

September – October 2023

		Operation Hours of Automated Certificate Issuing Machines			
		Kinugasa/BKC/OIC Campus	Suzaku Campus	Osaka Umeda Campus (14F)	Tokyo Campus
September 1 ~ 25	Mon. ~ Fri.	9:00–19:30	9:00–17:00	9:30–17:00	9:00–17:30
	Sat.	No service *OIC: Sept. 23 Operating hours 9:00 – 17:00	No service	No service	No service
	Sun & National Holidays	No service *OIC: Sept. 23 Operating hours 9:00 – 17:00	No service	No service	No service
September 26 ~ October 31	Mon. ~ Fri.	9:00–21:30	9:00–20:00	9:30–17:00	9:00–17:30
	Sat.	9:00–17:00	No service	No service	No service
	Sun & National Holidays	No service	No service	No service	No service
Sat. and National holiday class days, Make up class days	10/9 (National Holiday) Class day	9:00–21:30	9:00–20:00	No service	No service
	10/14 (Sat.) Make up Class day	9:00–17:00	No service	No service	No service
	10/28(Sat.) Class day	9:00–21:30	No service	No service	No service

■ Important notes

1. Transcripts of Academic Record containing grades for courses held in the Spring semester of AY 2023 may be issued beginning September 26.

2. Certificates of prospective graduation and prospective completion, and certificates of prospect relating to teaching licenses and curator qualifications may not be issued on September 26 and 27. Issuance will be resumed on September 28.

*Persons who failed to graduate/complete their program as announced at the results announcement for the first semester of AY 2023 may not have issued the above certificates over the period September 5 to 25.

3. If students other than graduates-to-be need medical checkup certificates, please come to the Medical Service Center of each campus.

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.