

Envelope size and Postage charge

○Envelope size

Total weight of 50g or under (including a reply envelope):

120mm × 235mm

(An envelope that can hold an A4 sheet of paper folded in thirds)

Total weight of more than 50g (including a reply envelope):

240mm × 332mm

(An envelope that can hold an A4 sheet of paper)

○Postage Charge

Postage Charge= "weight of certificate" + "weight of return envelope".

Regarding postage charge, please refer to the following website.

https://www.post.japanpost.jp/service/standard/index_en.html

*If you wish to receive an express mail, please write "express mail" in red on the return envelope and affix a stamp for the express mail fee.

Approximate weight per certificate

	Transcript※1		Graduation		Conferment of Doctorate
	JPN	ENG	JPN	ENG	J/E
Undergraduate	19~24g	21~26g	5g	5g	
Master' s course	9g	11g	5g	5g	
Doctoral course	9g	11g	5g	5g	5g

※1 : The weight per certificate includes the weight of the envelope to be sealed (4g for Japanese and 6g for English).