

February - March 2026

		Operation Hours of the Automated Certificate Issuing Machines			
		Kinugasa Campus/BKC/OIC	Suzaku Campus	Osaka Umeda Campus (5F)	Tokyo Campus
February 1 ~ March 31	Mon. ~ 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
	Sat.	No service	No service	No service	No service
	Sun & National Holidays	No service	No service	No service	No service
Commencement Ceremony and Graduate School Degree Conferral Ceremony Day	3/20(Fri.) Commencement Ceremony (OIC&Suzaku)	No service *OIC Only Operating hours 9:00 - 17:00	9:00 - 17:00	No service	No service
	3/21(Sat.) Commencement Ceremony (Kinugasa)	No service *Kinugasa Only Operating hours 9:00 - 17:00	No service	No service	No service
	3/22(Sun.) Commencement Ceremony(BKC)	No service *BKC Only 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 2025 fall semester will be available for issue from April 1.

*Please note that the Fall Semester 2025 grades will not be reflected until March 31, 2026.

2) The various "prospective certificates" will be available for issue from April 3.

3) Please refer to the Ritsumeikan Health Center website for information on Medical Examination Certificate.

<https://en.ritsumei.ac.jp/health/certificate/>

To those who will or are expected to graduate from/complete their studies in March 2026:

1) The grades for AY 2025 fall semester will not be reflected in the Academic Transcript issued before the graduation/completion date.

2) If you can graduate (complete your studies), you will receive free of charge, on the day of the graduation/completion ceremony, one copy each of your Academic Transcript including the grades for AY 2025 fall semester and your Certificate of Graduation/Completion.

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

(Reservation Period: March 5 – March 9 *excluding Saturdays and Sundays)

Further details will be provided via manaba notification when the graduation/completion results are announced.

3) For those who fail to graduate from/complete their studies, various certificates of prospect cannot be issued during the period from March 4 (the date of the Graduation Results / Grades Announcement) to April 2.

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

For more information on how to issue Certificates, 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 2026:

Various prospective certificates cannot be issued via the automated certificate issuing machines during the period from March 4 to April 2.

If necessary, 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 13 (Fri.) 9:30 ~ , Osaka Umeda campus : February 13 (Fri.) 9:00 ~]