

Issue of graduation certificates, etc.

[Notice] In order to protect personal information, checks on applications for the issue of certificates will be made to ensure that the application is being made with the consent of the person in question. Please provide identification or a letter of proxy when applying.

*Points to note when applying

1. Certificates issued by the Student Affairs Section are as follows: (Japanese/English).
Graduation (completion) certificate
Results (undergraduate/post-graduate) certificates, etc. (excludes special certificates)
2. It takes around 3 – 4 days (7 days for a version in English) to issue a certificate so please make your application in plenty of time. (Applications from Japan)
3. Up to 5 copies of each certificate can be issued per application. Please clearly state the submission destination of the copies (company name, school name, etc.).
4. Certificates are issued displaying the name that the applicant had at the time they attended the university. Please give proof of name change yourself.
5. **We cannot accept applications by telephone or e-mail.**
6. There is no charge for issuing certificates but we ask the applicant to cover postage.
7. Please follow the link below for certificates if you completed the doctoral program in the Graduate School of Natural Sciences.
<http://www.oast.kobe-u.ac.jp/certificate/certificate.htm>

How to apply

You will be required to provide identification when making your application. The following forms of ID are accepted.

Driving licence, passport, health insurance card, resident card (copy), student card issued by the university, basic resident register card (version with photo)

<<Applying at the counter>>

Fill in the required information on the application form which can be found at the Student Clerk counter at the Student Affairs Section and submit.

[Applying through a proxy]

The following documents are required when applying and when picking up the certificate.

1. Copy of ID of the person in question
2. ID of the proxy
3. Letter of proxy (there is no specific required format but it must clearly state the consent of the person in question: [Example of letter of proxy](#))

<<Applications by post>>

Please send the following documents to Student Affairs Section of the Graduate School of Engineering.

1. Copy of ID (this will be returned with the certificate after confirmation)
2. Application (download the form or provide your own version containing the following information)
 - (1) Name (with reading if applicable)
(*please give your name in the alphabet for certificates in English)
 - (2) Date of birth
 - (3) Address (home or work) and telephone number (daytime) of the person in question
 - (4) Reason for issue
 - (5) Submission destination
 - (6) Affiliated department/major
 - (7) School register number (*if known)

- (8) Period of attendance and whether you graduated, dropped out or were excluded
- (9) Type of certificate and number of copies
- (10) Legal domicile (prefecture only) (fill in only if you are applying for a certificate pertaining to academic ability (credit acquisition certificate for teaching licence.)

3. Stamped, self-addressed envelope (rectangular No.3: 12cm x 23.5cm with your name, address and stamps)

*Postage: 1 certificate: 82 yen, 2 certificates: 92 yen, 3 certificates: 120 yen, 4 or more certificates: 140 yen. Other formats will depend on weight.

*Applicants who live overseas

To have certificates sent overseas, please send an International Reply Coupon for postage. (Rates will depend on weight)

Certificates will be sent by EMS.

[Application by proxy]

*The following documents are required when applying.

1. Copy of ID of the person in question
2. ID of the proxy
3. Letter of proxy (there is no specific required format but it must clearly state the consent of the person in question: [Example of letter of proxy](#))

Send applications to:

(*Please write Certificate Application in red on the envelope.)

Student Affairs Section, Graduate School of Engineering, Kobe University

1-1 Rokkodai-cho, Nada-ku, Kobe-shi, Japan

Postal code: 657-8501

Please direct any enquiries to:

Tel: +81-(0)78-803-6350 (direct)

Fax: +81-(0)78-803-6364

Mail: eng-kyoumugakusei @ office.kboe-u.ac.jp

(Please note that there is a space before and after the @ mark to prevent spam)