

Certificate issuing services temporarily suspended during the New Year holidays

The Student Office's certificate issuing services will be temporarily suspended **from 16:30 on Wednesday, December 26 until 9:00 on Monday, January 7.**

*This includes all certificate applications sent to the Student Office by email or fax. If you would like to receive any certificates during the New Year holidays, please apply for the certificates by 16:30 on Friday, December 21. Please note that it takes at least two business days to issue or mail any certificates once an application is received by the Student Office. Any application received during the New Year holidays will begin to be processed on Monday, January 7. The Student Office will not be able to respond to inquiries during the New Year holidays.

Issuance schedule from December 21, 2018, to January 7, 2019

Date of Acceptance	Date of issuance
December 21 (Fri.)	December 26 (Wed.)
December 25 (Tue.)	January 7 (Mon.)
December 26 (Wed.)	January 8 (Tue.)
January 7 (Tue.)	January 9 (Wed.)

<For Regular Enrolled Students> Automatic Certificate Dispenser

Building A, 1F:

Unavailable from 18:00 on Wednesday, December 26 until 8:45 on Monday, January 7.

APU Library:

Unavailable from 18:00 on Wednesday, December 26 until 10:00 on Saturday, January 5.