

February – March 2020

		Operation Hours of the Automated Certificate Issuing Machines				
		Kinugasa Campus/BKC/OIC		Suzaku Campus	Osaka Umeda Campus	Tokyo Campus
			BKC Manabi Station			
February 1 ~ March 24	Mon. ~ Fri.	9:00–17:00	9:00–17:00 * No service on Mar. 23 (Mon)	9:00–17:00	9:30–17:00	9:00–17:30
	Sat.	No service	No service	No service	No service	No service
	Sun & National Holidays	No service	No service	No service	No service	No service
March 25	Wed.	No service	No service	No service	No service	No service
March 26 ~ March 31	Mon. ~ Fri.	9:00–17:00	9:00–17:00	9:00–17:00	9:30–17:00	9:00–17:30
	Sat.	No service	No service	No service	No service	No service
	Sun & National Holidays	No service	No service	No service	No service	No service

■ Important notes

To current students:

1) The Transcripts of Academic Record including the grades for AY 2019 fall semester will be available for issue from **April 1**.

*The grades for AY 2019 fall semester courses are not included until March 31.

2) The various “prospective certificates” will be available for issue from **April 3**.

3) If you require a health certificate and you are not currently awaiting graduation, please visit the counter at the Medical Service Center on your campus.

To those who will or are expected to graduate from/complete their studies:

1) The grades for AY 2019 fall semester will not be reflected in the Transcripts of Academic Record issued before the graduation/completion date.

2) If you can graduate (complete your studies), you will receive one copy of your Transcript of Academic Record and Certificate of Graduation/Completion. If you need more than one copy, please make a reservation at a certificate issuing machine.

(Reservation Period: March 5 – March 11 (Department of Pharmacy, College of Pharmaceutical Sciences: March 5– March 9))

*Details will be provided when graduation/completion decisions are announced.

3) For those who fail to graduate from/complete their studies, various certificates of prospect will no longer be issued after the announcement.

4) Certificates cannot be issued via the automated certificate issuing machines after the graduation/completion ceremony (from March 20*). Please make requests for certificates at the certificate issuing counter.

*From March 10 for Department of Pharmacy, College of Pharmaceutical Sciences and from March 31 for Second-Stage Doctoral Programs and Master's-Doctoral Programs.

To all:

As there will be only one machine available at each of the Ritsumeikan Tokyo Campus and Ritsumeikan Osaka Umeda Campus, note that certificates may not be able to be printed if the machine is out of order.