

Using Automatic Certificate Issuance Machines

Automatic Certificate Issuance Machines provide a system for issuing certificates at any time. Please be aware of the following when using these machines.

1. Certificates issued by the machines (number of certificates that can be issued at one time *1):

Certificate of Enrollment (5 certificates)

Certificate of Prospective Graduation/Completion, Japanese/English (5 certificates)

Academic Transcript *2 *3, Japanese/English (5 copies)

Certificate for JR Student Discount (2 certificates, up to 20 annually)

Health-check report (1 report)

*1 Up to 12 certificates total can be issued per operation.

*2 Academic Transcript may contain multiple pages depending on your academic progress.

*3 If you are merely going to confirm your academic records without requiring the official certificates, please visit the website of Student Affairs Information System (http://www.dc.tohoku.ac.jp/guide/EA/index_EA-e.html) for the latest records.

2. Location and Operating Hours of Automatic Certificate Issuance Machines

Campus	Machine Location	Facility	Operating Days	Operating Hours
Kawauchi-Kita Campus	Education and Student Support Center (2 machines)	Student Services Division, Scholarship Section Instruction Division, Liberal Education Operating Section	Mon.— Sun.	8:30— 21:00
Kawauchi-Minami Campus	Multidisciplinary Research Building (International Humanities) Common space	Graduate School of Social Sciences Faculties	Mon.— Fri.	8:30— 19:00
Aobayama-Kita Campus	Faculty of Science/Graduate School of Science Admin. Building Entrance Lobby	Faculty of Science/Graduate School of Science Student Support Section	Mon.— Fri.	8:30— 21:00
Aobayama-Higashi Campus	School of Engineering/ Graduate School of Engineering Center Hall 1F (2 machines)	School of Engineering/ Graduate School of Engineering Student Support Section	Mon.— Fri.	8:30— 20:00
			Sat., Sun.	10:00— 14:00

Aobayama-Shin Campus	Faculty of Agriculture/ Multidisciplinary Research Laboratory for Agricultural Science 1F Entrance Hall	Faculty of Agriculture/ Graduate School of Agricultural Science Instruction Section	Mon.— Fri.	8:30— 18:00
Seiryō Campus	Seiryō Hall 1F Entrance Hall	School of Medicine/Graduate School of Medicine Educational Affairs Division	Mon.— Sat.	8:30— 21:00
Katahira Campus	Extended Education & Research Building 1F Entrance Hall	Professional Graduate School Administration Office	Mon.— Fri.	8:30— 17:00

3. Automatic Certificate Issuance Machine Operating Instructions

- 1) To use the Automatic Certificate Issuance Machines, a Student ID Card (ID card) and Tohoku-Dai ID password are required.
- 2) Stand in front of the machine to activate it. Audio and text instructions are given. Please choose the type of certificate you need (academic certificate or Certificate for JR Student Discount).
- 3) When using your ID card, the magnetic stripe should face the screen. Insert your card into the upper part of the reader, and then draw it down.
- 4) To perform subsequent operations, just touch them on the screen. Follow the audio instructions, and use your finger to lightly press the item you wish to select.
- 5) When your certificate appears in the issuance port, remove it immediately and confirm that it is correct. If you fail to take it, the certificate will be retracted into the machine, and you will not be able to retrieve it.
- 6) Once the certificate has been removed, the session will end. The screen will automatically return to the first screen.
- 7) If any trouble occurs while using the machine, or if you have any questions, please inquire at one of the facilities listed above. Please note that if the machine malfunctions during nighttime or holiday hours, no staff will be on hand to assist you, and you will be unable to use it until the next day.