



## **Certified Copies of Documents**

### **What is a certified copy?**

A certified copy is a document which has been certified by an authorized person or organization to prove that it is an authentic photocopy of an original document, such as an academic transcript, performance sheet, certificate or diploma.

### **Who can certify my documents?**

Your documents can be certified by an authorized member of the following institutions.

- School/institution/organization that issued the original document (preferred)
- Notary Public
- Board of Education/Embassy/Consulate

If none of the above is possible, TIU staff including TIU Indonesia, TIU Thailand, TIU Vietnam, and the E-Track Admission Office may be able to authenticate the documents. Please contact each office directly.

### **Note :**

- 1) Translation companies cannot certify the authenticity of your documents.
- 2) **A school cannot certify a document that is issued by another school.**  
(E.g. your current high school cannot certify a transcript issued by your former school.)
- 3) Agents partnered with TIU **do not have the authority** to certify documents.

### **How to have your documents certified**

Please follow these steps to prepare certified documents:

1. Prepare the original documents.
2. Request an authorized institution to make copies of the original certificates.
3. The certifier will:
  - Add a comment stating that the copy is a true representation of the original certificate.
  - Sign and date the document.
  - Print their name beneath their signature.
  - Affix the official stamp or seal of their organization.

### **English/Japanese translation**

If an original document is written in a language other than English and Japanese, an English or Japanese translation must also be attached. The translated documents must be the originals and should bear an official wet seal from the translator's institution. Additionally, a certified copy of the original language version must always be submitted alongside the translated documents.

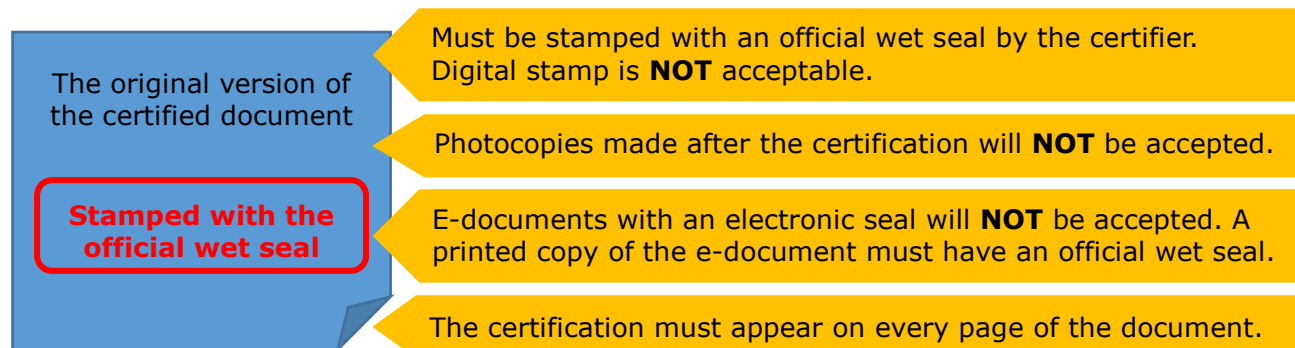
The translator's information, including the translator's name, the translation company's name, address, email, date, signature, and official stamp, must be shown on the translated documents.

### **Who can translate?**

- Professional translation companies/licensed translator
- Embassy/Consulate
- School/institution/organization that issued the document in the original language

## Which documents must be submitted?

### 1. The original version of the certified documents



### 2. If an original document is written in a language other than English and Japanese, both the certified documents in the original language version (certified by the school or notary) and the original translation (certified by the translation company)



## Warning

- TIU does not accept certified copies of some of the documents listed on the required document list (e.g., letters of recommendation or TOEIC certificates). Please read the application guidelines for details on which documents must be originals.
- TIU will NOT return any submitted documents, regardless of the document type.** This means that original documents will not be returned even if submitted by mistake.