

## Certified Documents

Applicants to APU must submit various documents that are extremely important to their applications. In order to ensure authenticity of these documents, we request that applicants submit the **original certificate**.

However, APU is aware that some necessary documents, such as certain academic transcripts, have only one original certificate. In cases like these, we understand that applicants may find it difficult to submit the only original. Therefore, APU will also accept a **certified document\*** in place of the original certificate.

\*Please note that documents proving Language Proficiency cannot be submitted as certified documents. For details on how to properly submit language test scores, please check the [Application Handbook](#) that corresponds to your admissions category.

### What is the difference between a certified document and an original certificate?

A certified document is a copy of the original certificate that has been deemed the equivalent of the original with an official seal from the **issuing institution (e.g., a school or test center)** or **other institutions (e.g., a notary public)**. The official seal proves the validity of the copy, certifying the document.

### What should I do if the original certificate/certified document is not written in English or Japanese?

When applicants need to prepare a certified document for an original certificate that is not written in English or Japanese, they will also **need to attach an official English or Japanese translation** for the original certificate. For details on how to get an official translation, please check step 4 of *Getting a Document Certified* as shown below.

### What institution can issue a certified document?

#### 1. The institution issuing the certificate (Preferable)

Applicants are highly recommended to request the issuing institution (e.g., the school) to make a certified document.

If it is not possible for applicants to request the issuing institution for a certified document, it is also possible to request it from the following institutions.

#### 2. Notary public

#### 3. Embassy

#### 4. Public institution that is responsible for education (e.g., a Ministry of Education)

**\*Please be aware that translation agencies cannot certify your documents. APU will not accept the copy of a certificate with the official seal of a translation agency as a certified document.**

Please follow the steps below to create a certified document.

## Getting a Document Certified

### 1. Prepare the original certificate.

Original  
Certificate

### 2. Have one of the institutions mentioned above make a copy of the original certificate.

Copy of  
Original  
Certificate

**Unacceptable** as a certificate

Just copying a certificate is insufficient and will not be accepted by APU.

### 3. The institution will add a comment along with their official seal in the margin or on the back of the paper saying they certify that the copy is the same as an original certificate.

Copy of  
Original  
Certificate  
**Comment**  
**Seal**

**Acceptable** as a certified document

[Example] I hereby attest that this is a true copy of the original document.

Year/Month/Day

Name of institution

Official Seal

Applicants are required to submit **the original version** of the certified document (the document that has been stamped with the official seal of the institution). A copy of a certified document is unacceptable.

~~Copy of  
Certified  
Document~~

**Unacceptable** as a certificate

### 4. If an original certificate/certified document is not written in English or Japanese, attach an official English or Japanese translation for the original document. Please include the translator's name, address, telephone number or email address, and signature or official seal.

Original Certificate  
or  
Certified Document  
\*Written in the  
original language



English or  
Japanese  
Translation

#### Necessary Information

1. Translator's name/Name of the company
2. Address
3. Telephone number/Email address
4. Signature/Official Seal

If you have checked and followed all of these necessary steps, you will now have a certified document that is ready to be submitted.