

How to apply through the system

1. Check the user agreement

(1) Check the user agreement.

The screenshot shows the 'Application System for Certificates' interface. At the top, there is a progress bar with six steps: 1. User Agreement (highlighted in green), 2. E-mail Sent, 3. Applicant Information, 4. Payment, 5. Confirmation, and 6. Application Complete. Below the progress bar, the page title is 'Saitama University Application System for Certificates: User Agreement'. The main content area contains the following elements:

- A paragraph of introductory text: "Please read the following terms and conditions carefully, fill out your e-mail address, check the 'I agree to the above terms and conditions' box, and click the 'Send' button. You will receive an e-mail with instructions on how to proceed with the application."
- A section titled '1. Service Provider of the Application System for Certificates' with a form field for 'Payment service provider' containing the text 'F-REGI Co., Ltd. (F-REGI Payment)'.
- A section titled '2. Payment Method' with a sub-section 'Accepted credit cards (The credit card holder must)' and logos for VISA, Mastercard, JCB, American Express, and UnionPay.
- A warning box with two points:
 - * Your application will not be processed if the image you upload is unclear.
 2. Please note that depending on the type or model of your device, OS, browser, etc., you may encounter some problems or restrictions.
- A section titled 'Fill out your e-mail address to start your application.' with the text: "An e-mail will be sent to the address you enter. * If you have restricted messages to authorized domains, please register '@f-regi.com' to your list."
- An 'E-mail address' form field containing 'info@f-regi.com'.
- An unchecked checkbox labeled 'I agree to the above user agreement.'
- A grey 'Send' button.

(2) Enter your email address, check the "I agree to above user agreement" box, and then click "Send".

This screenshot shows the same 'Fill out your e-mail address to start your application.' section as the previous one, but with the following changes:

- The 'E-mail address' form field now contains a blurred email address.
- The checkbox 'I agree to the above user agreement.' is now checked.
- The 'Send' button is now green.

How to apply through the system

2. Sending an application email

(1) The application email has been sent.



Saitama University
埼玉大学

Application System for Certificates

1 User Agreement	2 E-mail Sent	3 Applicant Information	4 Payment	5 Confirmation	6 Application Complete
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E-mail Sent

An e-mail has been sent to the following address.
Please visit the link provided in the e-mail and complete your request and payment within 3 hours.

Your e-mail address

If you don't receive an e-mail within a few minutes, please check the following:

1. Did you enter the correct e-mail address in your application?
2. Has the e-mail been filtered as spam? Please check your spam folder.
3. Is your mail box full? Please delete unnecessary e-mails and try to load new e-mail again.
4. Have you restricted messages to authorized domains only? Please register "info@f-regi.com" to your list.

(2) You will receive the following email. Click on the URL in the email.

URL for Saitama University Application System for Certificates(Do not reply to this message.)

 info@pay.f-regi.com
宛先

Dear

This is to notify you of the URL for the Saitama University Application System for Certificates.
<https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpay.f-regi.com>

Please visit the above link, read the instructions carefully, fill out the details, and proceed with the request.
The above URL is only valid for 3 hours.
If the URL expires, please restart your application. Enter your e-mail address in the first page, receive another e-mail with a new URL, and proceed with your request.

Note
Once your application is completed, certificate fees, postage, and service fees will not be refunded under any circumstance.

This e-mail has been created and sent automatically by "F-REGI Payment."
Please note that your message will not be read if you reply to this e-mail.

This online payment system is managed by F-REGI Co., Ltd.
Contact: <https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.f-regi.co.jp>

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How to apply through the system

3. Enter the applicant information

(1) Enter the applicant information.

1 User Agreement	2 E-mail Sent	3 Applicant Information	4 Payment	5 Confirmation	6 Application Complete
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Applicant Information

Please fill out the form and click the "Next" button.
Do not use the "Back" and "Forward" buttons on your browser.
★ = Mandatory field

Applicant Information	
Name (while at University) ★	Family name: Saitama First name: Taro <small>* The name that appears on your certificate(s) will be the one you used while you were at University.</small>
Present name	Family name: e.g. Shimookubo First name: e.g. Taro <small>* only when your name has changed since you were a student</small>
Date of birth (yyyy/mm/dd) ★	1990 / 11 / 1
Phone number ★	090-1234-5678 <small>* Please include hyphens between numbers where appropriate (e.g., xx-xxxx-xxxx).</small>

(2) Enter your mailing address.

