

May 25, 2016

Dear students and graduates of the School and Graduate School of Social Sciences,

**It is now possible to apply for certain administrative procedures at the Waseda Portal Office (WPO).** This was implemented with our students' and graduates' convenience in mind so from May 2016, the below procedures can be done at the Waseda Portal Office (WPO), which is located on the 1<sup>st</sup> floor of Building 7. Please note that the WPO is opened till 8:00 pm on weekdays and 6:00 pm on Saturdays.

### 1. Office Hours

Waseda Portal Office (Building 7, 1 <sup>st</sup> Floor)	Mon. – Fri.	9:00am – <u>8:00pm</u> (Open till 6:00pm during school holidays)
	Saturday	9:00am – <u>6:00 pm</u> (Closed during school holidays)
Faculty of Social Sciences Office (Building 14, 3 <sup>rd</sup> Floor)	Mon. – Fri.	9:00am – 7:00pm (Open till 5:00pm during school holidays)
	Saturday	9:00am – 5:00pm (Closed during Winter and Summer Vacation)

Note: For up to date information on WPO office hours during University designated holidays, please refer to the following link: <http://www.waseda.jp/wpo/e/index.html>

### 2. Administrative Procedures

Procedure	Description	Necessary Documents
Reissuance of Student ID Card	Will take about a week to issue	Photo ID (4 cm x 3cm) If you are replacing a lost card, 2000 yen
Change in Personal Data	Changes in address, phone numbers, etc.	Student ID Card (When making a name change, household registry document is required.)
Change in Guarantor Data	If changing guarantor, the new guarantor's seal/signature is required (If changing information, like address, etc. seal/signature is not necessary).	
Change in Tuition Payer Data	If changing tuition payer, the new payer's seal/signature is required (If changing information, like address, etc. seal/signature is not necessary).	
Certificate Issuance	Teaching certificates will take about a week to issue	Student ID Card
Student Discount/Certificate of Commute	Will be immediately issued at WPO.	
3-month extension of Student Discount	Will be immediately extended at WPO.	
Application for Receipt of Tuition Payment	Will take about a week to process	
Distribution of documents for change of Bank Account for Tuition Payment	Please submit the documents to the Faculty of Social Sciences Office	
Other	We will contact the person individually	

Office of the Faculty of Social Sciences (Building 14, 3<sup>rd</sup> Floor) Tel: 03-3204-8952  
Waseda Portal Office (Building 7, 1<sup>st</sup> Floor) Tel: 03-5286-9845