

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 School Report	Within 5 years after graduation
Certificate of Credits	Within 20 years after graduation
Recommendation	None
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,
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	documents proving the name change (for example family 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 your address on a return envelope and affix the appropriate postage. Also, please refer to the table below for the stamp amount.

※ If you wish to use registered mail or express delivery, please affix the additional postage accordingly.

●Certificate Types and Fees

Type	Envelope Size	Quantity	Postage Fee	Special Handling Fees
Graduation Certificate Academic Transcript Certificate of Credits	Long 3	1-9 items	110 yen	<u>Express</u> +300yen <u>Specified</u>
School Report Recommendation	Square 2	1-3 items	140 yen	<u>recorded</u> +210yen <u>Simplified</u>
		4-8 items	180 yen	<u>registered</u> +350yen

※ As of May 2025 (Reiwa 7), the information is as follows.

※ Please note that if you wish to receive a strictly sealed academic transcript and certificate of credits, the envelope size and postage fee will be treated the same as for a school report or recommendation form.

3 Reception Hours

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

※ Please note that we cannot accommodate requests on Saturdays, Sundays, public 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

FAX:+81-846-67-5421

E-Mail : ecyuko@hiroshima-c.ed.jp