

## For Those Who Wish to Have Their Certificate Documents Returned

The following documents can be returned once the review process is complete. If you wish to have them returned, please carefully read the following instructions.

### ➤ Documents Available for Return

- Certificate of (expected) Graduation or Degree Certificate  
<undergraduate and (if any) above>
- Academic Transcript  
<undergraduate and (if any) above>
- Academic Transcript  
<for transferred credit(s)>
- Certificate of (expected) Graduation
- Medium of Instruction Certificate

*\*Only documents that cannot be reissued will be returned. Please note that documents other than those listed above cannot be returned.*

### ➤ Return Methods

#### (i) For those residing in Japan

Please check the following.

1. **Return by mail:** Please prepare return postage and a return envelope along with your application documents and mail them to us.
2. **Return in person:** You can visit the Graduate School Support Office (Tokyo Campus, Room 334) and inform the staff that you wish to have your documents returned. The office hours are as follows:  
**Office Hours:** Monday: 10:00 AM - 6:30 PM  
Tuesday to Friday: 10:00 AM - 9:30 PM  
Saturday: 10:00 AM - 8:00 PM

#### (ii) For those residing overseas

Please prepare a return envelope for mailing from Japan and send it along with your application documents.

**Note: The cost for the return envelope and postage is to be borne by the individual. If you are unable to prepare these, we will not be able to process the return, regardless of whether you live domestically or abroad. We appreciate your understanding.**

### ➤ Return Timing

Returns can be made starting from **the day of the final result announcement**.  
For returns by mail, we will begin processing them sequentially after this date.

<Contact Information>

**Academic Service Office, University of Tsukuba**

Address: 3-29-1 Otsuka, Bunkyo-ku, Tokyo, Japan 112-0012

Tel: +81(0)3-3942-6918

(Inquiry: <http://www.mbaib.gsbs.tsukuba.ac.jp/contact-us>)

(筑波大学社会人大学院等支援室; 東京都文京区大塚 3-29-1)