

Guide to Offices for Academic Affairs

1. Main Services of Academic Affairs Division

Academic Affairs Division handles academic related matters as follows:

- (1) Handles affairs related to student records.
- (2) Matters related to enrollment, leave of absence, withdrawal from school and graduation.
- (3) Matters related to classes.
 - ① Class organization
 - ② Creating timetable
 - ③ Classroom dividends
 - ④ Course registration
- (4) Examination and grading related matters.
- (5) Receiving/ sending documents concerning jurisdiction.
 - ① Acceptance of guarantor / nationality change, name change, address change notification etc.
 - ② Student identification card, student enrollment/ graduation/ completion/ grades etc. certificate and issuance of student JR discount certificate.
- (6) Other matters related to academic affairs
 - ① Academic affairs office (Ikebukuro campus:1st floor, Tucker Hall, Niiza campus:1st floor, Building No.7)
Handles affairs related to course registration, classes, and grades of undergraduate and graduate students. Handles affairs related to exams and grading. Handles affairs related to leave of absence, withdrawal from school of undergraduate and graduate students. Handles affairs related to change of guarantor / nationality, name and address. Handles affairs related to student identification card and student commuter pass certificate. Handles affairs related to issuing certificate of enrollment, graduation, completion and academic transcript.
 - ② Certification Courses Office (Ikebukuro campus:1st floor, Building No.2, Niiza campus 1st floor, Building No.7)
Handles affairs related to practical training such as traineeships for the teacher, curator, librarian, and social education supervisor courses. Matters concerning acquisition of qualification and application for each course.
 - ③ Independent Graduate Schools Office (Ikebukuro campus: 4th floor, Building No.11)
Handles affairs related to classes that begin in periods 6 and 7 in the graduate school of Economics and affairs related to classes, exams, curriculum, and other academic matters for the graduate schools of intercultural communication, the graduate school of social design studies, and the graduate school of business administration.

2. Various notifications and Issuance of various certificates.

(1) Various notifications

There is a prescribed form at the academic affairs office.

① Guarantor change notification.

Attach guarantor registration form, consignor guarantor, notify after stamping.

② Nationality Change (Naturalization) Notification.

For details, ask at the counter above.

③ Name change notification.

Attach certificate of entries described in Resident Basic Register or other alternate items and notify.

④ Address change notification.

Notify when changing the address of the student or guarantor, telephone number, Student's email address, and the nearest station to come to the university.

(2) Issuance of various certificates.

Certificate Type	Japanese transcript fee	English transcript fee	Day to issue
Certificate of enrollment			
Certificate of (expected) Graduation		¥400	Immediately

Certificate of (expected) Completion	¥300		
Academic Transcript			
Academic Report			※1
Health Check Certificate for employment		¥400	※2
Student JR discount certificate※3	free		Immediately

Certificate of Enrollment, academic transcript (※4), expected graduation/completion (※4), student JR discount, and health check certificate is issued by the certificate issuing machine at the academic affairs office instantly. Other certificate is issued next day after 12:00 p.m. (if next day is not opened, next office day).

※1: Academic Report needs some days to make. Bring the prescribed paper of the applicant and submit it to the academic affairs office.

※2: Announcement regarding to the issuance of health check certificate.

1. Issuance start date: Refer to SPIRIT “Health Center” website.
2. Issuance is not accepted following case.

- Students who have not undergone regular health checkup conducted by the university.
- In case that there are unexamined items at regular health checkup. Moreover, in case have not undergo re-examination or medical examination etc. instructed from the health center.

※3: Student discount certificate validity period is 3 months from issue date.

※4: Transcript for the Master's program is issued at the academic affairs office. (Time required: 30 minutes).

If you need the academic transcript/ Certificate of the Expected Completion in Doctoral Program, contact the academic affairs office. New application for transcript issuance takes one week. If the application has been issued in the past, it will take 2 days. Certificate of Expected Completion can be applied for after submitting the doctoral dissertation and takes one day to issue. In principal, English academic transcript is not available in doctoral program.

Student ID card is required for certificate issuing machine.
If you need other certificate above, contact the counter of academic affairs office.

Notice: Regarding the student's name letter (kanji).

The name letter (kanji) on the student ID card, is based on the JIS standard in principal.

That letter is used for every certificate and Diploma, even after the graduation. In case name letter (kanji) is not in the JIS standard, we correct the letter based on the JIS compliant. If it is not convenient, contact the counter of academic affairs office.