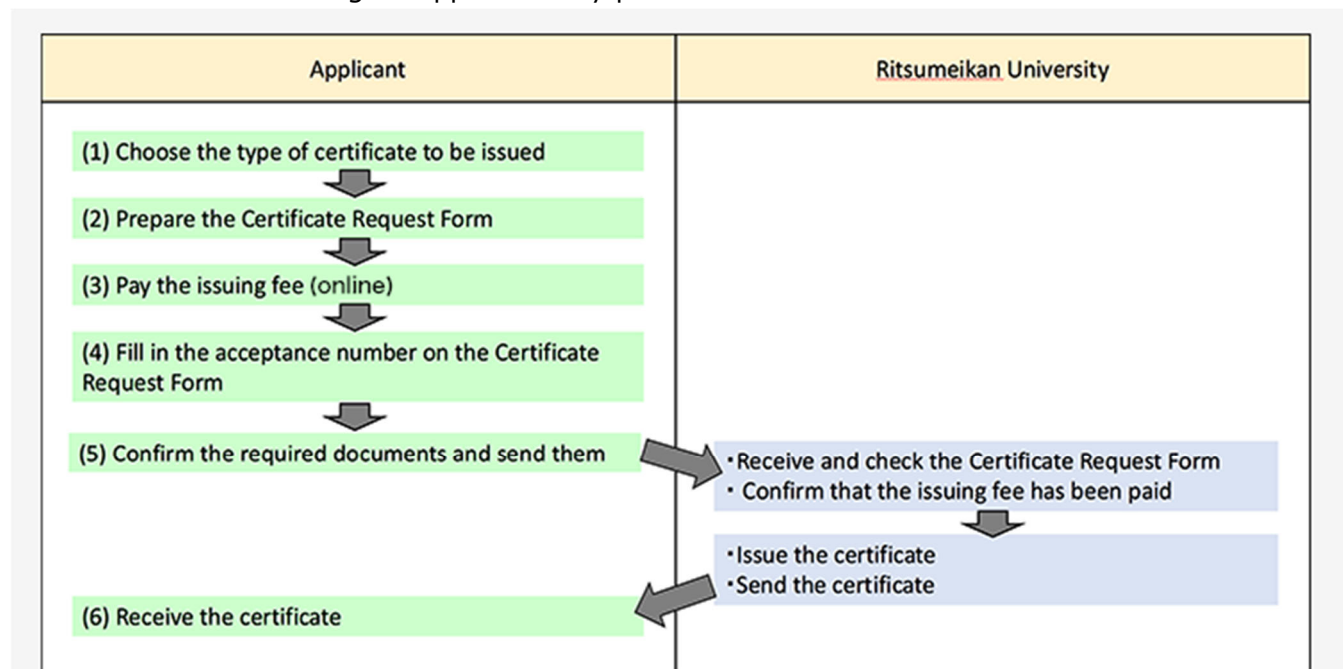


Applying for Certificates

1. Postal Mail

Procedures for submitting an application by postal mail are as follows.



(1) Choose a certificate to be issued

The following certificates and transcripts cost 100 JPY each, including those issued in English.

Certificate of Enrollment, Academic Transcript, Certificate of Prospective Graduation,
(Master's) Certificate of Prospective Completion, Doctoral) Certificate of Prospective Completion,
Certificate of non-regular students, Others Certificate

* If you need a copy of a past syllabus, it will be issued free of charge. Please contact us in advance.

(2) Prepare the Certificate Request Form

Certificate Request Form: [\[Certificate Request Form \(Excel\)\]](#) / [\[Certificate Request Form \(PDF\)\]](#)

If it is not possible to print the Certificate Request Form, please list the following items from 1) to 12) on a sheet of paper.

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1) Name (The name used when you were enrolled is used when issuing certificates. If there has

been a change in your name, please write both your previous name and current name.)

2) Name (phonetic transcription in kana)

3) Name (Roman characters) (Only when applying for an English certificate)

4) Date of Graduation

5) Faculty, department, course of graduation

6) Date of birth

7) Address (current address)

8) Phone number (daytime contact)

9) Purpose of use

10) Please state the following items: Type of certificate, number of copies, Japanese or English, and if the certificates need to be sealed. If you apply for a Certificate of Academic Ability [for Teaching Certificate Request](学力に関する証明書 (教員免許授与申請用), please write the address to submit the certificate.

Example 1) One copy of Certificate of Graduation, Japanese, sealing is required.

Example 2) Two copies of Transcript of Academic Record, English, sealing is not required.

Example 3) One copy of Certificate of Academic Ability (学力に関する証明書), Junior High School First-class Teacher's License (Social Studies), Submit to xxx Board of Education

11) Acceptance number issued after online payment (12 digits)

12) Copy of a form of ID

E.g.) A copy of your health insurance card

*Please make sure to write "To certificate issuance staff, Manabi Station at Kinugasa/BKC/OIC, Ritsumeikan University" when addressing the application envelope.

