

# For Students Who Will Be Absent from the Degree Conferment Ceremony / Completion Ceremony

If you will be absent from the Degree Conferment Ceremony / Completion Ceremony on Wednesday, September 23, 2026 (national holiday), please complete the procedure for receiving your diploma/degree certificate and other certificates via the URL below by **5:00 p.m. on Thursday, September 17**.

## Procedure

Application period: Thursday, 9/3, 2026, 6:30 a.m. – Thursday, 9/17, 2026, 5:00 p.m.

Application form:

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20250806130811054626291>

If you are absent from the ceremony, the following items will be sent to you by postal mail at a later date.

## 1. Diploma / Degree Certificate, Certificates, etc.

|                  |                                                                                                                                                                                                                                                                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Items to be sent | Diploma/degree certificate, diploma cover, certificates such as one certificate of graduation/completion, one academic transcript, certificates reserved for issuance, etc.                                                                                                                                                                             |
| Mailing address  | The mailing address entered in the application form above. If the procedure is not completed by Thursday, September 17, the items will be sent to the home address registered in CAMPUS WEB <b>only if it is an address in Japan</b> . To prevent postal accidents, if no application is submitted, items will not be sent to an overseas home address. |
| Delivery method  | Items will be sent as correspondence by Letter Pack Plus or EMS. They will not be delivered to a mailbox or parcel locker. Please make sure that you or a family member receives them in person from the postal delivery staff.                                                                                                                         |
| Postage          | Covered by the university.                                                                                                                                                                                                                                                                                                                              |
| Shipping period  | Items will be shipped sequentially from Friday, September 25, once preparations are complete.                                                                                                                                                                                                                                                           |
| Note             | If you apply as “absent” via the URL above, please note that you will not be able to receive the items on the day of the Degree Conferment Ceremony / Completion Ceremony because shipping preparations will be made.                                                                                                                                   |

## 2. Commemorative Items, etc. (for those who request them)

Commemorative items distributed in addition to the items listed in Section 1 above will be sent only to those who request them.

|                         |                                                                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Items to be sent</b> | Alumni Association commemorative items,<br>College alumni association commemorative items,<br>College thesis collections, etc. Contents vary by college. |
| <b>Shipping fee</b>     | <b>Borne by the recipient, cash on delivery</b>                                                                                                          |
| <b>Shipping period</b>  | These items will be shipped separately from the diploma/degree certificate, sequentially from Friday, September 25.                                      |
| <b>Note</b>             | Items can be shipped only to addresses in Japan. They will not be shipped overseas.                                                                      |
| <b>How to apply</b>     | If you wish to have commemorative items sent to you, please apply using the relevant response item in the URL above.                                     |

### Student Discount Certificate

If you need a student discount certificate valid until September 25, please issue it from a certificate issuing machine by Friday, September 18.

### Contact

BKC Manabi Station

E-mail: bkckyoga@st.ritsumei.ac.jp / TEL: 077-561-4972