

## 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
<b>■ Regular hours</b>				
Mon. - Fri.	9:00 - 21:30	9:00 - 20:00	Graduate and undergraduate students 9:30 - 17:00 Graduate students (MBA, MOT, LEIS) 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
<b>■ Irregular hours for class days on Sat. and national holidays, as well as makeup class days</b>				
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 day② (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
<b>■ Summer holiday period</b>				
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 be issued if there is any problem with these machines.  
(\*Please note that at the Osaka Umeda Campus, the hours of use for undergraduate students are until 17:00, the same as the closing time of the rooms.)