

September – October 2025

		Operation Hours of Automated Certificate Issuing Machines			
		Kinugasa/BKC/OIC Campus	Suzaku Campus	Osaka Umeda Campus (5F)	Tokyo Campus
September 1 ~ 25	Mon. ~ Fri.	9:00-19:30	9:00-17:00	Graduate and undergraduate students 9:30 - 17:00 Graduate students (MBA, MOT, LEIS) 9:30 - 17:30	9:00 - 17:30
	Sat.	No service	No service	No service	No service
	Sun & National Holidays	No service *OIC: Sept. 23 Operating hours 9:00 - 17:00	No service	No service	No service
September 26 ~ October 31	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
Sat, Sun, and National holidays class days, Make up class days	10/13 (National Holiday) Class day	9:00 - 21:30	9:00 - 20:00	No service	No service
	10/26 (Sun.) Graduate School of Professional Teacher Education Class day	No service	9:00 - 17:00	No service	No service

■ Important notes

- Academic Transcript containing grades for courses held in the Spring semester of AY 2025 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 2025 may not have issued the above certificates over the period September 4 to 25.
- 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 able to be issued if there is any problem with these machines.