A) For mailing within Japan

- ① Select either "Standard (Domestic)", "Express (Domestic)", or "Letter pack light (Domestic)".
- ② Enter your address in Japan and other information.

Mailing Address	
How to Receive ★	<input checked="" type="radio"/> Standard (Domestic) <input type="radio"/> Express (Domestic) <input type="radio"/> Letter pack light (Domestic) <input type="radio"/> EMS (Overseas) <input type="radio"/> E-mail <small>* If you choose "E-mail", PDF file will only be sent via E-mail. The original hard copy will not be sent.</small>
Postal Code ★	338-8570 Search for address <small>* Please include the hyphen for Japanese postal codes. (xxx-xxxx) * The "Search for address" function is only available for Japanese postal codes. * If your address is overseas, enter "999-9999" and enter your postal code in the "Address" field.</small>
Address ★	255, Shimookubo, Saitama Sakura-ku, Saitama (Street Number, City, State/Prefecture etc.) e.g. Sakura Manshon, Apt. 101 (Name of apartment building, if needed) <small>* For overseas addresses, please enter the complete address in the first line using single-byte alphanumeric characters.</small>
Name ★	To: Saitama Taro
Daytime telephone number ★	090-1234-5678 <small>* Please include hyphens between numbers where appropriate (e.g., xx-xxxx-xxxx). * Please include the country code when entering a phone number outside of Japan.</small>

How to apply through the system

B) For mailing outside of Japan (countries that can be mailed by EMS)

- ① Select "EMS (Overseas)".
- ② Select the country where you want to send the package.
- ③ Enter your address and other information.

* Enter "999-9999" in the "Postal code" field.

Mailing Address	
How to Receive *	<input type="radio"/> Standard (Domestic) <input type="radio"/> Express (Domestic) <input type="radio"/> Letter pack light (Domestic) <input checked="" type="radio"/> EMS (Overseas) <input type="radio"/> E-mail <small>* If you choose "E-mail", PDF file will only be sent via E-mail. The original hard copy will not be sent.</small>
Country *	<input type="text" value="USA"/> <small>* If your country is not appeared on the list, please contact us in advance. * After contacting us, please fill out the country and postage from Japan.</small> Country <input type="text"/> Postage (in yen) <input type="text"/> yen
Postal Code *	<input type="text" value="999-9999"/> <input type="button" value="Search for address"/> <small>* Please include the hyphen for Japanese postal codes. (xxx-xxxx) * The "Search for address" function is only available for Japanese postal codes. * If your address is overseas, enter "999-9999" and enter your postal code in the "Address" field.</small>
Address *	<input type="text" value="2520 Massachusetts Avenue N.W., Washington D.C., 200"/> <small>(Street Number, City, State/Prefecture etc.)</small> <input type="text" value="e.g. Sakura Manshon, Apt. 101"/> <small>(Name of apartment building, if needed)</small> <small>* For overseas addresses, please enter the complete address in the first line using single-byte alphanumeric characters.</small>
Name *	To <input type="text" value="Saitama Taro"/>
Daytime telephone number *	<input type="text" value="090-1234-5678"/> <small>* Please include hyphens between numbers where appropriate (e.g., xx-xxxx-xxxx). * Please include the country code when entering a phone number outside of Japan.</small>

C) For mailing outside of Japan (countries that cannot be mailed by EMS)

- ① Contact the issued department to confirm the method of sending and postage.
- ② Select "EMS (Overseas)".
- ③ Enter the name of the country to which you want to send the package.
- ④ Enter the postage in Japanese yen.

How to apply through the system

⑤ Enter your address and other information.

* Enter "999-9999" in the "Postal code" field.

