

## For those who cannot attend the Graduation Ceremony - How to obtain your Diploma -

In principle, diplomas will be presented by the way indicated on “Diplomas and Certificates for Graduating Students in March 2017”. However, if you want to ask for diploma delivery due to unavoidable circumstances (such as returning to your home country) come to the GSICCS Office with the required documents for mail delivery **by March 17 (Fri.)**. If you cannot come to the office, you may mail the required documents to the office. The requested diploma will be sent out in end of March or early April. We will not give (send) the diploma before March 26. We also cannot give (send) your diploma if you fail to complete the necessary procedures such as returning book(s) to Waseda University Libraries.  
[NOTE] Waseda University does not reissue nor accept responsibility for any loss or damage occurred during the delivery.

### **<Required Documents for mail delivery>**

- Student ID card
  - Diploma Delivery Application Form (prescribed form/ available at the GSICCS Office and on the website)
  - Locker Key \*Required only for those who are using GSICCS Student Locker.
  - Certificate of Career Path Report (進路報告確認証) \*Print it out from MyWaseda. You do not need to submit it if you have already submitted it to the office or reported through MyWaseda before March 13 (Mon.).
  - Shipping Fee
    - ①Domestic: Buy Letter Pack 510 (¥ 510) at a post office and fill in the shipping address.
    - ②Overseas (EMS): Exact amount of Japanese Stamps (See Below)
- \*In the case that you apply from overseas, International **POSTAL** Money Order or International Reply Coupon (available at the POST office) is also acceptable.

The First Area	The Second Area		The Third Area
Asia	Oceania, North/Central America, Middle East	Europe	South America & Africa
¥ 1,400	¥ 2,000	¥ 2,200	¥ 2,400

### **Application by proxy**

In addition to the materials stated above, a proxy form with your seal/signature (prescribed form), and proxy's ID (driver's license, passport, etc. A copy is acceptable.) should also be submitted.

**Mailing address:** Graduate School of International Culture and Communication Studies,

**Waseda University (Diploma Delivery)**

**Bldg 11-4F, 1-6-1, Shinjuku-ku, Tokyo 169-8050 JAPAN**

### **<Other certificates>**

If you want to apply for certificates, you may apply for them together with your diploma by submitting the Certificate Request Form.

Please make sure you enclose enough postage fee including the fee for the diploma.

## Diploma Delivery Application Form:

To the Graduate School of International Culture and Communication Studies, Waseda University

I confirm that the information contained in this application form is correct and truthful, and hereby apply to have my diploma sent to me. Furthermore, I understand that if by some chance an accident occurs, the diploma is lost or damaged, such responsibility lies not Waseda University and that Waseda University will not reissue the diploma.

**\*Attached documents (Please check the boxes below.)**

- ☐ **Student ID card**
- ☐ **Shipping fee( Letter Pack 510 or Fee                      Yen)**
- ☐ **Locker Key**
- ☐ **Certificate of Career Path Report**
- ☐ **Application for certificate (If you need)**

Date (YYYY/MM/DD) \_\_\_\_\_

Name:(Kanji or katakana, if any) \_\_\_\_\_

(Alphabet) \_\_\_\_\_

Year/Month of Graduation (YYYY/MM): \_\_\_\_\_

Student ID No. \_\_\_\_\_

Date of Birth(YYYY/MM/DD) \_\_\_\_\_

Mailing Address:(Zip:                      ) \_\_\_\_\_

\_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_