languages.

LANG:日本語

The University メールアドレス設定

メールアドレス

メールアドレス

確認

メールアドレス

注意事項

！注意事項は必ずお読みください

- 「確認」ボタンを押すと、指定のメールアドレスを確認し、リダイレクトします。

2

Click the language you want to display in the pull-down.

LANG:English

The University Mail address setting

Mail address

Mail address

Check

Mail address

Note

！Be sure to read the Notes.

3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.



5 Switch Languages

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(b) Log In screen

Screen Images

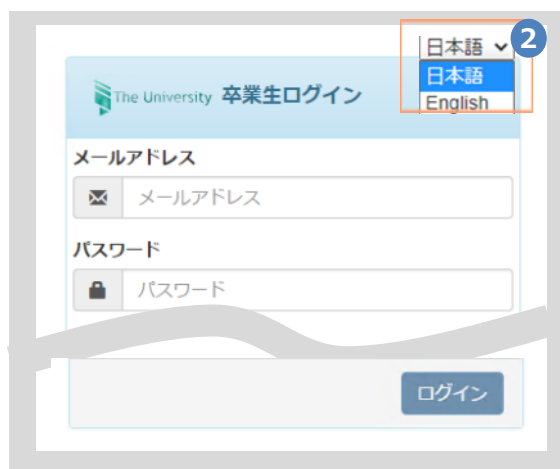
Steps

How to Operate



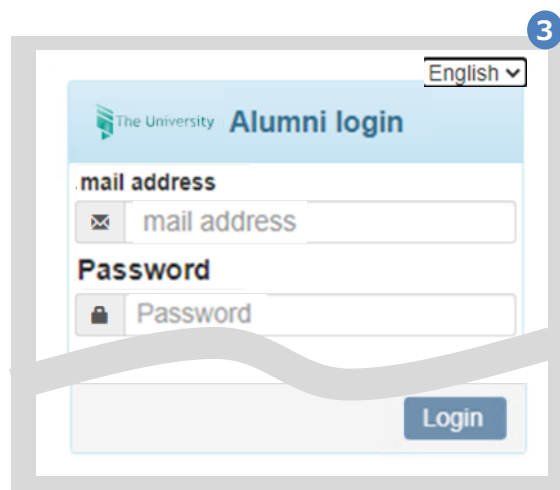
1

Click the language selection pull-down to switch languages.



2

Click the language you want to display in the pull-down.



3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.



5 Switch Languages

*The screen images shown below are samples only. For actual operation, follow the on-screen instructions.

(c) Select Printing Destination screen

Screen Images

Steps

How to Operate

1

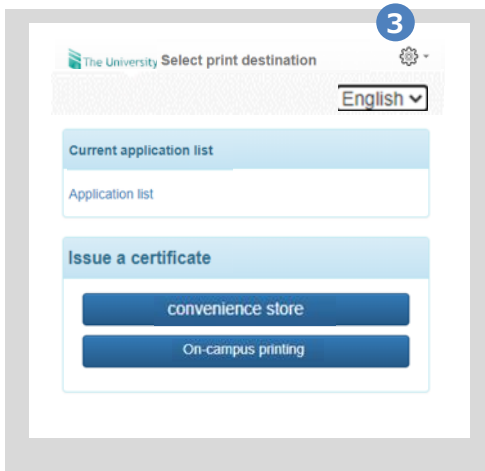
Click the language selection pull-down to switch languages.

2

Click the language you want to display in the pull-down.

3

The screen switches in the language you selected. Subsequent screens will be displayed in the selected language. Since the language selection pull-down is displayed only on Log In and Select Printing Destination screens, you need to log out or come back to Select Printing Destination screen in order to switch languages.





Revision History

Edition	Date	Changes	Details
8.6.0	2023.8.1	P2	Corrected due to a change in phone number.
8.6.0	2024.2.15	P13~P19	The following items have been corrected. ・ 4.1 How to Print at a Convenience Store
11.4.0	2024.11.26	-	Corrected due to version upgrade.
11.4.0	2025.4.11	P4,P9,P12,P30	Modifications due to integration into SBPS
11.4.0	2025.4.11	P13~P17	Corrections due to the addition of convenience store payment institutions.
12.2.0	2025.11.18	General	Updated to STEP12 version.