

## February – March 2023

		Operation Hours of the Automated Certificate Issuing Machines			
		Kinugasa Campus/BKC/OIC	Suzaku Campus	Osaka Umeda Campus	Tokyo Campus
February 1 ~ March 31	Mon. ~ Fri.	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
	Sun & National Holidays	No service *OIC: March. 21 Operating hours 9:00 – 17:00	No service	No service	No service

### ■ Important notes

#### To current students:

- 1) The Transcripts of Academic Record including the grades for AY 2022 fall semester will be available for issue from **April 1**.  
\*The grades for AY 2022 fall semester courses are not included until March 31.
- 2) The various "prospective certificates" will be available for issue from **April 5**.
- 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 in March 2023:

- 1) Grades for the Fall semester AY2022 will not be indicated on transcripts issued prior to the day before the graduation/completion date (March 20).  
(For the Doctoral Program and Integrated Doctoral Programs, grades for the Fall semester AY2022 will not be indicated on transcripts issued by the date of completion (March 31).)
- 2) If you can graduate (complete your studies), you will receive one copy of your Transcript of Academic Record and Certificate of Graduation/Completion.  
(Not applicable for the Doctoral Program and Integrated Doctoral Programs.)  
If you need more than one copy, please make a reservation at a certificate issuing machine. (Reservation Period: March 6 – March 9)  
\*Details will be provided when graduation/completion results are announced.
- 3) In case of unsuccessful graduation/completion, various prospective certificates cannot be issued after the date of announcement of graduation/completion results (March 3).
- 4) Certificates cannot be issued via the automated certificate issuing machines after the graduation/completion.  
For more information on how to issue them, please check the website of the Ritsumeikan University Alumni Association  
(Top page > Procedures > Applying for Certificates).

#### To those who are expected to graduate from or complete their degrees in September 2023:

Various prospective certificates will not be issued via the automated certificate issuing machines after March 3.  
They will be issued at the certificate issuing counter.

#### 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.

\*For maintenance, the certificate issuing machine will be suspended.

[Tokyo campus : February 13 (Mon) 9:30 ~, Osaka Umeda campus : February 14 (Tue) 9:00 ~ ]

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