Mailing Address	
How to Receive *	<input type="radio"/> Standard (Domestic) <input type="radio"/> Express (Domestic) <input type="radio"/> Letter pack light (Domestic) <input checked="" type="radio"/> EMS (Overseas) <input type="radio"/> E-mail * If you choose "E-mail", PDF file will only be sent via E-mail. The original hard copy will not be sent.
Country *	<input type="text" value="Please select"/> * If your country is not appeared on the list, please contact us in advance. * After contacting us, please fill out the country and postage from Japan. Country <input type="text" value="Kazakhstan"/> Postage (in yen) <input type="text" value="13500"/> yen
Postal Code *	<input type="text" value="999-9999"/> <input type="button" value="Search for address"/> * Please include the hyphen for Japanese postal codes. (xxx-xxxx) * The "Search for address" function is only available for Japanese postal codes. * If your address is overseas, enter "999-9999" and enter your postal code in the "Address" field.
Address *	<input chubar"="" type="text" value="5th floor, Kosmonavtov Street 62, micro-district "/> (Street Number, City, State/Prefecture etc.) <input type="text" value="e.g. Sakura Manshon, Apt. 101"/> (Name of apartment building, if needed) * For overseas addresses, please enter the complete address in the first line using single-byte alphanumeric characters.
Name *	To <input type="text" value="Saitama Taro"/>
Daytime telephone number *	<input type="text" value="090-1234-5678"/> * Please include hyphens between numbers where appropriate (e.g., xx-xxxx-xxxx). * Please include the country code when entering a phone number outside of Japan.

(3) Enter the certificate information.

- ① Select "Undergraduate Program", "Master's Program", or "Doctoral Program".
- ② Select a faculty.
- ③ Enter the date and time of enrollment and graduation.
- ④ Select the number of copies of the application certificate.
- ⑤ Enter the purpose of use.
- ⑥ Select whether or not you need to seal the envelope strictly.
- ⑦ If necessary, enter information in the "Comments" field.

How to apply through the system

[Note]

- If you wish to have the certificate issued in the designated format, select the number of copies of the certificate you wish to apply for, enter "I wish to have the certificate issued in the designated format" in the "Comments" field, and then send the designated format to the issued department.
- If you wish to get multiple faculties'/graduate schools' certificates, you need to apply multiple times.
 - * Service fees, postage and certificate fees will be charged each time you apply.
- For STEPS students, select "Undergraduate Program".
- For Summer Program Students, select "Undergraduate Program", select "Exchange Student (STEPS Student)" in the Faculty field, and enter "Summer Program Student" in the Department field.

How to apply through the system

Certificate Information													
<p>Please check the relevant boxes</p> <p><small>* If you wish to get multiple faculties'/graduate schools' certificates, you need to apply multiple times. (Service fees, postage and certificate fees will be charged each time you apply) Multiple certificates may be delivered separately.</small></p>													
<input checked="" type="radio"/> Undergraduate Program													
Faculty ★	Faculty of Liberal Arts ⌵												
Department (Leave blank if unknown.)	<input type="text"/>												
Student ID number (Leave blank if unknown.)	09LL999												
Month and year (yyyy/mm) of Admission	2009 / 4 ⌵												
Month and year (yyyy/mm) of Graduation/Withdrawal	2013 / 3 ⌵ Graduation ⌵												
Japanese	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Certificate of Graduation</td> <td style="width: 10%;">1 ⌵</td> <td style="width: 60%;">copy / copies</td> </tr> <tr> <td>Transcript of Academic Record</td> <td>2 ⌵</td> <td>copy / copies</td> </tr> <tr> <td>Other Certificates</td> <td>– ⌵</td> <td>copy / copies</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>	Certificate of Graduation	1 ⌵	copy / copies	Transcript of Academic Record	2 ⌵	copy / copies	Other Certificates	– ⌵	copy / copies	<input type="text"/>		
Certificate of Graduation	1 ⌵	copy / copies											
Transcript of Academic Record	2 ⌵	copy / copies											
Other Certificates	– ⌵	copy / copies											
<input type="text"/>													
English	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Certificate of Graduation</td> <td style="width: 10%;">1 ⌵</td> <td style="width: 60%;">copy / copies</td> </tr> <tr> <td>Transcript of Academic Record</td> <td>2 ⌵</td> <td>copy / copies</td> </tr> <tr> <td>Other Certificates</td> <td>– ⌵</td> <td>copy / copies</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>	Certificate of Graduation	1 ⌵	copy / copies	Transcript of Academic Record	2 ⌵	copy / copies	Other Certificates	– ⌵	copy / copies	<input type="text"/>		
Certificate of Graduation	1 ⌵	copy / copies											
Transcript of Academic Record	2 ⌵	copy / copies											
Other Certificates	– ⌵	copy / copies											
<input type="text"/>													
<input type="radio"/> Master's Program													
<input type="radio"/> Doctoral Program													
<small>* If anything is unclear, or if you apply for "other," please be sure to contact us in advance.</small>													
Purpose	Job Change												
Request for sealed certificates ★	<input checked="" type="radio"/> Unnecessary <input type="radio"/> Necessary												
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><small>* If you chose "Necessary" above, please indicate clearly the details of how you want to have the certificates sent.</small></p>												
Total	6 copy (copies)												

