

Automatic Certificate Issuance for Students

The types of certificates available through the “Certificate Issuance Service” are now the same as those offered by the existing Certificate Machine. In addition, three “UTAS Certificate Printers” have been added. (Faculty of Medicine, Faculty of Engineering, College of Arts and Sciences)

Certificate of Enrollment

JR Student Discount Coupon

Academic Transcript

Certificate of Program Completion

Certificate (Expected Program Completion) ...

old Certificate Machine

*Existing issuing machines in each faculty, graduate school

- 1 Log in with your UTokyo Account from the issuing machine screen
- 2 Select the types and number of certificates you would like
- 3 Output from the issuing machine



* In case of a machine malfunction, please contact the academic affairs section of the department where the machine is located.
 * There are plans to reduce the scale of operation in the future. (11 locations remaining)
 *The certificate printers for the School of Medicine, School of Engineering, and College of Arts and Sciences have been replaced with UTAS certificate printers.

new UTAS▶Certificate Issuance Service



*Application is not available between 0:00 AM and 6:00 AM

- 1 Log in to UTAS using the browser on your smartphone or other device with your UTokyo Account
- 2 Menu ▶ Certificate Issuance Service *Email address confirmation is required only on your first login.
- 3 Select where to output the certificate (① printing in school · ② convenience store)
- 4 Select the types and number of certificates you would like
- 5 Obtain a number (① In-school print number · ② Print reservation number or User number)



Campus Issued UTAS Certificate Printer

Hongo	Co-op store No.2	(Weekdays 10:00-19:00)
	Faculty of Medicine Bldg.2	(Weekdays 09:00-17:00)
	Faculty of Engineering Bldg.8	(Weekdays 09:00-17:30)
Yayoi	Co-op store in Yayoi section	(Weekdays 10:00-17:00)
Komaba	KCP North Bldg.	(Weekdays 09:00-18:30)
	Administration Office	(Weekdays 08:30-18:30)
Kashiwa	Co-op Food shop	(Weekdays 11:00-18:00)

- 6 Enter the “In-school print number”
- 7 Output *Print deadline: within 7 days

* In case of a machine malfunction, please contact the Co-op counter or the academic affairs section.

Multi-copy machines at convenience stores

* Printing fee (60 yen/page) is required
 * JR Student Discount Cards cannot be issued through convenience store printer.



- 6 Printing ▶ Net Print
▶ Print reservation number ▶ Next ▶ Start
- 6 Printing ▶ Network Print
▶ User number ▶ Next ▶ Start
- 6 network print
▶ User number ▶ Document print ▶ Next ▶ Yes
- 7 Output *Print deadline: within 7 days

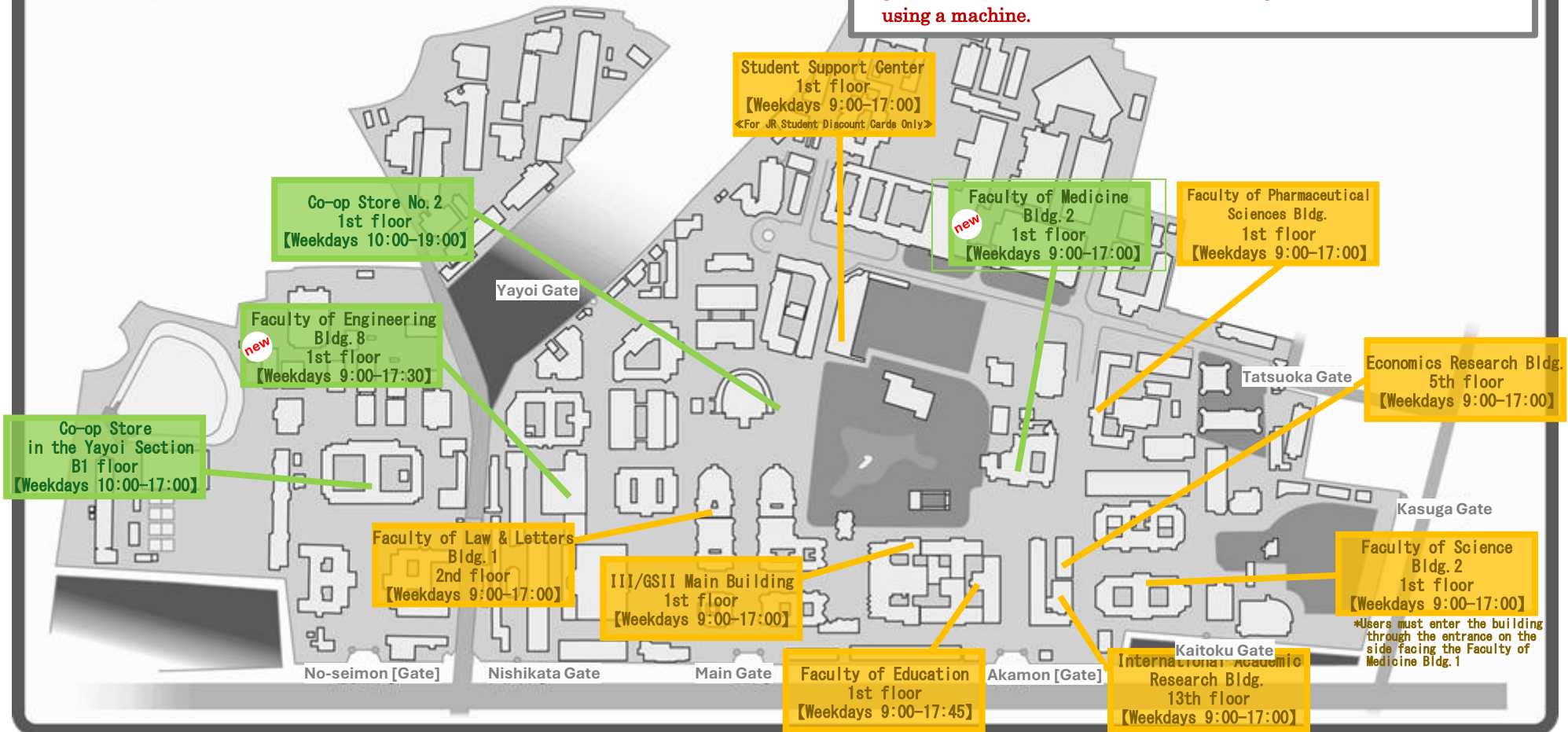
*In case of a machine malfunction, please contact the convenience store staff.

