

To students expecting completion in March 2017:

## Diplomas and Certificates for Graduating Students in March 2017

### ◆Diploma

As announced on “About Graduation Ceremony and Presentation of Diplomas”, graduating students will be receiving their diploma on March 26, 2017 (Sun.). If you cannot receive your diploma on March 26 (Sun.), you can receive it on and after March 27 (Mon.) at the GSICCS office. Diplomas will not be presented before March 26 (Sun.).

Please be aware that you can NOT receive your diploma if you...

1. Do not return your Student ID card
2. Have not paid tuition fees.
3. Have not returned book(s) to Waseda University Libraries.
4. Do not complete “Career Plan Report(進路報告)”

\*Please complete it via "Career Compass" in the left menu on "MyWaseda."

About Career Plan Report (Career Center) \*Only in Japanese

<http://www.waseda.jp/inst/career/students/decision/>

If you have completed the Career Plan Report after March 13(Mon.), please print-out the “Certificate of Career Path Report (進路報告確認証)” and bring it with you to the Presentation of Diplomas.

5. Have not returned your Locker Key (Required only for those who are using GSICCS Student Locker).

\*Please return your Locker Key to the GSICCS office by March 24 (Fri.).

If you want your proxy to receive your diploma, the following items will also be required: a copy of your student ID card, proxy form with your seal/signature, and proxy's ID (driver's license, passport, etc. A copy is acceptable.)

Proxy form (prescribed form):

[http://www.waseda.jp/fire/gsiccs/assets/uploads/2016/05/letter\\_of\\_commission.pdf](http://www.waseda.jp/fire/gsiccs/assets/uploads/2016/05/letter_of_commission.pdf)

If you (or your proxy) cannot come in person to receive your diploma due to unavoidable circumstances (such as returning to your home country), refer to “For those who cannot attend the Graduation Ceremony - How to obtain your Diploma –”.

### ◆Certificates

Please refer to the following chart on when and how to obtain certificates.

Type of Certificate	Date	Where to apply	Handling fee	Note
Transcripts	From March 1 to March 26	Certificate Vending Machine	200yen	*Please have your certificate issued at the vending machine before you return your student ID card on March 26.
	From March 27 to March 31	GSICCS Office	200yen	
	From April 1		300yen	
Certificate of Graduation	(Before you return your Student ID) From March 15 to March 26	Certificate Vending Machine	200yen	
	From March 27 to March 31	GSICCS Office		
	From April 1		300yen	
Certificate of Enrollment	Until March 14	Certificate Vending Machine	200yen	*Those who are scheduled to graduate in March cannot issue the Certificate of Enrollment after March 15.

Please check the IT Services website for latest information on opening hours of the certificate vending machines.

<http://www.waseda.jp/navi/e/services/opentime-certificates.html>

### ◆Other Information (For your reference):

Use of MyWaseda after Graduation (Waseda University IT Service Navigation)

<http://www.waseda.jp/navi/e/mywaseda/graduate.html>

GSICCS Office