

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)	9:00 - 17:00	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 be issued if there is any problem with these machines.