

2024年4月～7月

	Operation Hours of Automated Certificate Issuing Machines			
	Kinugasa/BKC/OIC Campus	Suzaku Campus	Osaka Umeda Campus (14F)	Tokyo Campus
■ Regular hours	9:00—21:30			
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
■ Irregular hours for class days 4/29（月・祝）授業日				
Apr. 27 (Sat.) make-up day① (& School of Law class day)	9:00—17:00	9:00 - 20:00	No service	No service
Apr. 29 (Mon. national holiday) class day	9:00 - 21:30	9:00—20:00	No service	No service
May.18 (Sat.) make-up day②	9:00 - 17:00	No service	No service	No service
May.25 (Sat.) (School of Law class day)	9:00 - 17:00	9:00—20:00	No service	No service
Jun. 8 (Sat.) make-up day③	9:00 - 17:00	No service	No service	No service
Jun. 29 (Sat.) (School of Law class day)	9:00 - 17:00	9:00—20:00	No service	No service
Jul. 6 (Sat.) make-up day④	9:00 - 17:00	No service	No service	No service
Jul. 15 (Mon. national holiday) class day	9:00 - 21:30	9:00—20:00	No service	No service
Jul. 20 (Sat.) class day	9:00 - 21:30	No service	No service	No service
Jul. 27 (Sat.) final examinations	9:00—17:00	No service	No service	No service

■ Important notes

- (1) Transcripts of Academic Record containing grades for courses held in the Fall semester of AY 2023 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) Please refer to the Ritsumeikan Health Center website for information on Medical Examination Certificate.
<https://en.ritsumei.ac.jp/health/certificate/>
- (4) Tokyo and Osaka Umeda Campus have only one automated certificate issuing machine each.
Please note that certificates may not able to be issued if there is any problem with these machines.