

About Certificates for Graduating Students in March, 2018

November 2017

SILS Office

The Schedules of Issuing Certificates are as Follows:

Type of Certificate	Date	Where to apply	Handling fee	Note
Certificate of Expected Graduation	Until Feb. 15	Certificate Vending machine※	200yen	※Those who cannot graduate in March, 2018 can apply in June, 2018.
Transcripts	From Mar. 1 to Mar. 26	Certificate Vending machine	200yen	※Please have your <u>certificate issued at the vending machine before you return your student ID card on Mar. 26.</u>
	From Mar. 27 to Mar. 31	SILS Office	200yen	
	From Apr. 1		300yen	
Certificate of Graduation	From Mar.15 to Mar.26	Certificate Vending machine	200yen	※Students who took re-test and had a grade change may apply for a new transcript from Mar. 13
	From Mar. 27 to Mar. 31	SILS Office	300yen	
	From Apr.1			
Certificate for Curator Certificate for Librarian 学力に関する証明書 (certificate required for Teacher's License)	Application period : From Mar. 1 to Mar. 7 Issuance date : From Mar. 15	SILS Office	200yen	※For the application made after the set period, the issuance date will be later than Mar. 15. ※Handling fee from Apr. 1: 300 yen
Certificate of Enrollment	Until Mar. 14	Certificate Vending machine	200yen	※Those who are scheduled to graduate in March cannot issue the Certificate of Enrollment after Mar. 15.
Certificate of Qualification for a Student Discount	Until Mar. 14	Certificate Vending machine	-	-

<Notice>

- ※Those who have not paid the tuition fee cannot graduate until they settle the payment and submit the receipt to the SILS office. Their certificates cannot be issued until then. The payment slip will be sent in late December. If the submission of the receipts delays, it may affect the graduation date.
- ※After you return your Student ID, you will not be able to use the vending machines. **Please issue certificates at the vending machines BEFORE you receive your diploma on Mar. 26. We recommend issuing your certificates by Mar. 23, since the certificate vending machines will be crowded on Mar. 26.**

Period	
After you return your Student ID on Mar. 26	Certificates can be applied at the SILS office. ※Certificates issuance may take several days. Please bring a return-mail envelope with the address and stamps if you want your certificate to be mailed.
After Apr. 1	The Handling Fee is ¥ 300 for each document. See our website for details: How to Order Certificates after Graduation (SILS) http://www.waseda.jp/fire/sils/en/students/certificate/