



Certified Copies of Documents

Applicants will be required to submit either originals or certified copies of certain application documents that are extremely important to their applications.

To ensure authenticity of these documents, we request that applicants submit the **original certificate**. However, NUCB is aware that some necessary documents, such as certain academic transcripts, have only one original certificate (returning documents after submission is not possible).

In cases like these, we understand that applicants may find it difficult to submit the only original. Therefore, NUCB will also accept a certified document* in place of the original certificate. Certified copies will only be accepted as a hard copy submitted by mail (not by email, fax, scan, etc.) before the designated deadline. The following is a guide to help you prepare your certified copies correctly.

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

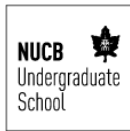
A certified document is a copy of an original document, such as an academic transcript, certificate or diploma, which has been certified as an authentic copy of the original by an authorized person or organization (e.g., a school or test center) or other institutions (e.g., a notary public). The official seal proves the validity of the copy, certifying the document.

This allows universities like NUCB and other organizations to verify the authenticity of copied documents to assure the fair screening of all applicants as well as safe acquisition of documents related to matriculation and immigration.

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. NUCB will not accept the copy of a certificate with the official seal of a translation agency as a certified document. Also, a school cannot certify a document that is issued by another school. (E.g. your current university cannot certify a transcript issued by your high school.)

Please follow the steps below to create a certified document.

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

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.

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 on all translated documents.