

Student ID Card

The Student ID Card that you have been issued is needed to use Automatic Certificate Issuance Machines and the university libraries. Please be aware of the following when using your card.

1. Appearance of Name

Your name appears in Kanji characters or alphabetic and katakana (phonetic Japanese) characters on your card.

Kanji characters used to render Japanese and international students' names must conform to the Japan Industrial Standards specification 1 or 2.

Names that contain characters that cannot be rendered by these character sets shall be rendered entirely in katakana. The above also applies to certificates issued by Automatic Certificate Issuance Machines.

We are unable to issue Student ID Cards containing non-standard characters. Thank you for your understanding.

2. Passwords

A Tohoku-Dai ID password is required to use the Automatic Certificate Issuance Machines.

For more information, please refer to the "Integrated Electronic Authentication System of Tohoku University" instructions that you received separately.

If you have any questions, please inquire at the Academic Affairs Section.

3. Loss or destruction of Student ID Cards

Your Student ID Card may not function properly if it is deformed or exposed to strong magnetic fields.

Special care is required when using backpacks/bags that have magnetic clasps.

If your card becomes lost or damaged, please go to the Academic Affairs Section to have it reissued.

4. Student ID

A unique Student ID is assigned to each student. Student IDs for all students entering the university follow the below format.

Student ID (e.g.)	C	5	TB	9999
	1	2	3	4

- 1 Second to last digit of the year in which you enrolled represented with an alphabetic character.
- 2 Last digit of the year in which you enrolled.
- 3 Faculty or graduate school division and student category to which you belong represented with alphabetic characters.
- 4 A sequential 4-digit number assigned by the above-mentioned division.

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)

Certificate of Graduation, Japanese/English (5 certificates) only for bachelor's degree graduates of Tohoku University in September 2025. *2

Academic Transcript *3 *4, Japanese/English (5 copies)

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

Certificate of Health (1 report)

Receipt of Tuition Fee (1 receipt)

*1 Up to 20 certificates total can be issued per operation.

*2 Except for students after being Research students and so on.

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

*4 If you are merely going to confirm your academic records without requiring the official certificates, please visit the website of Student Affairs Information System (<https://www.dc.tohoku.ac.jp/guide/ea/ea.html>) for the latest records.

2. Location and Operating Hours of Automatic Certificate Issuance Machines

Campus	Machine Location	Facility	Operating Days	Operating Hours
Katahira Campus	Extended Education & Research Building 1F Entrance Hall	Professional Graduate School Administration Office	Mon.— Fri.	8:30— 17:00
Kawauchi-Kita Campus	Education and Student Support Center (2 machines)	Student Services Division, Scholarship Section	Mon.— Sun.	8:30— 21:00
Kawauchi-Minami Campus	Multidisciplinary Research Building (International Humanities) Common space	Kawauchi Campus Administration Center, Facilities Administration Section	Mon.— Fri.	9:00— 17:00

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	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 Academic Affairs 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.— Fri.	8:30— 21:00
			Sat. —	8:30— 16:00

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. 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.
- 3) Please choose the type of certificate you need (academic certificate, certificate for JR Student Discount, or receipt).
- 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, a warning message will be played.
- 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.