

# About Certificates for Graduating Students in March, 2019

December 2018

SILS Office

The Schedules of Issuing Certificates are as Follows:

Type of Certificate	Date	Where to apply	Handling fee	Note
<b>Certificate of Expected Graduation</b>	Until Feb. 13	Certificate Vending machine※	200yen	*Those who cannot graduate in March, 2019 can apply in June, 2019.
<b>Transcripts</b>	From Mar. 1 to Mar. 26	Certificate Vending machine	200yen	*Please have your certificate issued at the vending machine before you return your student ID card on Mar. 26.
	From Mar. 27 to Mar. 30	SILS Office	200yen	
	From Apr. 1	By Airmail	300yen	
<b>Certificate of Graduation / Transcripts and Certificate of Graduation</b>	From Mar. 15 to Mar. 26	Certificate Vending machine	200yen	
	From Mar. 27 to Mar. 30	SILS Office	300yen	
	From Apr. 1			
<b>Certificate for Curator Certificate for Librarian 学力に関する証明書 (certificate required for Teacher's License)</b>	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
<b>Certificate of Enrollment</b>	Until Mar. 14	Certificate Vending machine	200yen	※Those who are scheduled to graduate in March cannot issue the Certificate of Enrollment after Mar. 15.
<b>Certificate of Qualification for a Student Discount</b>	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 March 26. We recommend issuing your certificates by March 25, since the certificate vending machines will be crowded on March 26.**

Period	
<b>After you return your Student ID on March 26</b>	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.
<b>From April 1</b>	The Handling Fee is ¥ 300 for each document. See our website for details: <b>How to Order Certificates after Graduation (SILS)</b> <a href="http://www.waseda.jp/fire/sils/en/students/certificate/">http://www.waseda.jp/fire/sils/en/students/certificate/</a>