* If you do not indicate a "sealed envelope" on the Certificate Request Form, the certificate will be sent in an unsealed envelope.

* If you were enrolled in both a college and graduate school, the transcript for the college and the graduate school will be issued separately. When applying for transcripts, please separately fill in the required number of copies for the college and the graduate school.

* Please fill out Certificate Request Form with a ball-point pen. Please do not use a friction ball.

(3) Pay the issuing fee

Please pay the certificate issuing fee and postage through the website below.

Online Payment System

* Payments are nonrefundable if you cancel the issuance or you pay incorrect fees.

* On the online payment system, you are required to pay an additional 275 yen for processing each payment.

* If you select "By postal mail" as like your receiving method of choice, please note that we do not take any responsibility or liability for any damage or loss caused through postal service. We highly recommend using "Letter Pack Light" because you can track your certificate.

Postage for certificates are as follows.

Japanese Domestic Mail	Letter Pack Light * If you are in a hurry, please use Letter Pack Light.		370yen
	Regular mail (4 or more copies)		140yen
	Regular mail (1-3 copies)		120yen
International Mail	EMS	Asia	1,400yen
		Oceania, North America, Central America, Middle East	2,000yen
		Europe	2,200yen
		South America, Africa	2,400yen

* Certificates are sent using a JIS: 332 x 240mm sized envelope.

(4) Fill in the acceptance number on the Certificate Request Form

When paying the issuing fee through the online payment system, you will receive an acceptance number (12 digits).

Enter the number in the Online Payment Acceptance Number field of the Certificate Request Form.

* Certificates cannot be issued without an acceptance number.

* If you choose to pay at a convenience store, you have to pay the issuing fee within 4 days from the application date. However, should you miss the payment deadline, please complete the payment procedures through the online payment system again, receive a new acceptance number, and write the new acceptance number on the Certificate Request Form.

(5) Confirm the required documents and send them

[Certificate Request Form] and personal identification are necessary to apply for certificates.

Please check that there are no mistakes on any of the documents and then send them to the appropriate address listed in "3. Delivery Address and Contact" below.

* Please keep the information on the online payment screen and Certificate Request Form consistent. If there is any inconsistency, the certificate will be issued based on the information supplied on the Certificate Request Form.

* Personal identification: A copy of your driver's license, health insurance card, passport or other photo ID(If you apply the English certificate, please send a Passport(copy).)

* If there are any mistakes on any of the documents or insufficient fees, the certificate will not be issued until the required documents and fees are submitted and paid.

* Please note that if we do not receive the application documents for more than a month after online payment was completed, the application shall be deemed cancelled. In such a case, fees are nonrefundable.

If the application is to be submitted via proxy, in addition to the procedures above, 1) a proxy statement and 2) a copy of ID verifying the proxy's identity are required.

For the proxy statement form, please click [here](#).

3. Delivery Address and Contact

Contact Information : Please check from here.

○Ritsumeikan University Kinugasa Campus 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

College/Graduate School	Contact
College of Law, Graduate School of Law	Kinugasa Manabi Station
College of Social Sciences, Graduate School of Sociology	
College of International Relations, Graduate School of International Relations	
College of Letters, Graduate School of Letters	
College of Image Arts & Sciences, Graduate School of Image Arts	
Graduate School of Science for Human Services	
Graduate School of Core Ethics & Frontier Sciences	
Graduate School of Language Education & Information Science	
School of law (※)	
Graduate School of Public Policy (※)	
Graduate School of Professional Teacher Education (※)	

Graduate School of Law Juris Doctor Program

Graduate School of Public Policy

Graduate School of Professional Teacher Education

These three departments are the only ones that are able to issue certificates at Suzaku Campus.

○Ritsumeikan University Biwako-Kusatsu Campus 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

College/Graduate School	Contact
College of Economics, Graduate School of Economics	BKCManabi Station
College of Science & Engineering, Graduate School of Science & Engineering	
College of Information Science & Engineering, Graduate School of Information Science & Engineering	
College of Life Sciences, Graduate School of Life Sciences	
College of Pharmaceutical Sciences, Graduate School of Pharmaceutical Sciences	
College of Sport & Health Science, Graduate School of Sport & Health Science	
College of Gastronomy Management	

○Ritsumeikan University Osaka Ibaraki Campus 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570

College/Graduate School	Contact
College of Business Administration, Graduate School of Business Administration	OIC Manabi Station
College of Policy Science, Graduate School of Policy Science	
College of Comprehensive Psychology	
College of Global Liberal Arts	
Graduate School of Technology Management	
Graduate School of Human Science	