

November 2019 - January 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.	9:00 - 21:30	8:45 - 17:00 * 9:00 - 17:00 on final exam. Days	9:00 - 20:00	9:30 - 17:00	9:00 - 17:30
Sat.	9:00 - 17:00	No service	No service	No service	No service
Sun. & National Holidays	No service	No service	No service	No service	No service
■ Irregular hours for class days on Sat. and national holidays, and make-up days					
Nov. 4 (Mon. national holiday) class day	9:00—21:30	8:45 - 17:00	9:00—20:00	No service	No service
Nov. 9 (Sat.) make-up day	9:00 - 17:00	8:45 - 17:00	No service	No service	No service
Nov. 30(Sat.) make-up day	9:00 - 17:00	8:45 - 17:00	No service	No service	No service
Dec. 21 (Sat.) make-up day	9:00 - 17:00	8:45 - 17:00	No service	No service	No service
Jan. 13 (Mon. national holiday) class day (Graduate School)	No service	No service	9:00—20:00	No service	No service
Jan. 21 (Tue.) make-up day	9:00 - 17:00	8:45 - 17:00	No service	No service	No service
Jan. 25 (Sat.) final examinations	9:00 - 17:00	9:00 - 17:00	9:00—17:00	No service	No service
■ Winter Break period					
Dec.26 (Thu.) - Jan.5 (Sun.)	No service	No service	No service	No service	No service

■ Important notes

- (1) If students other than graduates-to-be need medical checkup certificates, please come to the Medical Service Center of each campus.
- (2) 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.