



Where should I go?



Ritsumeikan Office Guide



Certificates and Student Discount Certificate

Certificate Types	Place	Handling Fee	Required Items	
Certificate of Enrollment (JPN/ENG) Transcript of Academic Record (JPN/ENG) Certificate of Prospective Graduation (JPN/ENG) Medical Examination Certificate(JPN only)	Automated certificate-issuing machine (for currently enrolled students only)	100 yen/copy	Student ID Card Cash or Ritsumeikan IC Co-op Member'scard	To have a Co-op IC card issued, a student needs to join the Ritsumeikan Co-op. (It will take approximately 45 days to receive the IC Co-op card after applying.)
Student Traveler Fare Discount Certificate	(Up to 15/year)Machine (exceed15/year)IR Office	No charge	Student ID Card	
Standard Certificates Other Than the Above (e.g. Commuter Pass Certificate) Certificates for a students on leave of absence, studying abroad	College of International Relations Office	100 yen/copy	Student ID Card Fee paid in certificate stamps	It may take several days to process.
Non-Standard Certificates		200yen/copy		
Certificates for persons previously enrolled a student		300 yen/copy		

*Students should check the bulletin board as some certificates may not be issued depending on the period.

*A Certificate of Prospective Graduation can be issued if a student is enrolled in a master's program or professional degree program for more than the standard required period and the total number of earned credits and registered course credits (credits the student is scheduled to earn) meets the designated number of credits. Check individual class schedule for details.

(a) Automated certificate-issuing machine

Location	Machine Type	Hours of Operation
Kinugasa	Shitokukan Hall, 1F (at Campus Information)	1 cash payment-type machine Mon-Fri: 9:00 a.m. - 9:30 p.m. Sat: 9:00 a.m. - 5:00 p.m.Sun, holiday: No service
	Kenshinkan Hall, 1F	
	Igakukan Hall, 1F	
BKC	Prism House, 1F (at Manabi Station)	1 IC card payment-type machine Same as the office hours Mon-Fri: 9:00 a.m. - 9:30 p.m. Sat: 9:00 a.m. - 5:00 p.m.Sun, holiday: No service
	Central Arc, 1F	
	Core Station, 1F	
Suzaku	Nakagawa Kaikan, 1F	1 IC card payment-type machine, 1 cash payment-type machine Mon-Fri: 9:00 a.m. - 8:00 p.m. Sat, Sun, holiday: No service
OIC	A-tou South Wing 1 st floor	1 IC card payment-type machine, 1 cash payment-type machine Mon-Fri: 9:00 a.m. - 9:30 p.m. Sat: 9:00 a.m. - 5:00 p.m.Sun, holiday: No service
Osaka Campus		1 cash payment-type machine Mon-Fri: 9:30 a.m. - 5:00 p.m. Sat,Sun, holiday: No service
Tokyo Campus		1 cash payment-type machine Mon-Fri: 9:00 a.m. - 5:30 p.m. <i>Sat, Sun, holiday: No service</i>

When classes are held on Saturday, Sunday or a holiday, and during summer, winter or spring break for hours of operation, Please check Ritsumeikan HP.

(b) Certificate Stamps

<Certificate Stamp Machine>

Location		Hours of Operation
Kinugasa	Zonshinkan Hall, 1F (at administrative office of College of Law)	Same as the office hours
	Kenshinkan Hall, 1F (at Office of Career Services)	
	Igakukan Hall, 1F	9:00 a.m. – 9:30 p.m.
	Koshinkan Hall, 1F	
BKC	Ad-Seminario, 1F (at administrative office of College of Economics and College of Business Administration)	Same as the office hours
	Prism House, 1F (at Manabi Station)	
	Creation Core, 1F	9:00 a.m. – 9:30 p.m.
	Core Station, 1F	
Suzaku	Nakagawa Kaikan, 1F (in front of administrative office of Professional Schools)	9:00 a.m. – 9:30 p.m.

<In-store purchase>

Location		Certificate stamps available
Kinugasa	Kinugasa Shitokukan Purchasing Department	Certificate handling fees
	Kinugasa Zonshinkan Books & Services	Motorcycle registration fees
BKC	BKC Union Square Shop	Non-degree student screening fees
	BKC Link Square Shop	Auditing student screening feesParking fees
Suzaku	Ritsumeikan Co-op at Suzaku	Shuttle bus tickets, and sets of shuttle bus tickets.