How to apply through the system

(4) Upload your identity document.

After selecting your identity document, upload it.

Identity document

After selecting the identity document to be uploaded, please click the "Upload" button. Your application will not be processed if the image you upload is unclear.
File format: JPG or PDF; File size: up to 300 KB for identity documents

Identity document *	<input checked="" type="radio"/> Passport <input type="radio"/> Residence card <input type="radio"/> Other (Please consult us before you submit this application.)
Digital image of identity document 1 *	<input type="button" value="ファイルを選択"/> passport.jpeg
Digital image of identity document 2 (e.g. if there are additional details on the back of document 1 or on another page)	<input type="button" value="ファイルを選択"/> ファイル未選択

■ If you are having problems uploading your file, please try the following:

1. Use a different browser (IE, Chrome, Firefox, etc.).
2. Use a different device (PC, smartphone, tablet, etc.).
3. Change the file type (JPG/PDF) and/or reduce the file size.
4. If none of the options in 1, 2, and 3 above work, please contact us.

(5) Click "Next".

1 User Agreement 2 E-mail Sent **3 Applicant Information** 4 Payment 5 Confirmation 6 Application Complete

Applicant Information

Please fill out the form and click the "Next" button.
Do not use the "Back" and "Forward" buttons on your browser.
* = Mandatory field

Applicant Information

Name (while at University) *	Family name Saitama	First name Taro
* The name that appears on your certificate(s) will be the one you used while you were at University.		
Present name	Family name e.g. Shimookubo	First name e.g. Taro
* only when your name has changed since you were a student		

■ If you are having problems uploading your file, please try the following:

1. Use a different browser (IE, Chrome, Firefox, etc.).
2. Use a different device (PC, smartphone, tablet, etc.).
3. Change the file type (JPG/PDF) and/or reduce the file size.
4. If none of the options in 1, 2, and 3 above work, please contact us.

How to apply through the system

4. Enter payment information

- (1) After confirming the contents, enter your credit card information.
- (2) Click "Confirm".



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Application System for Certificates

1 User Agreement 2 E-mail Sent 3 Applicant Information **4 Payment** 5 Confirmation 6 Application Complete

Payment

Please check the payment information, fill out your credit card details, and click the "Confirm" button.
Do not use the "Back" and "Forward" buttons on your browser.

Payment Information

Certificate	Fee (per copy)	Number of copies	Subtotal
[Undergraduate Program] Certificate of Graduation (Japanese)	200 yen	1 copy	200 yen
[Undergraduate Program] Transcript of Academic Record (Japanese)	200 yen	2 copies	400 yen
[Undergraduate Program] Certificate of Graduation (English)	400 yen	1 copy	400 yen
[Undergraduate Program] Transcript of Academic Record (English)	400 yen	2 copies	800 yen

Description	Amount
Certificate Fee Total	1,800 yen
Postage	2,000 yen
Express Mail Charges	0 yen
Service Fee	400 yen

Total: 4,200 yen

Credit Card Information

Accepted credit cards
(The credit card holder must be the applicant or a member of the applicant's family.)



