

April - July 2020

Operation Hours of Automated Certificate Issuing Machines					
	Kinugasa Campus/BKC/OIC		Suzaku Campus	Osaka Umeda Campus (14F)	Tokyo Campus
	BKC Manabi Station				
■ Regular hours					
Mon. - Fri.	No service			9:30 - 17:00	9:00 - 17:30
Sat.				No service	No service *Jun. 6 (Sat.) Operating hours 9:00 a.m.-5:30 p.m.
Sun. & National Holidays				No service	No service
■ Irregular hours for class days on Sat. and national holidays, makeup class days, as well as final examination days					
Apr. 25 (Sat.) make-up day	No service			No service	No service
Apr. 29 (Wed. national holiday) class day				No service	No service
May. 23 (Sat.) make-up day				No service	No service
Jun. 6 (Sat.) class day				No service	9:00 - 17:30
Jun. 20 (Sat.) make-up day				No service	No service
Jul. 11 (Sat.) make-up day				No service	No service
Jul. 23 (Thu. national holiday) final examinations				No service	No service
Jul. 24 (Fri. national holiday) final examinations				No service	No service
Jul. 25 (Sat.) final examinations				No service	No service

■ Important notes

- (1) Transcripts of Academic Record containing grades for courses held in the Fall semester of AY 2019 may be issued beginning April 1.
- (2) Certificates of prospective graduation and prospective completion, and certificates of prospect relating to teaching licenses and curator qualifications may be issued beginning April 3.
- (3) Medical Examination Certificate
 "Special Exception Certificate of Health; based on the results of 2019" can be issued from May 15 as an exception.
 Please note that the certificate cannot be issued for those who have not undergone a medical examination in 2019.
 For details, please refer to the following website.
<http://www.ritsumeikan.ac.jp/file.jsp?id=460046>
- (4) Tokyo and Osaka Umeda Campus have only one automated certificate issuing machine each.
 Please note that certificates may not be issued if there is any problem with these machines.