

February – March 2025

		Operation Hours of the Automated Certificate Issuing Machines			
		Kinugasa Campus/BKC/OIC	Suzaku Campus	Osaka Umeda Campus *From February 25th, the location will change from the 14th floor to the 5th floor .	Tokyo Campus
February 1 ~ March 31	Mon. ~ Fri.	9:00 – 17:00	9:00 – 17:00	9:30 – 17:00 【Change in operating hours from 2/25 (Tue)】 9:30 – 17:30	9:00 – 17:30
	Sat.	No service *BKC: March. 22 Operating hours 9:00 – 17:00	No service	No service	No service
	Sun & National Holidays	No service *OIC: March. 20 Operating hours 9:00 – 17:00	No service	No service	No service

■ Important notes

To current students:

1) The Transcripts of Academic Record including the grades for AY 2024 fall semester will be available for issue from **April 1**.

2) The various “prospective certificates” will be available for issue from **April 3**.

3) If you require a health certificate and you are not currently awaiting graduation, please visit the counter at the Medical Service Center on your campus.

To those who will or are expected to graduate from/complete their studies in March 2025:

1) The grades for AY 2024 fall semester will not be reflected in the Transcripts of Academic Record issued before the graduation/completion date.

2) If you can graduate (complete your studies), you will receive one copy of your Transcript of Academic Record and Certificate of Graduation/Completion .

 If you need more than one copy, please make a reservation at a certificate issuing machine.

(Reservation Period: March 6 – March 10 *excluding Saturdays and Sundays)

 *Details will be provided when graduation/completion decisions are announced.

3) For those who fail to graduate from/complete their studies, various certificates of prospect will no longer be issued after the announcement.

4) Certificates cannot be issued via the automated certificate issuing machines after the graduation/completion.

 For more information on how to issue them, please check the website of the Ritsumeikan University Alumni Association (Top page > Procedures > Applying for Certificates).

To those who are expected to graduate from or complete their degrees in September 2025:

Various prospective certificates will not be issued via the automated certificate issuing machines after March 5.

They will be issued at the certificate issuing counter.

To all:

As there will be only one machine available at each of the Ritsumeikan Tokyo Campus and Ritsumeikan Osaka Umeda Campus, note that certificates may not be able to be printed if the machine is out of order.

*For maintenance, the certificate issuing machine will be suspended.

 [Tokyo campus : February 2/13 (Thr) 9: 30 ~ , Osaka Umeda campus : February 14 (Fri) 9: 00 ~]