

| 曜日区分               |                         | 各キャンパスの証明書自動発行機稼働時間                    |            |               |            |
|--------------------|-------------------------|--|------------|---------------|------------|
|                    |                         | 衣笠・BKC・OIC                             | 朱雀         | 大阪梅田<br>(14階) | 東京         |
| 9/1<br>～<br>9/25   | 月～金                     | 9:00-19:30                             | 9:00-17:00 | 9:30-17:00    | 9:00-17:30 |
|                    | 土                       | 停止                                     | 停止         | 停止            | 停止         |
|                    | 日・祝                     | 停止<br>*OICのみ 9/22(日)は<br>9:00-17:00で稼働 | 停止         | 停止            | 停止         |
| 9/26<br>～<br>10/31 | 月～金                     | 9:00-21:30                             | 9:00-20:00 | 9:30-17:00    | 9:00-17:30 |
|                    | 土                       | 9:00-17:00                             | 停止         | 停止            | 停止         |
|                    | 日・祝                     | 停止                                     | 停止         | 停止            | 停止         |
| 土日祝<br>授業日／統一補講日   | 10/14(月・祝) 授業日          | 9:00-21:30                             | 9:00-20:00 | 停止            | 停止         |
|                    | 10/26(土) 統一補講日          | 9:00-17:00                             | 停止         | 停止            | 停止         |
|                    | 10/27(日)<br>(教職研究科 授業日) | 停止                                     | 9:00-17:00 | 停止            | 停止         |

■ 留意事項

- ① 2024年度春学期の成績が記載された成績証明書は、9/26(木)から発行できます。
- ② 卒業見込証明書、修了見込証明書、教育職員免許状取得見込証明書、学芸員資格取得見込証明書は、9/26(木)～9/29(日)の期間は発行停止し、9/30(月)から発行を再開します。  
  
※2024年春学期卒業・修了可否結果が「不合格」の場合は、9/5(木)～9/29(日)の期間についても発行できません。
- ③ 健康診断証明書については、立命館保健センターHPよりご確認ください。  
<https://www.ritsumeai.ac.jp/health/certificate/>
- ④ 東京キャンパス、大阪梅田キャンパスは、証明書自動発行機が1台のみの稼働となるため、システムに不具合が生じた際には、一時的に証明書が出力できなくなる場合があります。

**September – October 2024**

|   |  | Operation Hours of Automated Certificate Issuing Machines    |               |                          |              |
|---|--|--|---------------|--------------------------|--------------|
|   |  | Kinugasa/BKC/OIC Campus                                      | Suzaku Campus | Osaka Umeda Campus (14F) | Tokyo Campus |
| <b>September 1 ~ 25</b>   | Mon. ~ Fri.  | 9:00–19:30   | 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<br>*OIC: Sept. 22<br>Operating hours 9:00 – 17:00 | No service    | No service               | No service   |
| <b>September 26 ~ October 31</b>                                      | 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   |
| <b>Sat, Sun, and National holidays class days, Make up class days</b> | 10/14 (National Holiday) Class day                                       | 9:00–21:30   | 9:00–20:00    | No service               | No service   |
|   | 10/26 (Sat.) Make up Class day   | 9:00–17:00   | No service    | No service               | No service   |
|   | 10/27 (Sun.) Graduate School of Professional Teacher Education Class day | No service   | 9:00–17:00    | No service               | No service   |

**■ Important notes**

- Transcripts of Academic Record containing grades for courses held in the Spring semester of AY 2024 may be issued beginning September 26.
- Certificates of prospective graduation and prospective completion, and certificates of prospect relating to teaching licenses and curator qualifications may not be issued on September 26 to 29. Issuance will be resumed on September 30.  
\*Persons who failed to graduate/complete their program as announced at the results announcement for the spring semester of AY 2024 may not have issued the above certificates over the period September 5 to 29.
- Please refer to the Ritsumeikan Health Center website for information on Medical Examination Certificate.  
<https://en.ritsumei.ac.jp/health/certificate/>
- 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.