Location (Hongo)

As of June 2026

Hongo Campus

※The operating hours shown on this map are subject to change.
Please make sure to check notices or announcements from the faculty or graduate school where the certificate issuing machine is installed before using a machine.



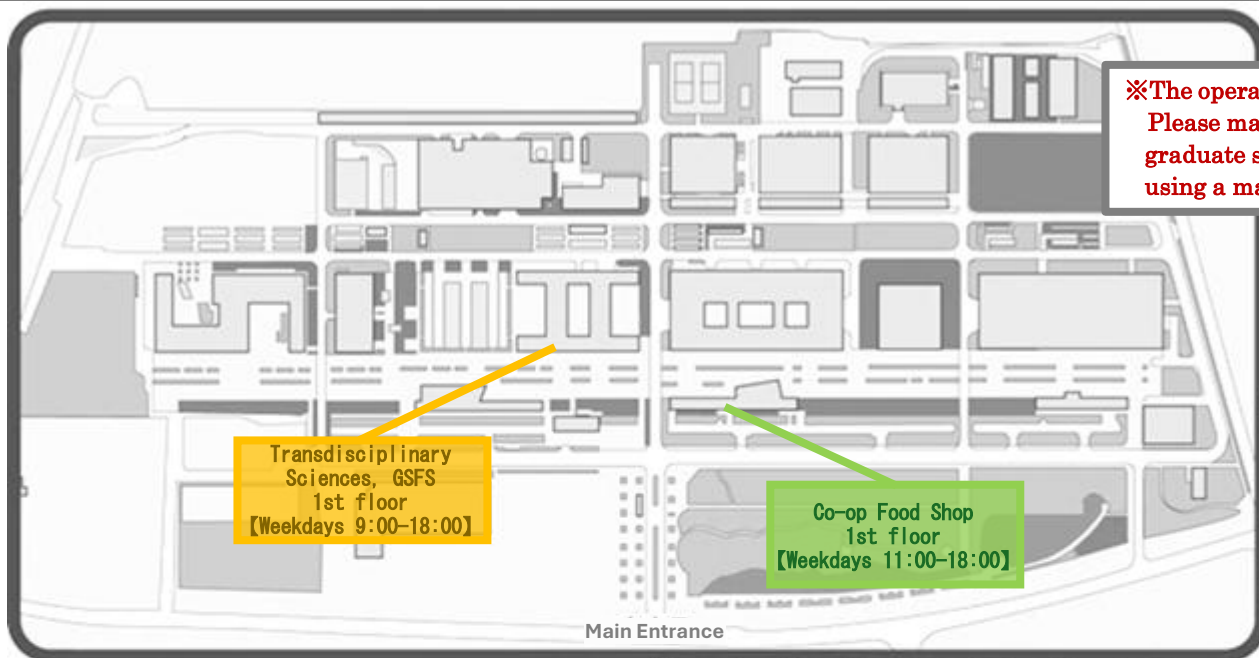
- ※ The yellow icon above indicates the “Certificate Machine”. Students can use any machine regardless of their department or faculty. The numbers in [] indicate the operating hours of the machines.
- ※ Please consult the academic affairs office of your department for information on available certificates.
- ※ A UTokyo Account is required to use this service.
- ※ If you forget your password or other login information, please contact the office of your department.

- ※ The green icon above indicates “Campus Issued UTAS Certificate Printers”.
- ※ Prior application for on-campus issuance via UTAS is required.
- ※ Please enter your “In-school Print Number” to start.
- ※ JR Student Discount Certificates can be issued up to 10 times in one academic year.