(c)Using a Student Discount Certificate (student traveler fare discount certificate)

1. A student discount certificate is available for travel on Japan Railways Group, Kintetsu Corporation (Kintetsu), Nagoya Railroad Co., Ltd. (Meitetsu), Tobu Railway Co., Ltd., long-distance express bus, long-distance ferry and other services. You are advised to contact the transportation agencies in advance as the discount is not applied to some services.
2. Students can receive a 20 percent discount on the fare when traveling a one-way distance of more than 100 kilometers (discount applied to the standard fare).
3. Students are advised to purchase student discount certificates as needed from the certificate issuance machine because student discount certificates are valid for three months from the date of issue.
4. One round-trip ticket can be purchased per certificate.
5. Students are asked to show their student ID cards when purchasing standard fare tickets and carry their student ID cards when using the standard fare tickets they purchase. They are also advised to read the back of their student ID cards when using the certificate.

(d) Purchasing a Student Commuter Pass

1. Students can purchase a student commuter pass only when they travel between their current homes and the University via the shortest route. However, they cannot purchase the commuter pass for using public transportation to participate in a club activity, work part-time or study to obtain qualifications that are not related to regular University courses. The shortest route is a distance from the nearest station to your current home recorded in your student ID card to the nearest station to the University.
2. Students must present their student ID cards when purchasing a student commuter pass at transportation agencies. Specify your current home address and the commuting route on the enrollment confirmation label on your student ID card. If you use more than two transportation agencies, specify each portion of the route. In case you change your address, your ID card must be re-stamped with the correct seal by the University at the IR Office.
3. Students are asked to contact transportation agencies in advance because they may be required to show a student commuter pass certificate that proves the commuting route when purchasing a student commuter pass. The commuter pass certificate will be issued at the administrative office of your College.

Public Transportation		Student Commuter Pass Certificate	Nearest Station		
			Kinugasa	BKC	Suzaku
JR		Required	Enmachi, Hanazono	Minami-Kusatsu	Nijo
Hankyu		Not required	Saiin, Omiya	—	Omiya
Keihan		Not required	Any station which has a convenient route to and from the campus		
Kyoto Municipal Transportation Bureau	Subway	Not required	Nishioji Oike	—	Nijo
	Bus		Ritsumeikan Daigaku-mae, Waratenjin, Kinugasako-mae		Senbon Sanjo//Suzaku Ritsumeikan-mae
Ohmi Tetsudo Bus		Not required	—	Ritsumeikan Daigaku	—

* A commuter pass certificate is not necessary when you renew a student commuter pass.

(e) Other

1. The names of international students are written in Roman character in Japanese and English certificates even if the students use kanji characters for their names at the university.
2. The hours of operation for automatic certificate issuance machines can be found at the University website.
Go to 「在学生の皆様へ」 “Current Students”→「証明書発行機稼働時間」 “Hours of Operation for Automatic Certificate Issuance Machines ” (Japanese only)

