

1-3 Certificates and registration procedures

1 Certificates issued by the university

Type	Summary
Student ID card	<ul style="list-style-type: none"> The Student ID card is an important document that will serve until your graduation. In case your card is lost or damaged, please apply for a new one. <p>The card must be carried at all times, and returned if you lose your status as a student.</p> <p>Issued by: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p>
Certificate of attendance*	<p>Please issue the card at an automatic issuing machine.</p> <p>Contact information: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p>
Grade transcript*	<p>Please issue the card at an automatic issuing machine.</p> <p>Contact information: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p>
Certificate of expected graduation* (irregular students excepted)	<p>Please issue the card at an automatic issuing machine.</p> <p>Contact information: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p>
Certificate for student discount tickets* (irregular students excepted)	<p>Please issue the card at an automatic issuing machine.</p> <ul style="list-style-type: none"> On JR lines, tickets for one-way journeys over 100 km can be purchased with a 20% discount One certificate is needed per ticket (but a single certificate can be used for a return ticket) Certificates can only be used for the following purposes: return home, regular study trips, extracurricular activities endorsed by the university, examinations for academic or employment purposes, participation in events endorsed by the university, medical treatment or resolution of study-related issues, accompanying parents on travel Certificates are valid for 3 months from the date of issue <p>Contact information: Shinagawa Campus: Student Support Division, Student Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p>
Certificate for the acquisition of a student commuter's pass* (irregular students excepted)	<p>Please issue the card at an automatic issuing machine.</p> <p>Contact information: Shinagawa Campus: Student Support Division, Student Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p>
Certificate of medical examination*	<p>Issued by: Shinagawa Campus: Health Center Etchujima Campus: Health Center</p>
Recommendation letter for employers	<p>If required, please send a request for recommendation form from your academic advisor via e-mail to the Career Support Section.</p> <p>Issued by: Shinagawa Campus: Career Support Center, Career Support Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p>
Government scholarship certificate	<p>This certificate proves that you are the recipient of a government scholarship (3 working days required to obtain the certificate).</p> <p>Issued by: Shinagawa Campus: Academic Support and International Division, International Students Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p>

Note: Certificates marked with an asterisk (*) can be obtained immediately using one of the automated certificate issuing machines. Please note that the machines can be unavailable at times.

Location: Shinagawa Campus: entrance of Academic Affairs office
Etchujima Campus: Etchujima Campus Administration Division

Hours: weekdays 8:30 to 18:00 (except national holidays)

During spring, summer and winter holidays, weekdays 8:30 to 17:00 (except national holidays)

2 Documents submitted by the students

Type	Where to submit	Summary
Leave of absence	Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Academic Affairs Section	You must submit this document if you are unable to attend classes for a period of two months or more due to illness or other compelling reasons. A leave of absence is valid for up to one year, and may be extended for an additional year (the limit for a continuous leave of absence is two years). Note: Students are automatically readmitted after the leave of absence expires (but see “Request for readmission” below). Leave of absence period (total) • Undergraduate students and doctoral course students: Three years • Master’s course students: Two years If you wish to take a leave of absence (or apply for an extension for one year), you must submit a leave of absence application (designated format) to the designated section one month before the desired starting date. Please come to the service window as soon as possible. If you are unable to submit the form by the deadline due to unavoidable circumstances, consult at the service window as soon as possible.
Request for readmission		You will be automatically readmitted after your leave of absence expires. If you wish to return before the ending date, however, you must submit a request for readmission. Note: Students returning to university in the middle of the semester must pay tuition fees in proportion to the remainder of the semester as soon as possible.
Withdrawal from university		If you are forced to abandon your studies due to family issues or other unavoidable reasons and have to withdraw from the university, you must submit a withdrawal form (designated format) to the designated section one month before your desired withdrawal date. Please come to the service window as soon as possible. If you are unable to submit the form by the deadline due to unavoidable circumstances, please consult at the service window as soon as possible.
Change of address		Access Live Campus and follow the steps listed below to change your address: Portal page → School Affairs System (system cooperation link) → Student information → Update student information → Student contact information
Change of name, guarantor, or guarantor address Application for use of maiden name		• Contact the service window in charge about the information change as soon as possible. Note: If your name changes (first and/or last name), you must submit an official document to confirm it. (This includes documents that list both your old and new name, such as a family register individual record or a residence certificate.)
Notice of absence	Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Academic Affairs Section	A notice of absence is accepted for the following reasons: • When you are absent for seven days or more due to illness (a medical certificate must be attached) • When you are absent due to influenza or other infectious diseases (a medical certificate must be attached) • Other unavoidable reasons (such as bereavement; a document to certify the reason must be attached) For reasons other than the above, consult your teacher.
Returning to your home country or traveling abroad	Shinagawa Campus: Academic Support and International Student Section Etchujima Campus: Student Support Section	• You must submit a notification about returning to your home country or traveling abroad if you will be going outside of Japan. While traveling abroad, you must be enrolled in overseas traveler’s accident insurance regardless of whether your reason for the trip is studying abroad, training, research activities or personal. Additionally, you may need to submit overseas traveler’s accident insurance documents if you are traveling abroad for university activities, so please confirm this with the section in charge.
Career sheet	Shinagawa Campus: Student Support Division, Career Support Section Etchujima Campus: Student Support Section	• Students who have decided on a place of employment or higher education, etc., should register the Career Decision Notification Form from “Kaiyo University Calinavi”. In this case, please submit the form to the Career Support Section by e-mail.