

## November 2025- January 2026

	Operation Hours of Automated Certificate Issuing Machines			
	Kinugasa Campus/BKC/OIC	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, and make-up days</b>				
Nov. 1 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Nov. 3 (Mon. national holiday) class day	9:00 - 21:30	9:00 - 20:00	No service	No service
Nov. 24 (Mon. national holiday) class day	9:00 - 21:30	9:00 - 20:00	No service	No service
Dec. 20 (Sat.) make-up day	9:00 - 17:00	No service	No service	No service
Jan. 12 (Mon. national holiday) class day (Graduate School)	No service	9:00 - 20:00	No service	No service
Jan. 24 (Sat.) final examinations (Graduate School)	No service	9:00 - 17:00	No service	No service
Jan. 25 (Sun.) 教職研究科論文審査・報告会	No service	9:00 - 17:00	No service	No service
<b>■ New Year holidays</b>				
Dec.26 (Fri.) - Jan.5 (Mon.)	No service	No service	No service	No service
<b>■ Spring holiday period</b>				
Jan. 26 (Mon.) - Jan. 30 (Fri.)	9:00 - 17:00	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
Jan. 31 (Sat.)	No service	No service	No service	No service

**■ Important notes**

- (1) Please refer to the Ritsumeikan Health Center website for information on Medical Examination Certificate.  
<https://en.ritsumeikai.ac.jp/health/certificate/>
- (2) 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.