Issue	Example	Office	Details
Curriculum	I want to know graduation requirements.	College of International Relations, Office Konshinkan, 1F075-465-1211	Stipulated in the Academic Regulations. For details, see Catalog 2011.
	I want to know about grades.		Grades will be distributed every semester.
	Teacher’s license information.		Written in the College Academic Regulations. For details, see Catalog 2011. Students must plan from their first year and put in effort.
Modification Forms	Change current address/phone number		Please submit the appropriate form at the office.
	Change guarantor or scholarship billing info (address, name, etc.)		Please submit the appropriate form at the office.
Consulting about Registration, Post-graduation, etc.	Leave of absence		If you could not attend classes for over 2 months due to illness or other unavoidable reason and wish to take a leave of absence, you must submit a request by the designated deadline and receive permission.
	Re-enrollment		Leave of absence students who wish to re-enroll must submit a request by the designated deadline and receive permission.
	Withdrawal		If you wish to withdrawal due to unavoidable reasons, you must submit a withdrawal request by the designated deadline and receive permission.
	Readmission		Students who apply for readmission within two years after the last day of the semester of withdrawal/leave of absence can be readmitted upon screening. Please reconfirm your application period.
	Transferring within university		When there is a transfer opening, students can apply within the specified period and transfer upon screening.
	I want to study abroad.		Please visit the Study Abroad Information front desk for more information.
	Continuing studying after graduation		Students can receive guidance about advancing to graduate school request documentation.
	Job hunting		All students, no matter what year, are welcomed.
Consulting about tuition, money-related issues	Preparing for certification exams	Extension Center Kenshinkan 1F075-465-8137	Lectures on tackling exams and increasing skills are available.
	How to pay tuition	Office of Finance and Accounting Suzaku075-813-8164	Please wire transfer the funds based on the tuition information mailed to you. Please mind the deadline.
	Trouble with paying tuition	Student Office/College of IR Office	Please let the office know as soon as possible about any trouble.
Commuting to school	Receiving scholarships	Student Office Kenshinkan 2F075-465-8168	Many different scholarships are available.
	Buying a commuter pass	College of IR Office Konshinkan, 1F075-465-1211	You can purchase a commuter pass only for the shortest distance from your current address (as listed on your student ID) (from station closest to your address to the closest station from the university. When you purchase the commuter pass, please list the transportation route on your student ID. You may be required to have a 「通学証明書」(commuter pass certificate); please contact the transportation agencies to confirm. The commuter pass certificate is issued at the College of IR Office.
Extracurricular activities	Registering a motorbike	Campus Information Shitokukan 1F075-465-8144	In order to commute by motorbike, you must register your motorbike.
	Questions about extracurricular activities	Student Office Kenshinkan 2F075-465-8168 Office for Athletes & Sports Services Kenshinkan 2F075-465-7863	If you have any common issues such as joining/quitting a club, or practice/camps, please consult the captain or a senior student. If that is difficult, please consult faculty or staff in the administrative office such as advisers, the executive director, or the director, the Office of Student Affairs, or the Office of Athletics and Sports Services.
Accidents, incidents., etc.	Traffic accident, scams, theft, public disturbances	Student Office Kenshinkan 2F075-465-8168	The Student Office offers confidential consultation for victims of incidents such as traffic accidents, thefts, malicious sales practices, acts of nuisance, and prank phone calls.
Physical/mental harassment consulting	Injury, disease, etc.	Medical Service Center Shigakukan 1F075-465-8231	The Medical Service Center includes a clinic, and provides medical examinations and emergency treatment. You are required to have your health insurance card for examination.
	Concern about your physical health		We provide consultations for any problem no matter how small. We also provide referrals to other health care providers.
	Wish to receive consulting about troubles, etc.	Student Support Room Kenshinkan 2F075-465-8168	Staff will look at the situation from your point of view and discuss the issue with you. All consultations are confidential.
	Harassment consulting		Please make a reservation for the Student Support Room at the Student Office. Harassment counselors are available for consultation at each campus. http://www.ritsumeai.ac.jp/mng/gl/jinji/harass/index.html
Other	Reissuing QR code	Office of Development and Support of Higher Education Yushinkan 1F	Your student ID card is required for QR code reissuance.
	Reissuing a Rainbow ID	Rainbow Desk Yushinkan 1F	Your student ID card is required for Rainbow ID reissuance.
	Lost & Found	Campus Information Shitokukan 1F075-465-8144	Please take extra care of your personal belongings.
	Getting another Student ID card	Your affiliated college office College of IR Office (College of IR students only) Konshinkan, 1F075-465-1211	If you lose, damage, or stain your student ID card, please complete procedures to apply for a new one (fee required). If it was lost or stolen, please report the loss/theft at the police station of the nearest station, as well as your affiliated college office. We will also issue a new student ID card for free if the picture is not clear or the magnetic strip is not working properly. Reissuance takes about 2-3 days, so please complete the procedures as early as possible.
	My parents want to use the university library.	Library075-465-8217	Parents may use the library if they are members of the Parents Association. To inquire about use of the library, please contact the Kinugasa Library or the Media Center/Media Library (Across Wing 2F).
	Entrance examination questions	Admissions Center Shitokukan 2F075-465-8351 Admissions Center/Phone Service Shitokukan 2F075-465-8111	Information regarding entrance examinations is available. Events such as open campus and entrance examination consultation meetings are held.
	Student life support	RU Co-op Center (Kinugasa) Shigakukan B1075-465-8280	You can find resources including housing, insurance, and Ritsumeikan merchandise at the Co-op. You can also make inquiries about the Fresh Book (the entrance ceremony photo album) and graduation albums.
	Wish to learn/study about peace	Media Library for International Peace Peace Museum075-465-8151	Peace Museum: Exhibitions presenting the history of war and peace, and what we can do for peace today. Media Library: Over 20,000 volumes of material for those who wish to know and research about the exhibition content in more detail. There is a media and library catalog, useful for research about specific topics.