Operation Hours of Automated Certificate Issuing Machines Ritsumeikan University

April - July 2023

	Operation Hours of Automated Certificate Issuing Machines			
	Kinugasa/BKC/OIC Campus	**Suzaku Campus**	**Osaka Umeda Campus (14F)**	**Tokyo Campus**
■ Regular hours				
Mon. - Fri.	9:00 - 21:30	9:00 - 20:00	9:30 - 17:00	9:00 - 17:30
Sat.	9:00 - 17:00	No service	No service	No service
Sun. & National Holidays	No service	No service	No service	No service
■ Irregular hours for class days on Sat. and national holidays, makeup class days, as well as final examination days				
Apr. 22 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Apr. 29 (Sat. national holiday) class day (School of Law)	No service	9:00－20:00	No service	No service
May.20 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
May.27 (Sat.) class day (School of Law)	No service	9:00－20:00	No service	No service
Jun. 3 (Sat.) class day	9:00 - 21:30	No service	No service	No service
Jun. 17 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Jun. 24 (Sat.) class day (School of Law)	No service	9:00－20:00	No service	No service
Jul. 8 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Jul. 17 (Mon. national holiday) class day	9:00 - 21:30	9:00－20:00	No service	No service
Jul. 22 (Sat.) make-up day	9:00－17:00	No service	No service	No service
Jul. 29 (Sat.) final examinations	9:00－17:00	No service	No service	No service

■ Important notes

(1) Transcripts of Academic Record containing grades for courses held in the Fall semester of AY 2022 may be issued beginning April 1.

(2) Certificates of prospective graduation and prospective completion, and certificates of prospect relating to teaching licenses and curator qualifications may be issued beginning April 5.

(3) Medical Examination Certificate
Please check the following sites.
http://en.ritsumei.ac.jp/health/

(4) Tokyo and Osaka Umeda Campus have only one automated certificate issuing machine each.
Please note that certificates may not able to be issued if there is any problem with these machines.