



1. Change of your e-mail address, residence address and phone number

If you change your e-mail address, residence address, and phone number, you will need to inform the Office of the Center for Global Education and Japanese Language. You will also need to submit your new address to the post office, the bank where you have an account and your cellphone carrier.

2. Request for Certificates

① Doshisha University Designated Form

If you would like to request a certificate such as Certificate of Attendance or Official Transcript, you can issue with the automated Certificate Issuing Machine at the 1st floor, Ryoshinkan. Your student ID card and password will be needed.

② Other Form (specified by other university etc)

If you need certificates specified by other institutes, you can pay the fee for the certificates with the Certificate Issuing Machine, then visit the Office of the Center for Global Education and Japanese Language and submit the application of certification which is issued by the machine. We will be able to issue it after 3-days from your application date. We do not accept applications by proxy or by phone.



Certification Issuing Machine,
1st floor, Ryoshinkan

*Application System for Certificates

In principle, current students are to use the Certificate Issuing Machine to issue/request for certificates. Application System for Certificates (Online) requires you more time and fee. If you inevitably need to use the Application System for Certificates, please consult to Office of the Center for Global Education and Japanese Language beforehand.

3. Student Discount Card

Apply at the Office of the Center for Global Education and Japanese Language directly. The Student Discount Card is issued only for students who will stay for 1-year or more.

* The Student Discount Card can be used by the student who is registered in the designated school/university only to travel on JR (Japan Railway) trains for more than 100km one way. You will receive a 20% discount on the fare.

You must carry your Student ID card to use the discount. Unauthorized use of the card is strictly prohibited. Many of the major private railway companies, ferry and long-distance bus companies have similar student discount systems.

4. How to buy Student Commuter Pass

Fill in your residence address and commuting zone on this form.

通学証明書 京都府上京区今出川通烏丸東入 京都市営地下鉄今出川駅南口1-3 同志社大学長

学生ID 氏名

本証の有効期間は、発行の日から 奉3月末日までとする。

注意

- この証明書は、通学定期乗車券または学生用割引乗車券によって乗車する場合には、必ず携帯し、係員の請求があったときには、いつでも提示しなければならない。
- 通学定期乗車券を購入するときは、定期乗車券購入申込書に必要事項を記入して、この証明書および学生証とともにさしださなければならない。
- この証明書は、他人に貸与したり譲渡することはできない。
- この証明書を紛失したときは、直ちに届け出なければならない。
- この証明書は、新たに証明書の交付を受けたとき、または卒業・退学等により学籍を離れたときは、直ちに返却すること。
- この証明書に必要事項を記入するときは、ペン書きとすること。

Certificate for Commuter Pass

***Certificate for commuter pass cannot be issued for students who enrolled less than 1 year. However, those students can still purchase the student commuter pass for Kyoto city subway and bus, and the detailed procedure how to purchase is given to those who are eligible.**

To buy a student commuter pass, it is necessary to submit both the Certificate for commute and Student ID card. Write down your address and commuting zone on the Certificate for commute. To buy a student commuter pass, show your certificate for commute and student ID card at the railroad and bus ticket counters. The available zone is between the nearest station from your home and the nearest one from Doshisha University.

7. Library and Reading Room

Students can enter and use both Imadegawa Library and Learned Memorial Library on the Kyotanabe Campus. To enter the library and borrow books, it is necessary to present your student ID card. You can also browse/borrow books in the reading room located on the 5th floor of Kofukan Building.



8. Doshisha Global Archives (DGA)

Doshisha Global Archives has over 9,000 books, magazines, and academic journals available for browsing, and may be used by any member of Doshisha University's faculty student body, or administrative staff. To borrow books, your student ID card is necessary.

Open Hours: Monday - Friday, 10AM - 5PM
(11:30 - 12:30 Closed)

Days Closed: Saturdays, Sundays, National
Holidays and Doshisha
University Holidays

Place: Fusokan basement 1st floor

