

Education Verification Requests

Ritsumeikan University does not, in principle, disclose information about all students of this university (including graduates, former students who withdrew or were dismissed, and current students; hereinafter referred to as "students")' educational background to anyone except themselves.

If you wish to inquire about their educational background, please first ask them for their certificate of graduation (or withdrawal), official transcript, etc.

Ritsumeikan University will verify the accuracy and authenticity of the information stated in certificates issued by the University and submitted by its students in response to inquiries from background check companies and similar organizations. Please follow the procedures below.

1. How to apply

Please prepare the following documents and information and send them to the appropriate campus inquiry email address.

- 1) Consent form for release of personal information signed by the student (The consent form must be written in either Japanese or English.)
- 2) Copies of certificates issued by Ritsumeikan University (Diploma, Certificate of Graduation, Academic Transcript, etc.)
- 3) A copy of the student's identification document
- 4) If this is your first time contacting Ritsumeikan University for education verification, please attach a document with information about your company or a website link.

2. Inquiries

Please confirm the campus where the College or Graduate School to which the student concerned belonged (or belongs) is currently located and contact the Manabi Station of that campus.

*If you are unsure of the relevant campus, please refer to the following website:

<https://en.ritsumei.ac.jp/campusmap/>

- Kinugasa Campus, Suzaku Campus : Kinugasa Manabi Station

✉ kic-cert@st.ritsumei.ac.jp

- Biwako-Kusatsu Campus (BKC) : BKC Manabi Station

✉ shoumei1@st.ritsumei.ac.jp

- Osaka Ibaraki Campus (OIC) : OIC Manabi Station

✉ oic-cert@st.ritsumei.ac.jp

3. Notes

- Please note that we do not accept requests at the Manabi Station counter, by phone, fax, or by postal mail.
- Please note that it may take approximately one week for the University to respond.
- We will not be able to respond during the university holidays (summer and winter breaks). Please note that it may take longer than usual to respond during these times.
- We cannot respond to inquiries regarding items unrelated to a student's educational background.
- Please note that there may be cases where we are unable to respond to some items even if they are related to the student's educational background.