

Notice of Renewal of Certificate Issuance System (For Non-Enrolled Alumni)

Effective Date & Termination Date

- New system starts: **December 1, 2025 (Mon) from 8:40 AM**
- Current system ends: **November 25, 2025 (Tue) at 5:00 PM**

Key Features

- Certificates can be issued not only on campus but also at convenience stores nationwide (7-Eleven, FamilyMart, Lawson) 24/7

New Procedure

1. Access the certificate issuance website from PC or smartphone
2. Select printing location (convenience store, on-campus machine, postal delivery)
3. Choose the certificate type
4. Select payment method (convenience store payment, cashless options)
5. Print at the selected location

Additional Notes

- First-time users must complete new registration procedures. Registration confirmation may take up to 3 business days after application.
- Payment options: convenience store payment, on-campus machine (IC cards only), cashless (credit card, PayPay, etc.).
- Cash payment and non-IC card methods are NOT available at on-campus machines.

Fees

Type	Current	New
Japanese Certificate	¥300	¥400
English Certificate	¥500	¥500
System Usage Fee	-	¥300 per application
Convenience Store Print Fee	-	¥60 per page

November 2025
The ILA Office