

September – October 2020

		Operation Hours of Automated Certificate Issuing Machines				
		Kinugasa Campus/BKC/OIG		Suzaku Campus	Osaka Umeda Campus (14F)	Tokyo Campus
			BKC Manabi Station			
September 1 ~ 25	Mon. ~ Fri.	10:00–16:00	10:00–16:00	10:00–16:00	9:30–17:00	9:00–17:30
	Sat.	No service	No service	No service	No service	No service
	Sun & National Holidays	No service *Sept. 22 (National Holiday) Operating hours 10:00 – 16:00	No service *Sept. 22 (National Holiday) Operating hours 10:00 – 16:00	No service	No service	No service
September 26 ~ October 31	Mon. ~ Fri.	9:00–21:30	8:45–17:00	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
Sat. Make up class days	10/17 (Sat.) Make up Class day	9:00–17:00	8:45–17:00	No service	No service	No service

■ Important notes

1. Transcripts of Academic Record containing grades for courses held in the Spring semester of AY 2020 may be issued beginning September 26.
2. Certificates of prospective graduation and prospective completion, and certificates of prospect relating to teaching licenses and curator qualifications may not be issued on September 26 and 28. Issuance will be resumed on September 29.
*Persons who failed to graduate/complete their program as announced at the results announcement for the first semester of AY 2020 may not have issued the above certificates over the period September 4 to 25.
3. If students other than graduates-to-be need medical checkup certificates, please come to the Medical Service Center of each campus.
4. 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.

Depending on the situation of COVID-19, the operation date and hours might be changed at a later date.