

To All Students Scheduled to Graduate (Complete Their Program) in September 2026

Regarding the Use of the Certificate Issuing Machines

◇For Students Expected to Graduate or Complete Their Program in September 2026◇

Students who will advance to a graduate program at our university in October 2026 should refer to the next page, “For Students Advancing to Graduate School at Our University.”



Certificate Issuance Periods

Type of Certificate	Issuance Period
Certificate of Graduation (Completion)	Fri. September 25 – Wed. September 30
Certificate of Degree Conferment / Completion	
Academic Transcript (with or without GPA) *	Until Tue. September 29
Student Discount Certificate for Transportation	Until Tue. September 29
Certificate of Enrollment	Until Fri. September 25
Health Checkup Certificate (only for those who got the health checkup this year)	Until Wed. September 30
Medical Examination Report (only for those who got the health checkup this year)	

* Regarding the date shown on Academic Transcripts:

【Before the graduation date】 The transcript will state the "Expected Graduation Date. "

【On and after the graduation date】 The transcript will state the "Graduation Date."



Important Notes

The certificate issuing machines may not be available outside of operating hours or in case of technical issues. Please check the installation locations and operating hours below and use the machines with sufficient time in advance.



Locations and Operating Hours

Location	Operating Hours
General Education Building A, 1st Floor, Lobby near the Entrance	Mon.–Fri. (excluding holidays) 8:00 – 19:00 In the event of a paper jam or similar issue, please be advised that assistance is not available before 8:30 a.m. or after 5:00 p.m.
Peach Union, 1st Floor Hall, Under the Stairs	Mon.–Fri. (excluding holidays) 9:30 – 17:00
Medical School Administration Building, 1st Floor Hall	Mon.–Fri. (excluding holidays) 7:00 – 20:00 In the event of a paper jam or similar issue, please be advised that assistance is not available before 8:30 a.m. or after 5:00 p.m.



Contact Information

Academic Affairs Division, Academic Planning Section, Education Support Group

TEL : 0 8 6 - 2 5 1 - 8 4 2 4

◇For: Students Advancing to a Graduate Program at Our University in October 2026◇



Certificate Issuance Periods

Type of Certificate	Issuance Period
Certificate of Graduation (Completion)	Available on Fri. September 25 Unavailable: September 26-30 Available again from Thu. October 1
Certificate of Degree Conferment / Completion	
Academic Transcript (with or without GPA) *	
Student Discount Certificate for Transportation	
Certificate of Enrollment	
Health Checkup Certificate (only for those who got the health checkup this year)	Until Fri. September 25
Medical Examination Report (only for those who got the health checkup this year)	

* Regarding the date shown on Academic Transcripts:

【Before the graduation date】 The transcript will state the "Expected Graduation Date."

【On and after the graduation date】 The transcript will state the "Graduation Date."



Important Notes

The certificate issuing machines may not be available outside of operating hours or in case of technical issues. Please check the installation locations and operating hours below and use the machines with sufficient time in advance.



Locations and Operating Hours

Location	Operating Hours
General Education Building A, 1st Floor, Lobby near the Entrance	Mon.–Fri. (excluding holidays) 8:00 – 19:00 In the event of a paper jam or similar issue, please be advised that assistance is not available before 8:30 a.m. or after 5:00 p.m.
Peach Union, 1st Floor Hall, Under the Stairs	Mon.–Fri. (excluding holidays) 9:30 – 17:00
Medical School Administration Building, 1st Floor Hall	Mon.–Fri. (excluding holidays) 7:00 – 20:00 In the event of a paper jam or similar issue, please be advised that assistance is not available before 8:30 a.m. or after 5:00 p.m.



Contact Information

Academic Affairs Division, Academic Planning Section, Education Support Group

TEL : 0 8 6 - 2 5 1 - 8 4 2 4