Certified Documents and Translation

Your documents, once submitted to APU, will NOT be returned.

Therefore, if you wish to retain certain documents that can only be issued once, such as diplomas and academic transcripts, be sure to submit **certified copies*** in place of the original documents.

NOTE: APU does NOT accept certified copies of the following documents:
a) **Financial proof documents** (such as bank account balance statements and income statements)
b) **Language proficiency test scores**: we only accept the original language test score documents. For details on how to properly submit language test scores, please check the Application Handbook relevant to your admissions category.

Certified Document:
What is the difference between a certified document and an original document?

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

Which institutions can issue a certified document?

- **The institution issuing the original document (Preferred)**
  (e.g. your high school, if the document is a high school diploma or transcript)
- **Notary public**
- **Government organization responsible for education（e.g. a Ministry of Education）**

*Please note that translation agencies are not authorized to certify your documents. APU will not accept a copy of a certificate with the official seal of a translation agency as a certified document.

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

If your documents are NOT written in English or Japanese, please also attach their official English or Japanese translation by following Step 4 below.

Who can create an official translation?

- A licensed translator
- A translation company

*Please note that documents translated by the applicants themselves or their friends/acquaintances will not be accepted.

Please follow the steps below to create a certified document.

Getting a Document Certified

1. Prepare the original document.

> Original
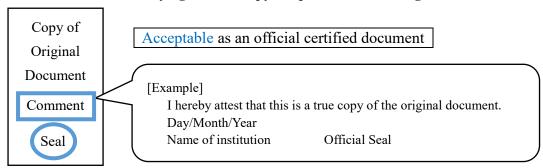> Document

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

> Copy of
> Original
> Document

Not acceptable as an official certified document

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

3. The institution will add a <u>comment</u> along with their <u>official seal</u> in the margin or on the back of the document certifying that the copy is equivalent to the original document.
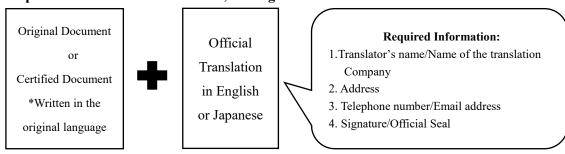
> Copy of
> Original
> Document
> Comment
> Seal

Acceptable as an official certified document

[Example]
I hereby attest that this is a true copy of the original document.
Day/Month/Year
Name of institution　　　　Official Seal

<u>Note</u>: Applicants are required to submit **<u>the original version</u>** of the certified document (the document that has been stamped with the official seal of the institution). A copy of a certified document is NOT acceptable.

> Copy of
> Certified
> Document

NOT acceptable as an official certified document

4. If an original document/certified document is not written in English or Japanese, attach an official English or Japanese translation of the original document, translated by a licensed translator or a translation company. Please include the translator's name, address, telephone number or email address, and signature or official seal of the translator.

> Original Document
> or
> Certified Document
> *Written in the
> original language

+

> Official
> Translation
> in English
> or Japanese

Required Information:
1. Translator's name/Name of the translation Company
2. Address
3. Telephone number/Email address
4. Signature/Official Seal

If you have followed all of the necessary steps above, you will now have a certified document that is ready to be submitted to APU.