

Guide to the Division of Academic Affairs

1. Main Services of the Division of Academic Affairs

The Division of Academic Affairs 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.

2. Various notifications and Issuance of various certificates.

- (1) Various notifications
There is a prescribed form at the academic affairs office of your campus.
 - ① Guarantor change notification.
Submit along with Guarantor registration form, with new guarantor's name written by him/her and his/her seal.
 - ② Nationality Change (Naturalization) Notification.
For details, inquire to the above office.
 - ③ Name change notification.
Submit along with the certificate of items entered in the certificate of residence.
 - ④ Address change notification.
Notify when changing the address or the telephone number of the student or guarantor, Student's email address, and the nearest station to come to the university.
- (2) Issuance of various certificates.

Certificate Type	Japanese certificate fee	English certificate fee	Number of days required to issue
Certificate of enrollment	¥300	¥400	Immediately
Certificate of (expected) Graduation			
Certificate of (expected) Completion			
Academic Transcript			
Health Check Certificate for employment		¥400	※1
Student JR discount certificate※2	free		Immediately

Certificate of Enrollment, academic transcript (※3), expected graduation/completion (※3), student JR discount, and health check certificate are issued by the certificate issuing machine at the academic affairs office instantly. Other certificate is issued can be picked up after 12:00 p.m. (on the next business day.). Some of the above certificates can be applied for through the certificate Issuance Service (online).

※1: The issuance of health check certificate.

1. Issuance start date: Refer to PORTAL “Health Center” website.

2. Issuance is not accepted for following cases.

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

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

※3: 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 transcript 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 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, during your enrollment and after the graduation. In case your 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 academic affairs office of your campus.