

# Issuance of Various Certificates

## Automatic Certificate Dispensers

During your job hunt, there will be times that you need to submit official documents and certificates such as your transcript of academic record and so forth. You can use the automatic issue machines to obtain these certificates/documents. The location of automatic issue machines and operating hours are outlined below.

(Information current as of July 31, 2017)

For	Regular students (except for those on a leave of absence)		
Location & Hours of Automatic Certificate Dispensers *	APU 1st floor, Building A	Mon ~ Fri	8 : 45 ~ 18 : 00
	APU Library	Times when the counter is available for use on opening days	
	Ritsumeikan Tokyo Campus	Mon ~ Fri	9 : 00 ~ 17 : 30
	Ritsumeikan Osaka Umeda Campus	Mon ~ Fri	9 : 30 ~ 17 : 00
	Ritsumeikan Uni Biwako-Kusatsu Campus (BKC) 1st floor, Core Station	Mon ~ Fri Saturday	9 : 00 ~ 21 : 30 9 : 00 ~ 17 : 00
	Ritsumeikan Uni Kinugasa Campus 1st floor, Shitoku-kan (Campus Information)	Mon ~ Fri Saturday	9 : 00 ~ 21 : 30 9 : 00 ~ 17 : 00
	Ritsumeikan Univ Osaka Ibaraki Campus (OIC) 1st floor, Building A (in front of AS office)	Mon ~ Fri Saturday	9 : 00 ~ 21 : 30 9 : 00 ~ 17 : 00
What you need	<input type="checkbox"/> Student ID Card <input type="checkbox"/> Payment for the certificate (Charge your CO-OP membership in your student ID card at APU and with cash at other places)		
Certificates/ documents available (English and Japanese versions available)	<input type="checkbox"/> Certificate of Enrollment <input type="checkbox"/> Transcript of Academic Record <input type="checkbox"/> Certificate of Prospective Graduation/Completion <input type="checkbox"/> Health Certificate		

\* Operating hours may change (due to holidays, inspections, etc.) Check them on the website of each campus.

## Obtaining certificates/documents by post or in person

It is also possible to request certificates/documents in person at the Student Support Center or by post. However, you will not be able to receive the required document on the day you made the request. Students are therefore advised to request documents in advance.

The place to apply is the Student Office. For details of how to apply, please check the website (How to Request Certificates/Transcripts: <http://www.apu.ac.jp/home/alumni/content4/>)

If you have any queries, please contact the Student Office as shown below.

<b>Contact</b>	Student Office (1st floor, Building A) TEL : 0977-78-1124 FAX : 0977-78-1125 Email : shoumei@apu.ac.jp (Please put your name and student ID number in the subject line)
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