

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

### ● Diploma

Please come to the SILS/GSICCS Office with the following materials to pick up your diploma after September 16. We will not give the diploma before September 16. We also cannot give your diploma if you fail to bring the following materials, to return books to the Library, or to pay tuition fees.

- Student ID
- Career Path Determination Report (進路報告確認証) :Print it out from the MyWaseda.
  - \*Required only for those who submitted the report after September 9.
- Locker Key \*Required only for those who are using GSICCS Student Locker.

If you want to ask for delivery of Diploma due to unavoidable circumstances (such as returning to your home country), come to the office with the following materials. If you cannot come to the office, mail the necessary materials. **However, please note that Waseda University does accept responsibility for any loss or damage occurred during the delivery. In addition, Waseda University cannot reissue diploma.** The requested diploma will be mailed in end of September.

#### < Required Documents for mail delivery >

- Student ID
  - Diploma Delivery Application Form (available both at the SILS Office and on the SILS Website)
  - Career Path Determination Report (進路報告確認証)
    - \*Print it out from MyWaseda.
    - \*Do not need to submit if you have already submitted it to us or reported through the MyWaseda.
  - Locker Key \*Required only for those who are using GSICCS Student Locker.
  - 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) and an EMS envelope (bigger than medium size).
- ※In the case that you apply for it 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
¥ 1,820	¥ 2,540	¥ 2,800	¥ 3,120

#### Application by proxy

In addition to the materials stated above, a commission letter with your seal/signature (designated for available at the SILS/GSICCS Office and on the SILS/GSICCS website), and proxy's ID (driver's license, passport, etc. A copy is acceptable) should also be submitted/enclosed.

**Mailing address: SILS (or GSICCS), Waseda University (Diploma Delivery)**

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

### ● Other certificates

If you want to apply for other certificates, you may apply for them together with your diploma by submitting additional materials stated in the following website:(SILS) <http://www.waseda.jp/fire/sils/en/students/certificate/>  
(GSICCS) <https://www.waseda.jp/fire/gsiccs/en/students/certificate/>. The handling fee for each certificate is 200 yen if applied within September and 300 yen from October. Please enclose enough postage fee.

## Diploma Delivery Application Form:

To SILS/ GSICCS, 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

☐ Shipping fee( Letter Pack 510 or Fee                      Yen)

☐ Career Path Determination Report

☐ Locker Key \*Required only for those who are using GSICCS Student Locker.

☐ 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:\_\_\_\_\_