Card number * - - -
* AMEX Please enter 4digits+4digits+4digits+3digits, left-justified without hyphen.
* DINERS Please enter 4digits+4digits+4digits+2digits, left-justified without hyphen.

Expiry date * / Month / / Year

Cardholder's name *
* Please enter the name exactly as it appears on the credit card (half-width characters).

Security code * 
* Please enter the 3-digit security code on the back of the card. (On some cards, it may be a 4-digit number in the top right or left on the front.)

* Clicking the "Confirm" button will not complete payment.

Confirm

How to apply through the system

5. Confirmation of input contents

- (1) Confirm your input.
- (2) Click "Proceed with Payment".



Saitama University
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Application System for Certificates

1 User Agreement 2 E-mail Sent 3 Applicant Information 4 Payment **5 Confirmation** 6 Application Complete

Confirmation

* Please confirm the details and click the "Proceed with Payment" button at the bottom of the page.
Do not use the "Back" and "Forward" buttons on your browser.

Payment Information

Certificate	Fee (per copy)	Number of copies	Subtotal
[Undergraduate Program] Certificate of Graduation (Japanese)	200 yen	1 copy	200 yen
[Undergraduate Program] Transcript of Academic Record (Japanese)	200 yen	2 copies	400 yen
[Undergraduate Program] Certificate of Graduation (English)	400 yen	1 copy	400 yen
[Undergraduate Program] Transcript of Academic Record (English)	400 yen	2 copies	800 yen

Description	Amount
Certificate Fee Total	1,800 yen
Postage	2,000 yen
Express Mail Charges	0 yen
Service Fee	400 yen

Total : 4,200 yen

Applicant Information

Name	Saitama Taro
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Digital image of identity document 2 --

Change registered information

Credit Card Information

Card number	4980 - **** - **** - 1111
Expiry date	01 / 21
Cardholder's name	SAITAMA TARO
Security code	***

Change credit card information

* Once you proceed with the payment, certificate fees, postage (including express mail charges), and service fees will not be refunded under any circumstance.
* Saitama University will not issue receipts.

Proceed with Payment

How to apply through the system

6. The application has been completed

(1) The application has been completed.

**Application System for Certificates**

1
User Agreement

2
E-mail Sent

3
Applicant Information

4
Payment

5
Confirmation

**6
Application Complete**

Application Complete

Your online application and payment is now complete. Thank you for using the SAITAMA University Application System for Certificates.
A confirmation e-mail has been sent to you.

Receipt number	2020112414285316337
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(2) You will receive the following application completion email, please wait until you receive your certificate.

You have completed your application using the Saitama University Application System for Certificates

info@pay.f-regi.com
宛先

Dear Saitama Taro

This is to confirm that your certificate request has been processed, and payment has been charged to your credit card.
The details of your request are displayed below.

Thank you for using this service.
Your requested certificates will be issued within few days.
Please keep this e-mail until you have received your certificates.
For information on how long it will take to issue your certificates, please check the relevant pages on the Saitama University website.

////////////////////////////////////

Payment Method: Credit Card
Receipt Number: 2020112414285316337
Receipt Date: 2020-11-24 14:28:53

<Payment Information>
Certificate Fee: 6 copies 1,800 Yen
Postage: 2,000 Yen
Express Mail: 0

////////////////////////////////////

<Documents to Submit>
Identity document: Passport

////////////////////////////////////

Note:
Once you proceed with the payment, certificate fees, postage (including express mail charges), and service fees will not be refunded under any circumstance.

Saitama University Contact Information
<http://en.saitama-u.ac.jp/about/general-information/>

This e-mail has been created and sent automatically by "F-REGI Payment."
Please note that your message will not be read if you reply to this e-mail.