

## December 2023 - January 2024

	Operation Hours of Automated Certificate Issuing Machines			
	Kinugasa Campus/BKC/OIC	Suzaku Campus	Osaka Umeda Campus (14F)	Tokyo Campus
<b>■ Regular hours</b>				
Mon. - Fri.	9:00 - 21:30 * 10:00 - 21:30 on January 9	9:00 - 20:00 * 10:00 -20:00 on January 9	9:30 - 17:00 * 10:00 -17:00 on January 9	9:00 - 17:30 * 10:00 -17:30 on January 9
Sat.	9:00 - 17:00	No service	No service	No service
Sun. & National Holidays	No service	No service	No service	No service
<b>■ Irregular hours for class days on Sat. and national holidays, and make-up days</b>				
Dec. 16 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Jan. 8 (Mon. national holiday) class day (Graduate School)	No service	No service	No service	No service
Jan. 20 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Jan. 27 (Sat.) final examinations	9:00 - 17:00	No service	No service	No service
<b>■ New Year holidays</b>				
Dec.26 (Tue.)	9:00 - 17:00	9:00 - 17:00	9:30 - 17:00	9:00 - 17:30
Dec.27 (Wed.)	No service	No service	9:30 - 17:00	9:00 - 17:30
Dec.28 (Thu.) - Jan.7 (Sun)	No service	No service	No service	No service
<b>■ Spring holiday</b>				
Jan.31 (Wed.)	9:00 - 17:00	9:00 - 17:00	9:30 - 17:00	9:00 - 17:30

### ■ Important notes

- (1) After the new year holiday, Automated certificate issuing machines will resume operation from on January 9 at 10:00 a.m .
- (2) If students other than graduates-to-be need medical checkup certificates, please come to the Medical Service Center of each campus.
- (3) 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.