

Issuance of Certificates

If you wish to request the issuance of various certificates after graduation, please follow the procedures below.

1 Types of Certificates and Issuance Period

Type	Issuance Period
Graduation Certificate	None
Academic Transcript & Report	Within 5 years after graduation
Certificate of Credits	Within 20 years after graduation
Others	Please inquire with the Administrative Department in advance regarding the content of the certificate.

- ※ If the above periods have elapsed, we can issue a document stating, "Certificates related to academic performance cannot be issued as the retention period has expired according to the School Education Act Enforcement Regulations."
- ※ Even if you have changed your name, the certificate will be issued under your name at the time of graduation.

2 Application Procedures

- In principle, the applicant should come to the school to apply.
- If you cannot come to the school due to distance or other reasons, you may apply by mail.
- Depending on the type of certificate, it may take time to issue, so please contact the Administrative Department in advance.
- If the applicant and the recipient of the certificate are different, please contact the Administrative Department.

(1) Application in Person

- Fill out the "Certificate Issuance Request" form with a black ballpoint pen and submit it to the Administrative Department.
- The following documents are required when you come to the school:

Identification Documents	For example, driver's license, health insurance card, or passport. ※ If you have changed your name due to marriage, documents proving the name change (for example family
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	register) are also required.
Certificate Issuance Fee	700 Japanese yen per certificate ※ Please prepare the exact amount.

(2) Application by Mail

Please include the following documents (A to D) in an envelope, write "Certificate Issuance Request" in red on the front, and send it to the Administrative Department.

A. Certificate Issuance Request:	Download the form and print it on A4 size paper, then fill it out.
B. Certificate Issuance Fee	700 Japanese yen per certificate ※ Please purchase a "Postal Money Order" at the post office and send it by mail, or send cash by registered mail.
C. Identification Documents	One copy of a document that verifies your identity (for example driver's license, health insurance card, My Number card, or passport.) ※ If you have changed your name due to marriage, documents proving the name change (for example family register) are also required. ※ Identification documents will be promptly destroyed after verification.
D. Return Envelope:	Write the address on a return envelope (standard size) and affix the appropriate postage. For example, 110 Japanese yen for 1 to 3 certificates, 180 Japanese yen for 4 to 5 certificates. ※ Please note that postal rates were revised on October 1st, 2024. ※ If you wish to use registered mail or express delivery, please affix the additional postage accordingly.

3 Reception Hours

Monday to Friday: 8:25 AM to 4:55 PM

※ Please note that we cannot accommodate requests on Saturdays, Sundays, holidays, year-end and New Year holidays (December 29 to January 3), designated closure days, and other substitute holidays.

4 Mailing Address & Contact Information

Mailing Address: 3137-2 Okushi, Osakikamijima-cho, Toyota-gun, Hiroshima
Prefecture 725-0303 Hiroshima Global Academy Administrative Department

TEL:+81-846-67-5581

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