

# Purchase of Certificates, Certificate Stamps, Student Discount Coupons, and Student Commuter Pass

## 1. Certificates

### (1) Issuance of certificates

The certificates listed below can be issued to current students via the automated certificate-issuing machines.

Certificate Types	Handling Fee	Required Items
Certificate of Enrollment (JPN/ENG) Transcript of Academic Record (JPN/ENG) Certificate of Prospective Graduation (JPN/ENG) Medical Examination Certificate (JPN only)	100yen/copy	<ul style="list-style-type: none"> <li>· Student ID Card</li> <li>· Cash or Ritsumeikan IC Co-op Member's Card</li> </ul>
学割証 (JPN only)	No Charge	Up to 15 certificates can be issued per year.

\*The following certificates are issued by Manabi Station (Kinugasa / Suzaku : administrative office of each College / Graduate School).

- Certificates, other than those listed above, for current students
- Certificates, such as Certificate of Attendance, Certificate of Leave of Absence, Certificate of Withdrawal, etc., for graduates or students who are on a leave of absence, withdrew from the University or were removed from the register. The amount of time required for issuance depends upon the type of certificate.

\*Certain certificates require a handling fee for issuance. In these cases, the fee should be paid in certificate stamps.

### (2) Automated certificate-issuing machine

Location		Machine Type	Hours of Operation
Kinugasa	Shitokukan Hall, 1F	1 cash payment-type machine	Mon - Fri: 9:00 a.m. - 9:30 p.m.
	Kenshinkan Hall, 1F	2 IC card payment-type machines	Sat: 9:00 a.m. - 5:00 p.m.
	Igakukan Hall, 1F	1 IC card payment-type machine	Sun,holiday: No service
BKC	Prism House, 1F	1 IC card payment-type machine	Same as the office hours
	Central Arc, 1F	2 IC card payment-type machines	Mon - Fri: 9:00 a.m. - 9:30 p.m.
	Core Station, 1F	1 cash payment-type machine	Sat: 9:00 a.m. - 5:00 p.m. Sun,holiday: No service
OIC	South Wing (AS) 1F	1 IC card payment-type machine, 1 cash payment-type machine	Mon - Fri: 9:00 a.m. - 9:30 p.m. Sat: 9:00 a.m. - 5:00 p.m. Sun,holiday: No service
Suzaku	Nakagawa Kaikan, 1F	1 IC card payment-type machine, 1 cash payment-type machine	Mon - Fri: 9:00 a.m. - 8:00 p.m. Sat,Sun,holiday: No service
Osaka Umeda Campus		1 cash payment-type machines	Mon - Fri: 9:30 a.m. - 5:00 p.m. Sat,Sun,holiday: No service
Tokyo Campus		1 cash payment-type machine	Mon-Fri: 9:00 a.m. - 5:30 p.m. Sat,Sun,holiday: No service

\*Machine operating hours will change when classes are held on a Saturday, Sunday or a national holiday, when makeup classes or examinations are held, and during breaks (summer, winter and spring). To confirm these hours, check the latest hours of operation schedule for automated certificate-issuing machines.

### (3) Notice of Change for Certificate Issuance Window in BKC

From AY2016 Certificate Issuance window of BKC will be at Manabi Station

Please refer below for Certificate Issuance Windows on each campus.

【Kinugasa / Suzaku】 : Administrative office of each College / Graduate School

【BKC / OIC】 : Manabi Station

## 2. Purchase of certificate stamps

### (1) Purchasing from automated certificate-issuing machines

Students will have to purchase the stamps by cash or using their Co-op Member's IC Card.

<Notes>

\*Certificate stamps are issued on A4-size paper. Certificate stamps to be used as part of applications for the issuance of certificates should not be affixed to the application form. The application form and the stamps should be separate when submitted at the counter of the respective office.

\*Cash is accepted for the payment of certificate stamps worth 4,000 yen or less. Certificate stamps worth more than 4,000 yen can only be purchased with a Co-op Member's Card. Charge the card with the necessary amount of money or borrow a temporary card at the counter at the Co-op.

