

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

| | Applying online | Applying in person | Applying by mail |
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| Request form | <p>In the “Other” field in “Certificate Information,” write the name of the request form and place of submission in detail.</p> <p><u>If you do not need to submit the original copy of the request form</u>, you can send it to us online by uploading a PDF copy of the form.</p> <p>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.</p> <p>Please enter the correct address and name of the organization and department where the document should be sent to in “Mailing Address.”</p> | <p>Bring the original with you when you apply and submit it to a staff member.</p> | <p>In the “Request Form” field for “Type of Certificate,” write the name of the request form and place of submission in detail.</p> |
| Certificate of Graduation / Completion, and Transcript of Academic Record | <p>Please enter the address and name of the organization and department where the document should be sent to in “Mailing Address.”</p> | <p>Please tell us at the time of application.</p> | <p>Please apply for the certificates you require.</p> |
| EMS envelope (length 26.0 cm × width 35.0 cm) | <p>You will be charged for the envelope together with the EMS postage when you make your payment by credit card.</p> | <p>Please purchase an EMS envelope in advance and bring it with you when you make your application.</p> | <p>Please purchase an EMS envelope in advance and post it with your application.</p> |
| EMS label (for documents) | <p>The university will fill out the label.</p> | <p>The university will fill out the label. Please inform us the mailing address when you make your application.</p> | <p>The university will fill out the label. Please enclose the information of the mailing address with your application.</p> |
| EMS postage | <p>Postage will be charged to your credit card when you make your payment. (Asia: 1,400 yen; Oceania, North and Central America, and the Middle East: 2,400 yen; Europe: 2,450 yen; South America and Africa: 2,400 yen)</p> | <p>Please pay with stamps or cash. (Asia: 1,400 yen; Oceania, North and Central America, and the Middle East: 2,400 yen; Europe: 2,450 yen; South America and Africa: 2,400 yen)</p> | <p>Please send us stamps or cash with your application. (Asia: 1,400 yen; Oceania, North and Central America, and the Middle East: 2,400 yen; Europe: 2,450 yen; South America and Africa: 2,400 yen)</p> |
| Notification of EMS tracking numbers by e-mail | <p>Please let us know in the “Notes” field if you require the EMS tracking numbers.</p> | <p>Please let us know at the time of application if you require the EMS tracking numbers.</p> | <p>Please let us know in the margins of the application form if you require the EMS tracking numbers.</p> |