

Procedures for the Conferral of Graduation Certificates/Diplomas and the Issuance of Various Certificates Due to the Cancellation of Commencement Ceremonies

(For Graduating Students, Colleges/Graduate Schools at OIC Campus)

※Enquiries regarding the Procedures for the Conferral of Graduation Certificates/Diplomas (For Graduating Students of Colleges/Graduate Schools at Kinugasa Campus / BKC Campus / Suzaku Campus): Please contact your college or graduate school administrative office.

(For Graduating Students, Colleges/Graduate Schools at OIC Campus)

Due to the cancellation of AY 2019 Commencement Ceremonies, the following procedures for the conferral of Graduation Certificates/Diplomas and the issuance of various certificates will be required. We ask for your cooperation completing all necessary procedures as soon as possible.

1. The conferral of Graduation Certificates/Diplomas and sending of various certificates, memorabilia, etc.

Graduation Certificates/Diplomas will be sent to your designated address by courier service. In principle, certificates/diplomas cannot be received at the college or graduate school administrative office. If you would like to receive certificates/diplomas at your college or graduate school administrative office due to special circumstances, be sure to consult with the OIC MANABI Station (MBA/MOT graduating students: Administrative Office, Inter-Faculty Graduate Schools (OIC)) in advance.

○ Designating the desired address to send Graduation Certificates/Diplomas [Important]

• Enter your desired shipping address and addressee on the online questionnaire as soon as possible (submissions accepted until Thursday, April 30).

• Ritsumeikan University will cover the cost of delivery. Additionally, certificates/diplomas must be signed for upon delivery and therefore cannot be left in your letter box, etc. You or a family member can receive the package from the courier. The following items will be sent:

- Address by the President
- Diploma (Graduation Certificate or Completion Certificate)
- Transcript of Academic Record and Certificate of Graduation/Completion issued free of charge (See section 2. below)
- Certificates that have been applied for (See section 2. below)
- Teacher's licenses (only those who made a batch application)
- Certificate of Completion of a Minor Field (Only for students who registered for and completed this program)
- Announcement regarding the procedures for Ritsumeikan Co-op Membership deposit refunds (From the Ritsumeikan Co-op)

We will also be sending certificate folders and memorabilia.

[Online Questionnaire URL]

<https://entryweb.ritsumei.ac.jp/smart/eq.asp?U=5000007068045595416>

① Shipping periods

Graduation Certificates/Diplomas are scheduled to be sent (within Japan) according to the schedule below. Sending dates will differ depending on when the online questionnaire was completed. If you need to submit a certificate to a place of employment, be sure to complete procedures as soon as possible.

~~Completed by Wednesday, March 11: Scheduled to be sent on Thursday, March 19 (Done)~~

~~Completed by Thursday, March 19: Scheduled to be sent on Monday, March 30 (Done)~~

Completed by Monday, April 20: Scheduled to be sent on Thursday, April 30

Completed by Thursday, April 30: Scheduled to be sent on Friday, March 15

*If the questionnaire is not completed by the end of the acceptance period (April 30), we will send all items to your permanent address on record at the end of May.

*Once sent, items should arrive within 1 - 2 days. However, additional time may be needed for delivery to Hokkaido, Tohoku, Okinawa, and remote island regions. Additionally, delays may occur due to traffic conditions.

② International shipping

We will send certificates overseas using DHL. If your country or region cannot receive packages using DHL, we will send the package using another international mail service. Please note that due to the effects of COVID-19 there may be difficulties in shipping to some countries and regions.

2. Issuing certificates

① Documents issued free of charge

Ritsumeikan issues one copy of your Transcript of Academic Record and Certificate of Graduation/Completion free of charge. No additional procedures are required for this issuance. These will be sent with your Graduation Certificate/Diploma to your designated address or your permanent address on record.

<Important Points Regarding Issuance>

(1) All graduates, other than English-based admission graduates, will have certificates issued in Japanese.

(2) English-based admission graduates will have certificates issued in English.

② If you wish to have additional certificates issued, check the Ritsumeikan University Alumni Association website and complete the necessary procedures.

[Ritsumeikan University Alumni Association Website]

https://alumni.ritsumei.jp/english/procedures/applying_certificates/

3. Returning your student ID card

Your student ID card is valid until March 31, 2020. There is no need to return the card to the university. Please cut up the card and dispose of it after it expires.

4 . Request for Cooperation to the Survey Questionnaire from the Career Center

Graduation Questionnaire, originally scheduled to be conducted at the ceremonial day, will be taken online. Please fill it out via the URL below by Sunday May 20, 2020.

【Graduation Questionnaire】

<https://secure.ritsumeai.ac.jp/students/career/students/think/company/article.html/?id=2866>

5 . Unreturned library books

Please return books in person to the library on your campus or send them by post (graduates are responsible for covering the shipping cost). If sending books by post, please write "Contains books for return" in red ink on the envelope. You can send books to a library on any campus except for Tokyo Campus or Osaka Umeda Campus.