

## Certified Documents

Applicants to APU must submit various documents required for the application. In order to ensure the authenticity of these documents, we ask that applicants submit the **original document**.

However, we realized that applicants may wish to keep certain documents that can only be issued once, such as diplomas and academic transcripts. For such documents, APU will accept **certified copies\*** in place of the original documents.

\*Note: APU does not accept certified copies of documents proving 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.

### 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.

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

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

### Which institutions can issue a certified document?

- **The institution issuing the original document (Preferred)**

We strongly prefer that applicants request the issuing institution (e.g. the school) to issue a certified document.

If the issuing institution cannot issue a certified document, it is also possible to request it from the following institutions:

- **Notary public**
- **Embassy**
- **Public institution that is responsible for education (e.g. a Ministry of Education)**

**\*Please be aware 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.**

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 comment along with their official seal 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.

Year/Month/Day

Name of institution

Official Seal

**Note:** 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~~

**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. Please include the translator's name, address, telephone number or email address, and signature or official seal.

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



English or Japanese Translation

#### Required Information:

1. Translator's name/Name of the 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.