

卒業・修了されるみなさんへ(博士課程後期課程を除く)

「成績証明書」および「卒業/修了証明書」

無償配付・発行予約のお知らせ

1. 無償配付 (手続き不要・無料)

卒業式・学位授与式当日に、「成績証明書」および「卒業/修了証明書」を各1通、無償で配付します

1) 無償配付される証明書

- (1) 日本語基準の卒業・修了生……和文の証明書を配付 (英文証明書は「2. 発行予約」が必要)
 (2) 英語基準の // ……英文の証明書を配付 (和文証明書は //)

2. 発行予約 (事前手続き必要・有料:1 通 300 円)

「成績証明書」および「卒業/修了証明書」が各2通以上必要な場合は、証明書自動発行機で発行予約(有料)を行って下さい (各1通のみ必要な場合は予約不要)

1) 予約受付期間

3/5(木)、3/6(金)、3/9(月) (証明書自動発行機 稼動時間内)

2) 発行予約～追加の証明書受取の手順

(1) 証明書自動発行機で発行予約を行う

- ① 学生証をカードリーダーにかざしパスワードを入力
- ② メニュー選択から「証明書(和文/英文)」を選択
- ③ 画面上に表示される「2xx ○○証明書予約」ボタンを押し、「発行部数」を選択する

※予約可能な証明書

和文: 205 卒業証明書予約、213 修了証明書予約、221 成績証明書(卒業修了予定者)予約

英文: 235 卒業証明書[英文]予約、243 修了証明書[英文]予約、251 成績証明書[英文](卒業修了予定者)予約

- ④ 「確定」を押し、手数料を支払う (交通系電子マネー、大学生協電子マネー、各キャンパス1台は現金可)
- ⑤ 予約票を受取る(予約票は証明書を受け取るまで各自保管ください)

- (2) 卒業式・学位授与式当日、学部・研究科別証書授与式会場で無償発行証明書とともに受け取る
発行予約を行っていない場合は、追加の証明書を受取ることができません ※受取時に予約票は不要

3) 注意事項

- ① **PDFでの発行はできません**
- ② 予約の取消はできません
- ③ 予約期間に来校して予約ができない場合、予約期間を過ぎて上記証明書の交付を希望する場合、卒業式開催日以降、立命館大学校友会サイトより手続き願います
<https://alumni.ritsumei.jp/procedure/info/info1990/>
 ※WEB上で申込みと支払い手続きが可能、受取方法は、「コンビニ発行」(日本国内のセブンイレブン、ローソン、ファミリーマート)または「郵送」のいずれかとなります
- ④ 卒業式・学位授与式当日に至急で追加の証明書発行が必要な場合、各キャンパスの学びステーションにお越し下さい(窓口開室時間 9:00~17:00)
- ⑤ 学割証(有効期限 3/31)が必要な場合は、3/19 までに証明書自動発行機で発行して下さい

以上

To Graduating/Completing Students (Excludes Doctoral Degree Students)

Notification of Free Distribution and Advance Reservation of “Academic Transcript” and “Certificate of Graduation/Completion”

1. Free Distribution (No procedures required, free of charge)

One “Academic Transcript” and one “Certificate of Graduation/Completion” will be issued for free of charge on the day of the graduation/completion ceremony.

1) Free distribution certificate type

- (1) English-based students will receive the certificates in English.

*If English-based students require the certificates in Japanese, make a reservation in advance.

- (2) Japanese-based students will receive the certificates in Japanese.

*If Japanese-based students require the certificates in English, make a reservation in advance.

2. Advance reservation for additional copies

(Advance procedures required, fees apply (300 yen per certificate))

If you need more than two copies of “Academic Transcript” or “Certificate of Graduation/Completion”, make a reservation at the certificate issuing machine during the “Reservation Period” below.

1) Reservation Period

Thursday, March 5; Friday, March 6; Monday, March 9
(During the operating hours of the certificate issuing machine)

2) Instruction for advance reservation

- (1) Reserve certificates at the certificate issuing machine on campus

- (i) Touch your student ID card to the card reader and enter your password.
- (ii) Press the “Certificate in Japanese/English” button on the top menu.
- (iii) Select necessary certificates below and select the numbers of copies.

*Certificates that can be reserved in advance.

- in English: 235 Graduation [E: reservation], 243 Completion [E: reservation], 251 Academic Record [E: reservation]

- in Japanese: 205 Graduation [J: reservation], 213 Completion [J: reservation], 221 Academic Record [J: reservation]

- (iv) Press the “Submit” button and pay by “Transportation based e-money” (ICOCA etc.) or “univ. CO-OP e-money”.

*At least one machine on each campus accepts cash.

- (v) Take the order slip shown as 証明書予約票(控え), and keep it until you receive your certificates.

- (2) Receive the additional copies with free certificates at the venue of degree conferral ceremony of your College/Graduate School on the day of the graduation/completion ceremony

You cannot receive the additional copies on the day of the ceremony without an advance reservation.

*証明書予約票(控え) (order slip) is NOT required when you receive the additional copies.

3) Notes

- (i) **Certificates cannot be issued in PDF format.**

- (ii) Reservations cannot be cancelled.

- (iii) If you are unable to make a reservation on campus during the “Reservation Period” or if you need certificates after the “Reservation Period” above, apply for the certificates on the Ritsumeikan University Alumni Association website after the Graduation/Completion Ceremony day. https://alumni.ritsumei.jp/english/procedures/applying_certificates/

*After completing online application and payment procedures, you can receive the certificates either by issuing at a convenience store in Japan (Seven-Eleven, Lawson and FamilyMart) or by postal mail.

- (iv) If you URGENTLY need to issue additional certificates on the Graduation/Completion Ceremony day, come to Manabi Station from 9am to 5pm.

- (v) If you need a student discount certificate (valid until Mar. 31), issue it at the certificate issuing machine by Mar. 19.