

**To all students scheduled for completion of the Master's program in March 2016**

**The Graduate School of Economics**

## **Completion Schedule**

**1. Grade announcement**

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

※Please log in My WASEDA, 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 Tuesday 15<sup>th</sup> March. After returning your student ID card, please apply to the Office (It costs 200 yen per 1 letter until 31<sup>th</sup> March, 300 yen per 1 letter after 1<sup>st</sup> April.).

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

Due to memorial Halls reconstruction, Waseda University has decided to conduct completion/ graduation ceremony in each school. Therefore, the ceremony in the whole university is not held.

Note: we will tell an information about the commencement ceremony separately to following person; a valedictorian ,a vice-valedictorian, a doctoral degree recipient.

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

Date : From 11:00 a.m. -12:15 p.m. on Friday, 25<sup>th</sup> March

Place: The Room 602, 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 My WASEDA
4. Pay all of your tuition fees up to the Fall semester of AY 2015
5. Return all books you are borrowing now to the library by Monday on 14<sup>th</sup> March

\*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, Please come and ask to the GSE office..

\*2 You must leave your locker empty by Friday on 25<sup>th</sup> March. In case you have lost your locker key, you must pay 800 yen. Anything left in your locker after Saturday, 26<sup>th</sup> March will be disposed.

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

Date : From 12:30 p.m.-14:00p.m. on Friday, 25<sup>th</sup> March

Place: Royal Hall , in Rihga Royal Hotel Tokyo