Student discount certificates are not intended for use as a personal privilege of individual students but rather for the aim of reducing the financial burden of education and contribute to the advancement of school education. They may be used only when travel is deemed necessary for the following purposes: 【Scope of Permitted Uses for Student Discount Certificates】 Returning home for vacation or personal matters; Attending regular educational activities such as laboratory work, practical training, face-to-face classes at schools offering correspondence education, and examinations; participating in special educational activities approved by the school or extracurricular educational activities related to physical education and culture; taking entrance examinations for employment or further education; participating in visits or events deemed appropriate for academic purposes by the school; receiving treatment for injury or illness or addressing other issues hindering academic progress; accompanying parents/guardians on travel.

Location (Komaba, Kashiwa)

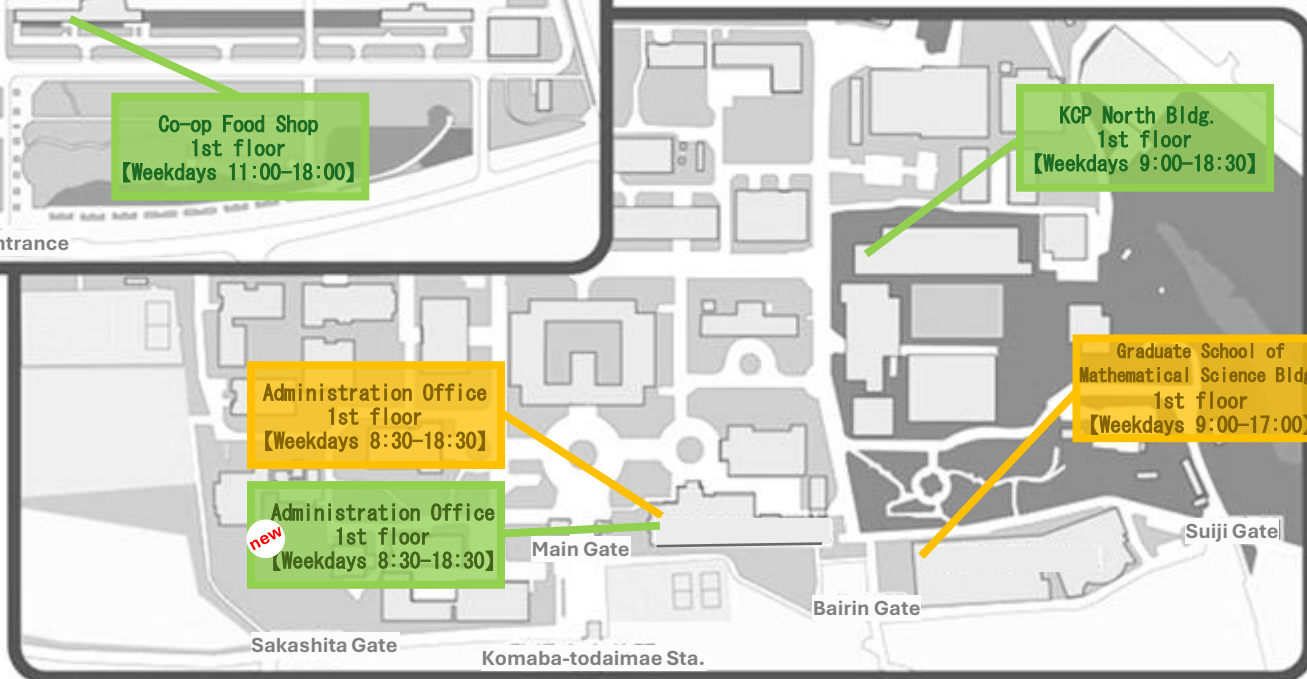
As of June 2026



※The operating hours shown on this map are subject to change.
Please make sure to check notices or announcements from the faculty or graduate school where the certificate issuing machine is installed before using a machine.

Komaba Campus

Kashiwa Campus



※ The yellow icon above indicates the "Certificate Machine". Students can use any machine regardless of their department or faculty. The numbers in [] indicate the operating hours of the machines.
※ Please consult the academic affairs office of your department for information on available certificates.
※ A UTokyo Account is required to use this service.
※ If you forget your password or other login information, please contact the office of your department.

※ The green icon above indicates "Campus Issued UTAS Certificate Printers".
※ Prior application for on-campus issuance via UTAS is required.
※ Please enter your "In-school Print Number" to start.
※ JR Student Discount Certificates can be issued up to 10 times in one academic year.

Student discount certificates are not intended for use as a personal privilege of individual students but rather aim for the aim of reducing the financial burden of education and contribute to the advancement of school education. They may be used only when travel is deemed necessary for the following purposes: 【Scope of Permitted Uses for Student Discount Certificates】 Returning home for vacation or personal matters; attending regular educational activities such as laboratory work, practical training, face-to-face classes at schools offering correspondence education, and examinations; participating in special educational activities approved by the school or extracurricular educational activities related to physical education and culture; taking entrance examinations for employment or further education; participating in visits or events deemed appropriate for academic purposes by the school; receiving treatment for injury or illness or addressing other issues hindering academic progress; accompanying parents/guardians on travel.