

**To all students scheduled for completion of the Master's program in September 2015**

**The Graduate School of Economics**

## **Completion Schedule**

**1. Grade announcement**

Date: From 10:00 am on Tuesday, 1<sup>st</sup> September

※Please log in Waseda-net Portal, and check 'Menu of Grade Inquiry'.

**2. Notes on issuance of a certification of completion and an academic transcript**

You can obtain them at automatic issuance machines or at the Office from Wednesday 16<sup>th</sup> September.

After returning your student ID card, please apply to the Office (It costs 200 yen per 1 letter until 20<sup>th</sup> September, 300 yen per 1 letter after 21<sup>st</sup> September.).

**3. Completion ceremony (for all graduate schools )**

Date : From 11:00 a.m. - 12:15 p.m. on Sunday, 20<sup>th</sup> September

Place : Okuma Auditorium

**4. Completion ceremony (for GSE)**

Date : From 14:30 p.m. -15:30 p.m. on Sunday, 20<sup>th</sup> September

Place: The Room 606, 6<sup>th</sup> Floor in Building No.3

※To obtain your diploma, you must:

1. Return your student ID card (\*1)

2. Return your locker key(\*2)

3. Submit your career report form via Waseda-net Portal

4. Pay all of your tuition fees up to the Spring semester of AY 2015

5. Return all books you are borrowing now to the library by Thursday on 10<sup>th</sup> September

\*1 You must return your student ID card at the venue of GSE Completion ceremony on the day.

In case you have lost your student ID card, 2,000yen for a reissue fee is required. Please inform the Office about that and show “学生証交付願(本人控)” at the venue.

\*2 You must leave your locker empty by Saturday on 19<sup>th</sup> September. In case you have lost your locker key, you must pay 400 yen. Anything left in your locker after Sunday, 20<sup>th</sup> September will be disposed.

**5. Completion Party (GSPS/GSE)**

Date : From 16:00 p.m.-17:30p.m. on Sunday, 20<sup>th</sup> September

Place: Royal Hall II, 3<sup>rd</sup> Floor in Rihga Royal Hotel Tokyo