

Schedule from April to July 2025

	Operation Hours of Automated Certificate Issuing Machines			
	Kinugasa/BKC/OIC Campus	Suzaku Campus	Osaka Umeda Campus (5F)	Tokyo Campus
■ Regular hours				
Mon. - Fri.	9:00 - 21:30	9:00 - 20:00	9:30 - 17:30	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, as well as makeup class days				
Apr. 26 (Sat.) (School of Law class day)	9:00—17:00	9:00 - 20:00	No service	No service
Apr. 29 (Mon. national holiday) class day	9:00 - 21:30	9:00—20:00	No service	No service
May.18 (Sun.) School of Professional Teacher Education class day	No service	9:00—20:00	No service	No service
May.24 (Sat.) make-up day① (School of Law class day)	9:00 - 17:00	9:00—20:00	No service	No service
Jun. 28 (Sat.) make-up day② (School of Law class day)	9:00 - 17:00	9:00—20:00	No service	No service
Jul. 19 (Sat.) final examinations	9:00 - 17:00	No service	No service	No service
Jul. 21 (Mon. national holiday) final examinations (School of Law class day)	9:00 - 17:00	9:00—20:00	No service	No service
Jul. 26 (Sat.) (School of Law final examinations)	No service	9:00—17:00	No service	No service
■ Summer holiday period				
Jul. 28 (Mon.) ~ Jul. 29 (Tue.)	9:00—17:00	9:00—20:00	9:30—17:30	9:00—17:30
Jul. 30 (Wed.) ~ Jul. 31 (Thr.)	9:00—17:00	9:00—17:00	9:30—17:30	9:00—17:30

■ Important notes

- (1) Transcripts of Academic Record containing grades for courses held in the Fall semester of AY 2024 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 3.
- (3) Please refer to the Ritsumeikan Health Center website for information on Medical Examination Certificate.
<https://en.ritsumei.ac.jp/health/certificate/>
- (4) Please note that the operating hours during the summer holiday period differ from the regular operating hours.
- (5) 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.