

September - October 2026

		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 Only: Sep 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	10/12 (National Holiday) Class day	9:00—21:30	9:00—20:00	No service	No service
	10/25(Sun) Graduate School of Professional Teacher Education Class day	No service	9:00—17:00	No service	No service
Reduced Hours Due to System Maintenance	10/14(Wed)	9:00-17:00	9:00-17:00	9:30-17:00	9:00-17:00
	10/15(Thu)	13:00-21:30	13:00-20:00	Graduate and undergraduate students 13:00 - 17:00 Graduate students (MBA, MOT, LEIS) 13:00 - 17:30	13:00-17:30

■ Important notes

- Academic Transcript containing grades for courses held in the Spring semester of AY 2026 may be issued beginning **Sep 26**.
- Certificates of prospective graduation and prospective completion, and "教育職員免許状取得見込証明書" and "学芸員資格取得見込証明書" may not be issued on Sep 26 to 29. **Issuance will be resumed on Sep 30.**
*If a student's graduation/completion result for the Spring Semester of AY2026 is "Fail", the above certificates also cannot be issued during the period from Sep 3 to Sep 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 issued if there is any problem with these machines.
- Certificate Issuance Is Changing from Oct 15! For more information, please visit the Student Support Website.**
- Due to item 5. above, the operating hours of the Automated Certificate Issuing Machines will be changed from Oct 14 to Oct 15.

Student Support Website

