

Rough estimates for postage and return envelope size

● Postage charge

Postage charge is decided on weight of certificates and return envelope

• Approximate weight per certificate

	Transcript		Graduation	
	Japanese	English	Japanese	English
Undergraduate	20g	26g	6g	6g
Master's	10g*	10g	6g	6g
Doctoral	10g*	10g	6g	6g

* Master's and Doctoral course will be on one document for Japanese Transcript of the academic year before 2004.

• Approximate weight per envelope

Regular size (120mm×235mm, A4 document folded in thirds) 5g

Large size (240mm×332mm, A4 document unfolded) 16g

※ For postage details, please refer the following Japan Post Service web site:
<http://www.post.japanpost.jp/english/index.html>

● Estimated size of return envelope

- Less than 50g including return envelope – Regular size
- Equal to and more than 50g including return envelope – Large size