

To all students scheduled for completion of the master's program in March 2015

The Graduate School of Political Sciences

Completion Schedule

1. Grade announcement

Date: From 10:00 am on Monday, 2nd March

※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 Monday 16th March. After returning your student ID card, please apply to the Office (It costs 200 yen per 1 letter until 31st March, 300 yen per 1 letter after that.).

3. Completion ceremony (for all graduate schools)

Date : From 9:40 a.m. - 10:30 a.m. on Wednesday, 25th March

Place : Ceremony Hall (on Toyama Campus)

4. Completion ceremony (for GSPS)

Date : From 11:00 a.m. -12:15 p.m. on Wednesday, 25th March

Place: The Room 601, 6th 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 fall semester of AY 2014

5. Return all books you are borrowing now to the library by Saturday on 14th March

***1 You must return your student ID card at the venue of GSPS Completion ceremony on that 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 Wednesday on 25th March. In case you have lost your locker key, you must pay 400 yen. Anything left in your locker after Thursday, 26th March will be disposed.**

5. Completion Party (GSPS/GSE)

Date : From 13:00 p.m.-14:30p.m. on Wednesday, 25th March

Place: Escalator Hall, 1st Floor in Building No. 3

***Drinks and light meals are prepared for the students scheduled for completion of the Master's program.**