Schedule of November 2026

■ Important notes

● Automated Certificate Issuing Machines will no longer be available from mid-December!

・Details, including the date and time when each machine will become unavailable, will be posted on the Study Support Website as soon as they are determined.

・After the machines become unavailable, please use the Online Application Website to apply for certificates (Available delivery methods: Digital Certificate / Convenience Store Printing / Postal Delivery).

*Only certificates that are not available as Digital Certificates or through Convenience Store Printing can be applied for at the Manabi Station on each campus (Suzaku : Administrative Office, Professional Schools (Suzaku)).

Study Support Website

● Student Discount Certificate Issuing Machines will become available from mid-December!

One machine will be installed on each campus. (No machine will be installed at Osaka Umeda Campus.)
Details on the installation dates, locations, and operating hours will be posted on the Study Support Website as soon as they are determined.

	Operation Hours of Automated Certificate Issuing Machines			
	Kinugasa Campus/BKC/OIC	**Suzaku Campus**	**Osaka Umeda Campus (5F)**	**Tokyo Campus**
■ Regular hours				
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
■ Irregular hours for class days on Sat. and national holidays, and make-up days				
Nov. 3 (Tue. National holiday) class day	9:00－21:30	9:00－20:00	No service	No service
Nov. 7 (Sat.) make-up day	9:00－17:00	No service	No service	No service
Nov. 23 (Mon. National holiday) class day	9:00－21:30	9:00－20:00	No service	No service

■ Notes

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

(2) Tokyo Campus and Osaka Umeda Campus each have only one automated certificate issuing machine.
Please note that certificates may be temporarily unavailable if there is a problem with the machine.