

To SILS/GSICCS students and graduates,

Administrative Procedures Available at the Academic Advising Office

To improve services for SILS/GSICCS students and graduates, the following administrative procedures can be dealt with at the Academic Advising Office (“Waseda Portal Office”) as well as at the SILS/GSICCS Office. Please visit the Academic Advising Office in case you cannot come to our office during the office hours.

1. Office Hours

Academic Advising Office “Waseda Portal Office” (1 st floor of Building No.7)	Mon - Fri	09:00— <u>20:00</u> (*only until 18:00 during vacations)
	Sat	09:00— <u>18:00</u> (*closed during vacations)

※The office may be closed on University’s holidays. Please check the latest information on the following URL; <http://www.waseda.jp/wpo/e/index.html>

2. List of available services

Services	Notes	What to bring
Reissuance of Student ID card	New ID card will be provided at WPO after a week.	Photo (4 cm x 3cm) 2,000 yen will be charged if you lost your ID card
Change of personal information	Change of address, telephone number etc.	Student ID card *Please submit certifying documents (copy of passport etc) when changing your name
Change of Guarantor’s information	To change your guarantor, the form must be signed (or stamped with his/her personal seal) by the new guarantor. (No signature/seal needed for change of address or telephone etc)	
Change of Tuition Payer’s information	To change your tuition payer, the form must be signed (or stamped with his/her personal seal) by the new payer. (No signature/seal needed for change of address or telephone etc)	
Issuance of certificates	Issued on the spot (It may take about a week to issue certificates related to licenses etc.)	Student ID card
Student discount (transportation fee)/commuter pass certificate	Issued on the spot	
Extension of student discount (transportation fee)	Issued on the spot	
Issuance of certificate of tuition fee payment	Certificate will be provided at WPO after a week.	
Distribution of forms for Change of transfer account for school fees	Submit the form at the SILS/GSICCS office	
Scholarship Sign-up※ (Monbukagakusho Honor’s scholarship and MEXT)	The SILS/GSICCS office will inform the details to the recipients.	Student ID card Residence Card
General advice on course registration		Student ID card

SILS/GSICCS office (4th floor of building 11) Tel: 03-5286-1727 / 03-3208-0467

Academic Advising Office (1st floor of building 7) Tel: 03-5286-9845