

(Effective for applications from Oct15)

# Certificate Issuing Fees Will Be Revised



For applications from Oct 15:

- **Certificates ..... 500 yen/copy**

(学力に関する証明書 Gakuryoku-ni-kansuru-shomeisho: 1,000 yen/copy)

- **Service fee ..... 300 yen/application**

To improve the convenience of our certificate issuance service and respond to the digitalization of society, fees will be revised with the introduction of a new system. We appreciate your understanding.

[Note] -The former fees apply to applications completed **by 6:59am on Oct 14**



-**Application website suspended: 7am Wed, Oct 14 – 1pm Thu, Oct 15**

(Online applications cannot be made during this period)

For those who left the university in or after April 1990

Six certificates will be available as

**Digital Certificates (PDF)** from 1pm on Oct 15.

NEW

[Available as a Digital Certificate (PDF)]



-Academic Transcript

-Certificate of: Graduation/Completion/Attendance/  
Withdrawal/Enrollment (non-regular student)

See next page for delivery methods and fees

# Digital Certificates: Delivery Methods and Fees

After logging in to the [Application Website](#), a "Digital Certificate" button will appear on the "Receiving Your Certificates" screen from 1pm on Thu, Oct 15.



Application website

|                                                                                       | <b>NEW</b><br>Digital certificate<br>(PDF)                                                                                                                                                | Issue at Convenience Store<br>(paper)                                                                                                                                                                                                                                                                                                    | Receive by Post<br>(paper)                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility</b>                                                                    | For those who left the university in or after April 1990<br>(graduation, completion, withdrawal, removal)                                                                                 |                                                                                                                                                                                                                                                                                                                                          | All former students                                                                                                                                                                                                                  |
| <b>Available<br/>Certificates</b>                                                     | -Academic Transcript<br>-Certificate of: Graduation/Completion/Attendance/<br>Withdrawal/Enrollment (non-regular student)                                                                 |                                                                                                                                                                                                                                                                                                                                          | All certificates                                                                                                                                                                                                                     |
| <b>Delivery<br/>method</b>                                                            | View the PDF on the<br>Parchment website<br>*download and viewing expire 90<br>days after issuance<br> | Print at multi-function<br>printer at three convenience<br>store chains<br>   | Sent by Ritsumeikan<br>University                                                                                                                                                                                                    |
| <b>Time until<br/>receipt</b>                                                         | Email arrives within 15 min.<br>after payment                                                                                                                                             | Email arrives within 10 min.<br>after payment                                                                                                                                                                                                                                                                                            | Shipped in 2-7 business<br>days *Up to 2 weeks during<br>summer and year-end holiday                                                                                                                                                 |
| <b>Notes on<br/>originals</b>                                                         | The digitally signed PDF is<br>the valid original.<br>*Printouts are not valid<br>originals.                                                                                              | Valid as an original with a<br>monochrome seal.<br>*Valid even if "COPY/コピー<br>禁止" appears faintly.                                                                                                                                                                                                                                      | Valid as an original with a<br>monochrome seal                                                                                                                                                                                       |
| <b>Fees</b>                                                                           | <br>Digital Certificate<br><b>500 yen/copy</b><br>+ service fee                                        | <br>Convenience Store<br><b>500 yen/copy</b><br>+ printing fee (20<br>yen/sheet)<br>+ service fee                                                                                                                                                     | <br>Receive by Post<br><b>500 yen/copy</b><br>(学力に関する証明書 (Gakuryoku-<br>ni-kansuru-shomeisho): 1,000<br>yen/copy)<br>+ postage<br>+ service fee |
| Service fee: 300 yen/application; Postage: 430 yen domestic, 1,450-3,900 yen overseas |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                      |
| Former fees apply to applications completed by 6:59am on Oct 14                       |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                      |

The digital certificate manual (to be posted on Oct 15) is available at the Ritsumeikan University Alumni Association site, ["Applying for Certificate"](#)



Certificate Application Guide