

## <Regarding the issuance (distribution) of final transcripts, graduation/completion certificates, and diplomas>

### 1. Issuance (distribution) of final transcripts and graduation/completion certificates and additional applications

A final transcript (including grades for the fall semester of 2025) and a graduation/completion certificate will be issued and distributed at no charge, one Japanese–language copy of each, together with the diploma, after the graduation ceremony. \*1

After the graduation ceremony, diplomas and the above certificates will be distributed at venues designated for each faculty or graduate school. Those who are unable to attend on the day may receive them at the Academic Affairs Office of their respective faculty or graduate school starting from the day following the ceremony.

If you require additional certificates other than those mentioned, please apply through the online application system (search for “Rikkyo University Certificate Issuance Service (Online Application), certificate issuance”). Additional certificates are subject to a fee and can only be received by mail. Shipping will begin on the day following the graduation ceremony.

[https://portal.rikkyo.ac.jp/academic\\_affairs/paperwork/current\\_students/convenience](https://portal.rikkyo.ac.jp/academic_affairs/paperwork/current_students/convenience)

\*1 On the day of the graduation ceremony, additional certificates for students graduating or completing their programs in March 2026 will not be available at the service counter.

\*2 Notes on applying for additional certificates

- If you apply by March 31, please select “1. Usage Guide <Usage Procedure> (For (be) enrolled)” in the online application system.
- If you apply on or after April 1, please select “1. Usage Guide <Usage Procedure> (For Alumnus)” in the online application system.

### 2. Requested Repeat of Year

If you wish to apply for the “Requested Repeat of Year” system, please review the information below.

If you are considering graduation or completion effective September 19, please wait for a separate update regarding Extended–term Graduation (Special Graduation / Special Completion) for the following academic year.

[https://portal.rikkyo.ac.jp/academic\\_affairs/paperwork/registration](https://portal.rikkyo.ac.jp/academic_affairs/paperwork/registration)

\*Please note that the “Requested Repeat of Year” system is available to undergraduate students only.