Keio University Mita Campus
August 18, 2022

Directly sending request forms and certificates to the place of submission (e.g., LSAC, NY Bar, overseas graduate school)

	Applying online	Applying in person	Applying by mail
Request form	In the "Other" field in "Certificate Information," write the name of the request form and place of submission in detail. If you do not need to submit the original copy of the request form, you can send it to us online by uploading a PDF copy of the form. If you need to submit the original copy, please send it to us separately by post. In this case, please let us know of this by leaving a comment in the "Notes" field. Please enter the correct address and name of the organization and department where the document should be sent to in "Mailing Address."	Bring the original with you when you apply and submit it to a staff member.	In the "Request Form" field for "Type of Certificate," write the name of the request form and place of submission in detail.
Certificate of Graduation / Completion, and Transcript of Academic Record	Please enter the address and name of the organization and department where the document should be sent to in "Mailing Address."	Please tell us at the time of application.	Please apply for the certificates you require.
EMS envelope (length 26.0 cm × width 35.0 cm)	You will be charged for the envelope together with the EMS postage when you make your payment by credit card.	Please purchase an EMS envelope in advance and bring it with you when you make your application.	Please purchase an EMS envelope in advance and post it with your application.
EMS label (for documents)	The university will fill out the label.	The university will fill out the label. Please inform us the mailing address when you make your application.	The university will fill out the label. Please enclose the information of the mailing address with your application.
EMS postage	Postage will be charged to your credit card when you make your payment.	Please pay with stamps or cash.	Please send us stamps or cash with your application.
Notification of EMS tracking numbers by e-mail	Please let us know in the "Notes" field if you require the EMS tracking numbers.	Please let us know at the time of application if you require the EMS tracking numbers.	Please let us know in the margins of the application form if you require the EMS tracking numbers.