

Procedures for Those Unable to Attend the Graduation/ Completion Ceremony

If you will be absent from the Graduation/Completion Ceremony on September 23, 2026, please complete the procedures for receiving your graduation certificate/diploma as well as academic transcript via the URL below **by 5:00PM on Tuesday, September 22.**

<How to apply>

- Application Period: September 3, 2026, at 6:30AM - September 22, 2026 at 5:00PM

- Application Form:

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20251021125203880050915>

Items to be provided to those who will be absent from the ceremony are as follows:

(1) Regarding Receipt of Diploma/Degree Certificate and other documents.

-**Items to be sent:** Diploma, certificates (one copy each of graduation certificate and academic transcript, certificates reserved in advance), diploma cover, etc.

-**Shipping Address:** The address entered in the application form above.

※If the procedure is not completed by Tuesday, September 22, the items will be sent to **home address** registered on CAMPUS WEB.

【How to check your personal information registered with University】

Click “View/Update Student Information”>”Ref” on [CAMPUS WEB](#)



-**Shipping Method:** Sent as correspondence via Letter Pack Plus or EMS

※Items will not be delivered to mailboxes or parcel lockers. Please receive them in person from a postal worker.

-**Shipping Fee:** Covered by the university

-**Shipping Schedule:** Will be shipped **after Monday, September 28.**

(2) Regarding Receipt of Commemorative Items (only for those who wish to receive them)

Commemorative items other than those listed in (1) above will be sent to those who request them.

-**Items to be sent:** Alumni association commemorative items, faculty alumni association commemorative items, faculty thesis collections, etc. (varies by faculty)

-**Shipping Fee:** Paid by recipient (cash on delivery)

-**Shipping Schedule:** Will be shipped separately from the diploma and certificates **after Monday, September 28**

- **Note:** Shipping is limited to domestic addresses only. Overseas shipping is not available.
- **Application Method:** If you wish to receive commemorative items, please apply via the application form mentioned above.

<Regarding in-person pick up>

Items can be picked up at OIC Manabi Station during the following period:

-Items to receive: Both (1) and (2)

-Reception Period: Thursday, September 24 – Friday, September 25, 2026

※Please check the official Ritsumeikan University website for office opening hours before visiting.

-Where to pick up: OIC Manabi Station, AC Office (1st Floor)

-What to bring: Student ID card, personal seal (inkan)

-Note:

After the reception period ends, items will be sent to either address.

※The address entered in the application form

※The home address if no application is submitted.

Items to be sent will be those listed in (1) (shipping fee: covered by the university).

Commemorative items will be sent only to those who completed the procedure in (2) (shipping fee: paid by recipient).

Regarding Issuance of Student Discount Certificate

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

<Contact Information>

OIC Manabi Station

E-mail: oicgs@st.ritsumei.ac.jp

TEL: 072-665-2056