



Certified Copies of Documents

When you apply to TIU, you will be required to submit either originals or certified copies of certain application documents. Sending original documents that cannot be re-issued by post always carries a risk. For this reason, certified copies are preferred for documents that cannot be reissued. Certified copies will only be accepted as a hard copy submitted by mail, or in person (not by email, fax, scan, etc.) before the designated deadline of the application period you wish to apply. The following is a guide to help you prepare your certified copies correctly.

What is a certified copy?

A certified copy is a photocopy of an original document, such as an academic transcript, performance sheet, certificate or diploma, which has been certified as an authentic copy of the original by an authorized person or organization. This allows universities like TIU 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.

Who can certify my documents?

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

- School/institution/organization that issued the original document
- Notary Public, Board of Education, Embassy/Consulate
- TIU staff including TIU Indonesia, TIU Thailand, TIU Vietnam, and the E-Track Office

Note 1) Translation companies cannot certify the authenticity of your documents. 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.)
2) Agents partnered with TIU **do not have the authority** to certify documents.

How to certify a document

The authorized person certifying your photocopy must sight the original document and include the following details on all pages of the photocopy:

- Stamp or write "This is a true copy of the original documents sighted by me".
- Sign and print his or her name.
- Write the date (Day/Month/Year) it was certified.
- Add the official stamp or seal of the certifier's organization.



Warning

- **Photocopies of previously certified documents will not be accepted.**
- **TIU does not accept certified copies for some items on the required document list. Please read the application guideline for details on which documents have to be original.**

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 original language version (certified copy or original) must always be submitted together with the translated documents.

Who can translate?

- Professional translation companies
- Public offices such as a Public Notary, Embassy, etc.
- School/institution/organization that issued the document in the original language

These are the preferred translation methods. The translator's information, including the translator's name/company name, address, email/telephone, and signature/official stamp, must be shown on all translated documents.

Only if the aforementioned translation methods are not available will TIU accept a translation done by applicants themselves, on the condition that their translations are approved by the issuing institution with their official stamp. (*Not preferred*)

For any further inquiries regarding the certification and translation of official documents, feel free to contact the E-Track Office directly.

Thank you for your cooperation.

E-Track Office, Tokyo International University

4-23-23 Takadanobaba

Shinjuku, Tokyo 169-0075

+81 (0) 3-3362-9644

etrack@tiu.ac.jp