\*There are currently two types of Co-op Member's Cards in circulation: the contactless IC card (new card) and the contact IC card (old card). The old contact IC Co-op Member's Card cannot use for the purchase of certificate stamps from the automated certificate-issuing machines.

### (2) In-store purchase

Certificate stamps can be purchased during opening hours at the following shops.

Location	
Kinugasa	Kinugasa Shitokukan Purchasing Department
	Kinugasa Zonshinkan Books & Services
BKC	BKC Union Square Shop
	BKC Link Square Shop
OIC	OIC Shop
Suzaku	Ritsumeikan Co-op at Suzaku

\*Students can purchase certificate stamps for certificate handling fees, motorcycle registration fees, non-degree student screening fees, auditing student screening fees, parking fees, shuttle bus tickets and sets of shuttle bus tickets.

### 3. Using a Student Discount Certificate (Student Traveler Fare Discount Certificate)

- ① Student discount certificates can be issued free of charge from the automated certificate-issuing machines.
- ② A student discount certificate is available for travel on Japan Railways Group, Kintetsu Corporation (Kintetsu), Nagoya Railroad Co., Ltd. (Meitetsu), Tobu Railway Co., Ltd., long-distance express bus, long-distance ferry and other services. You are advised to contact the transportation agencies in advance as the discount cannot be applied to some services.
- ③ Students can receive a 20 percent discount on the fare when traveling a one-way distance of more than 100 kilometers (discount applied to the standard fare).
- ④ Students are advised to purchase student discount certificates as needed from the certificate-issuing machine because student discount certificates are valid for three months from the date of issue.
- ⑤ One round-trip ticket can be purchased per certificate.
- ⑥ Students are asked to show their student ID cards when purchasing standard fare tickets and carry their student ID cards when using the standard fare tickets they purchase. They are also advised to read the back of their student ID cards when using the certificate.

### 4. Purchasing a Student Commuter Pass

- ① Students can purchase a student commuter pass only when they travel between their current homes and the University via the shortest route. However, they cannot purchase the commuter pass for using public transportation to participate in a club activity, work part-time or study to obtain qualifications that are not related to regular University courses. The shortest route is a distance from the nearest station to your current home recorded in your student ID card to the nearest station to the University.
- ② Students must present their student ID cards when purchasing a student commuter pass at transportation agencies. Specify your current home address and the commuting route on the enrollment confirmation label on your student ID card. If you use more than two transportation agencies, specify each portion of the route. If the space on your ID card for providing information on your commuting route is insufficient, you should contact Manabi Station (Kinugasa / Suzaku : administrative office of each College / Graduate School). If you change your address, you need to have your student ID card stamped with a correction seal by the University. Follow the procedures at Manabi Station (Kinugasa / Suzaku : administrative office of each College / Graduate School).
- ③ Students are asked to contact transportation agencies in advance because they may be required to show a student commuter pass certificate that proves the commuting route when purchasing a student commuter pass. (See below.) Student commuter pass certificates are issued at Manabi Station (Kinugasa / Suzaku : administrative office of each College / Graduate School).

<As of February, 2015>

Public Transportation		Student Commuter Pass Certificate	Nearest Station			
			Kinugasa	BKC	OIC	Suzaku
JR		Required	Enmachi	Minami-Kusatsu	Ibaraki	Nijo
Kintetsu		Required	Kyoto			
Hankyu		Not required	Saiin, Omiya	—	Minami-Ibaraki, Ibaraki-shi	Omiya
Keihan		Not required	Any station which has a convenient route to and from the campus			
Osaka Monorail		Required	—	—	Unobe, Minami-Ibaraki	—
Kyoto Municipal Transportation Bureau	Subway	Not required	Nishioji Oike	—	—	Senbon Sanjo/Suzaku Ritsumeikan-mae
	Bus		Daigaku-mae, Waratenjin, Kinugasako-mae			
Ohmi Tetsudo Bus		Not required	—	Ritsumeikan Daigaku	—	—

Note: A student commuter pass certificate is not necessary when repurchasing a student commuter pass for a particular commuting route.