

**To all students scheduled for completion of the Master's program in March 2017**

**The Graduate School of Economics**

## **Completion Schedule**

**1. Grade announcement**

Date: From 10:00 am on Wednesday, 1<sup>st</sup> March

※Please log in MyWaseda, and check 'Menu of Grade Inquiry'.

**2. Notes on issuance of a certification of completion and an academic transcript**

You can obtain them at automatic issuance machines or at the Office from Wednesday 15<sup>th</sup> March.

After returning your student ID card, please apply to the Office (It costs 200 yen per 1 letter until 31<sup>st</sup> March, 300 yen per 1 letter after 1<sup>st</sup> April.).

**3. Graduation ceremony of School of Political Science and Economics/Completion ceremony of GSPS/GSE**

Date : From 9:00 a.m. - 9:45 a.m. on Saturday, 25<sup>th</sup> March

Place : Okuma Auditorium

**4. Completion ceremony (for GSE)**

Date : From 10:30 a.m. -12:00 p.m. on Saturday, 25<sup>th</sup> March

Place: The Room 602, 6<sup>th</sup> Floor in Building No.3

※To obtain your diploma, you must:

1. Return your student ID card (\*1)

2. Return your locker key(\*2)

3. Submit your career report form via MyWaseda

4. Pay all of your tuition fees up to the Fall semester of AY 2016

5. Return all books you are borrowing now to the library by Wednesday on 15<sup>th</sup> March

\*1 You must return your student ID card at the venue of GSE Completion ceremony on the day.

In case you have lost your student ID card, please inform the Office about that.

\*2 You must leave your locker empty by Saturday on 25<sup>th</sup> March. In case you have lost your locker key, you must pay 800 yen. Anything left in your locker after Sunday, 26<sup>th</sup> March will be disposed.

**5. Completion Party (Faculty of Political Science and Economics)**

Date : From 13:00 p.m.-14:30p.m. on Saturday, 25<sup>th</sup> March

Place: Royal Hall, 3<sup>rd</sup> Floor in Rihga Royal Hotel Tokyo