

How to Apply for and Receive Certificates from Thu, Oct 15

Oct 2, 2026 Ritsumeikan University

updated on Oct 7

From Thu., Oct. 15 Issuance Options and Fees	Digital Certificate			Convenience Store				Receive by Post				Manabi Station		
	Availability	Certificate Fee	Service Fee	Availability	Certificate Fee	Service Fee	Print charge	Availability	Certificate Fee	Service Fee	Postage	Availability	Certificate Fee	Postage
Certificate of Enrollment (JPN/ENG)	Available	Free (for the time being)	Free (for the time being)	Available	Free (for the time being)	Free (for the time being)	¥20 /page	Available	Free (for the time being)	Free (for the time being)	Required *	Not available	---	---
Academic Transcript (JPN/ENG)														
Certificate of Prospective Graduation (JPN/ENG)														
*Students in their expected graduation year ONLY														
Certificate of Prospective Program Completion (JPN/ENG)														
Health Examination Certificate (JPN)	Available	¥500 /copy	¥300 /application	Available	¥500 /copy	¥300 /application	¥20 /page	Available	¥500 /copy	¥300 /application	Required *	Available until mid-December	¥500 /copy	Required if requested*
Certificate of Leave of Absence (JPN/ENG)														
(non-regular student) Certificate of Attendance (JPN/ENG) *No certificate fee during their enrollment period														
Certificate of Graduation, Transcript of Academic Record, etc. from a Previous Enrollment	Available	¥500 /copy	¥300 /application	Available	¥500 /copy	¥300 /application	¥20 /page	Available	¥500 /copy	¥300 /application	Required *	Available until mid-December	¥500 /copy	Required if requested*
学力に関する証明書 Gakuryoku-ni-kansuru-shomeisho: A certificate of credits earned for a teaching license in Japan	Not available	---	---	Not available	---	---	---	Available	¥1,000 /copy	¥300 /application	Required *	Available	¥1,000 /copy	Required if requested*
Other Certificates	Not available	---	---	Not available	---	---	---	Available	¥500 /copy	¥300 /application	Required *	Available	¥500 /copy	Required if requested*

* Postage: ¥430 within Japan; ¥1,450–¥3,900 overseas

From Thu., Oct. 15 Application and Collection Methods	Digital Certificate (PDF)	Convenience Store (Paper)	Receive by Post (Paper)	Manabi Station (Paper)
How to Apply	Online application site (see "Issuance of Certificates..." → "(2) Online Application" on the "Study Support Site")			At the counter (complete an application form)
How to Receive	View the PDF on the Parchment website 	Print at a multi-function printer at three convenience-store chains   	Sent by Ritsumeikan University	Collect at each Manabi Station
Time to Receive	Email arrives within 15 minutes after payment	Email arrives within 10 minutes after payment	Shipped in 2–7 business days *Up to 2 weeks during summer and year-end holiday	Ready in 2–7 business days *Contacted by email or phone when ready
Download	Available (download and viewing expire 90 days after issuance)	Not available	Not available	Not available
Important Note on Originals	The digitally signed PDF is the valid original. *Printouts are not valid originals.	Valid as an original with a monochrome seal. *Valid even if "COPY/コピー禁止" appears faintly.	Valid as an original with a monochrome seal.	Valid as an original with a monochrome seal.