

Notes on submitting certificates issued by an overseas university

- 1) The certificates should be issued by your alma mater that is applicable to application eligibility, and should be printed on the university's letterhead (including name, address, and telephone number of the university), and should contain all the contents below. The academic transcript should have all grades, which you achieved from entrance to the latest semester.

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|--|----------------------------------|
| 1) Name (Exactly as shown in the passport) | 4) Month and year of graduation* |
| 2) Date of birth* (Exactly as shown in the passport) | 5) Name of degree |
| 3) Month and year of entrance* | 6) Date of issue* |

*The western calendar should be used

- 2) In case that the certificates are in other than English or Japanese, please translate them into English or Japanese, and ask a public organization such as the university or the embassy to certify that the translation is true and correct. The certificates gained through the Internet or the duplicated color-copied certificates are not valid.

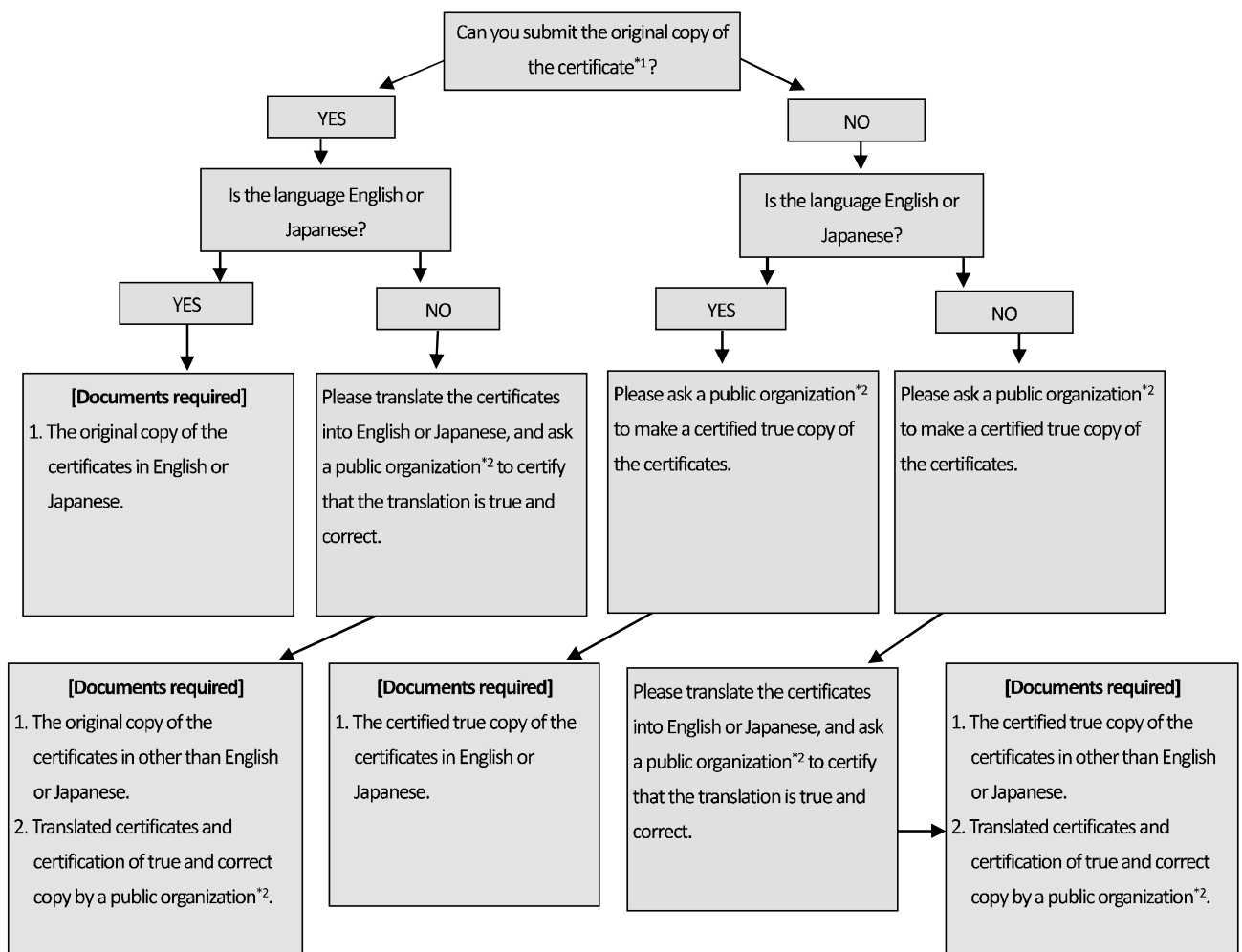
- 3) If you cannot submit the original copy of the certificates, please ask a public organization*² to make a certified true copy.

- 4) If a certificate consists of several pages, it must be bound by the issuing institution, or there must be names and official seals on each page.

- 5) If you graduated from a university in P. R. China, please give Online Verification Report of HEQC. Process for verifying a certificate of graduation or an academic transcript:

China Higher Education Student Information (CHSI) <https://www.chsi.com.cn> (Chinese)

China Higher Education Student Information (CHSI) Japan Agency <http://www.chsi.jp> (Japanese)



*1 The Certificate may include a diploma.

*2 The Public organization may include such as an embassy, an alma mater, or CHSI.