

# Notes for graduation [program completion] procedure

Information for students whose graduation (program completion) has been confirmed for September

**\* This information applies to both undergraduate and graduate students**

August 30, 2024

Administrative Office, Faculty of Letters, Arts and Sciences

## 1. Commencement and awarding of degrees (organized by the university)

Date and time: **From 11:00 to 12:00 on Sunday, September 15**

Venue: **Waseda Arena, Toyama Campus**

Note: We kindly request that graduating students arrive at the venue at least 15 minutes before the ceremony starts.

Students will receive their diplomas during the Awarding of diplomas below.

## 2. Awarding of diplomas (organized by the undergraduate and graduate schools)

Date and time: **From 12:40 to 13:20 on Sunday, September 15**

Venue: **AV Classroom, Building No. 38**

Note: Diplomas are presented to the students in exchange for their student ID cards. Make sure that you bring yours with you (you must complete the necessary procedure if, for instance, you lose your ID card).

## 3. Tuition (undergraduate and graduate schools)

Make sure that you have paid your tuition fees in full for the entire period of your studies, including the spring semester of academic year 2024. Your graduation (program completion) will be deferred if you are in arrears for any of your tuition fee payments, even if you satisfy all of the other requirements. You will not receive your diploma, and we will be unable to issue you with a certificate of graduation (program completion).

\* Taking into consideration how the university receives data from financial institutions, we will defer graduation (program completion) for students who are in arrears for their tuition fee payments as of the end of July 2024. If your graduation has been deferred despite your having paid your outstanding tuition fees on August 1 or later and submitted a copy of your receipt to the office, contact the Administrative Office of the Faculty of Letters, Arts and Sciences.

## 4. Career Path Determination Report (undergraduate and graduate schools)

Make sure that you submit your Career Path Determination Report via MyWaseda by the day before commencement. If you submit your report immediately before commencement (i.e., within 1 week of commencement), print out your Career Path Determination Report and submit it on the same day. If you have not reported your career path via MyWaseda by then, please fill in the Career Path Determination Report form on the day of commencement (your diploma will be presented in exchange for your report).

## 5. Library books (undergraduate and graduate schools)

You will not receive your diploma if you have not returned all of your library books. Make sure that you return your library books by Tuesday, September 10. If you return your library books on Wednesday, September 11 or later, you will need to submit a library certificate for your returned books in exchange for your diploma.

Reference: Regarding the library service for the students who are graduating or completing programs in September 2024

<https://www.waseda.jp/library/news-en/2024/07/10/22366/>

## 6. Lockers for graduate students (graduate schools only)

If you are a graduate student who has been using an assigned personal locker on the fifth floor of Building No. 33, you must remove your belongings and bring a copy of your application for graduate student locker to the Administrative Office of the Faculty of Letters, Arts and Sciences to complete the procedure for returning your locker **by Friday, September 6**. You will not receive your diploma if you do not return your locker according to the prescribed procedure (if you have lost your copy of the application form, please notify the office).

## 7. Issuance of certificates (undergraduate and graduate schools)

Please apply for **“Certificate of Graduation (Completion)”** and **“Certificate of Grades and Graduation (Completion)”** from MyWaseda after 13:00 on September 15 (Sun.), and print them at convenience stores or automatic certificate issuing machines on campus.

MyWaseda > Certificate Issuance Service (Online)

\*When using a smartphone, select the symbol  in the upper left corner to display the menu.

For information on the operating hours and days for automated certificate-issuing machines, check the announcement entitled "Opening hours for Certificate/Discount coupons issuing machines (AY2024) " on the Information Technology Service Navigation website (<https://www.waseda.jp/navi/e/services/opentime-certificates.html> ).

**On the day of commencement, the Administrative Office of the Faculty of Letters, Arts and Sciences will be closed, so no administrative services can be provided over the counter, including the issuance of transcripts and certificates of qualification.**

## 8. Waseda Mail (undergraduate and graduate schools)

You can still use your Waseda Mail account after graduation. For further details, visit the following URL.

Reference: Use of MyWaseda after Graduation

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

## 9. Absence on the day of commencement

If you miss the commencement, visit the Administrative Office of the Faculty of Letters, Arts and Sciences on the next day or as soon as possible to receive your diploma in exchange for your student ID card and your Career Path Determination Report Confirmation.