

2020/09/03

Dear Students who are graduating this September

Administrative office of  
Graduate School of Political Science  
[gsps-office@list.waseda.jp](mailto:gsps-office@list.waseda.jp)  
Graduate School of Economics  
[gse-ml@list.waseda.jp](mailto:gse-ml@list.waseda.jp)

## **Schedule for Graduating Students of the Master's Program in September 2020**

### **1. Announcement of Grades**

Time & Date: From 10:00 am on Tuesday, 1 September

※ You will be able to check your grades from the Grade Report function on MyWaseda.

### **2. Graduation ceremony (Conducted by Waseda University)**

Please access the URL for detailed information.

<https://www.waseda.jp/top/en/news/73684>

### **3. Graduation ceremony (Conducted by GSPS/GSE)**

Graduation ceremony conducted by GSPS and GSE will be canceled in view of preventing the spread of the COVID-19 infection.

### **4. Distribution of Diploma**

Diplomas will be distributed starting September 15<sup>th</sup>. Please refer to below for details.

#### **<For students who are able to pick up the diploma at office by the end of September>**

In order to prevent the spread of COVID-19, please refer to the annexed table and visit our office during the designated time slots, to complete the relevant procedures listed below.

- ① Return your student ID card (\*1)
- ② Return your locker key (\*2)
- ③ Submit your career report form via MyWaseda (\*3)
- ④ Confirm the payment of your tuition fees of Fall semester of AY 2020(\*3)
- ⑤ Confirm that you have returned all of the books you have borrowed from the library(\*3)

\*1 In case you have lost your student ID card, please inform the Office.

\*2 You clear out your locker and return the locker key.

In case you have lost your locker key, please inform our office beforehand. You must pay 1.000 yen as compensation. Anything left in your locker after September 30 will be disposed automatically.

\*3 Please make sure to finish all payments before you visit our office.

In case you are not able to visit our office at the designated time, it is possible for you to visit our office at another time in September. Please contact [gakuseki31@list.waseda.jp](mailto:gakuseki31@list.waseda.jp) to inform us about your visiting time beforehand.

### <For students who wish to receive the diploma by postal mail>

Please send the items below to the designated address. Our office will send you the diploma as soon as we confirm that all requirements have been met (\*1). Shipping fee will be covered by our office.

- ① Your student ID card (\*2)
- ② Your locker key (\*3)
- ③ [Diploma Delivery Application Form](#)

\*1 Please be aware that the diploma will not be able to be delivered in case the items ①~③ are not submitted, library books have not been returned, or tuition payment is not completed.

\*2 In case you have lost your student ID card, please inform the Office.

\*3 In case you have lost your locker key, please inform our office beforehand. You must pay 1.000 yen. We will guide you how to pay send the fee. Anything left in your locker after September 30 will be disposed automatically. If you need any support please contact [gakuseki31@list.waseda.jp](mailto:gakuseki31@list.waseda.jp).

Address:

Administrative office of Graduate School of Political Science/Graduate School of Economics  
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo JAPAN

## 5. Notes on issuance of a certificate of completion

The Certificate of Completion will be issued starting September 15<sup>th</sup>. Please refer to the information below if you plan to request the certificate.

**(Processing fee : 200 yen/copy by September 30; 300 yen/copy after October 1)**

### <For students who are able to pick up the diploma at office by the end of September>

You will be able to issue the certificate at automatic issuance machines by yourself using your Student ID. Please note that you will have to issue the certificate before returning your Student ID to our office.

\*Location of the automatic issuance machines.

<https://www.waseda.jp/navi/e/services/opentime-certificates.html>

### <For students who wish to receive the diploma by postal mail>

Please download the Certificate Request Form from the URL below, and send it with all other necessary documents.

<https://www.waseda.jp/fpse/gse/assets/uploads/2020/08/034e20da7adf117f262a0f454426992d.pdf>

\* Please send the application documents as soon as possible, since you will only be charged 200 yen/copy if the documents arrive at the office by September 30. A fee of 300 yen/copy will be charged if your application documents arrive at our office after September 30.

\* You do not need to send a separate shipping fee since the certificates will be sent with the diploma.

If you are applying from an address in Japan: A self-addressed and stamped envelope is not necessary.

If you are applying from overseas: The EMS fee is not necessary.

Annexed table

Time Slot	GSPS	GSE
Sep, 15 <sup>th</sup> (Tue) 11 : 00~11 : 30	31171028	3217A002
	31171035	3218A002
Sep, 15 <sup>th</sup> (Tue) 13 : 30~14 : 00	31171342	3218A012
	31181004	3218A054
Sep, 15 <sup>th</sup> (Tue) 14 : 00~14 : 30	31181019	3218A057
	31181020	3218A071
Sep, 15 <sup>th</sup> (Tue) 14 : 30~15 : 00	31181021	3218B002
	31181022	3218B005
Sep, 16 <sup>th</sup> (Wed) 11 : 00~11 : 30		3218B007
		3218B008
Sep, 16 <sup>th</sup> (Wed) 13 : 30~14 : 00		3218B012
		3218B013
Sep, 16 <sup>th</sup> (Wed) 14 : 00~14 : 30		3218B014
		3218B015
Sep, 16 <sup>th</sup> (Wed) 14 : 30~15 : 00		3218B016
		3218B017
Sep, 17 <sup>th</sup> (Thu) 11 : 00~11 : 30	31181025	3218B018
	31181026	3218B019
Sep, 17 <sup>th</sup> (Thu) 13 : 30~14 : 00	31181028	3218B020
	31181312	3218B021
Sep, 17 <sup>th</sup> (Thu) 14 : 00~14 : 30	31181326	3218B022
	31181342	3218B023
Sep, 17 <sup>th</sup> (Thu) 14 : 30~15 : 00	31182212	3218B024
	31192101	3218B026
Sep, 18 <sup>th</sup> (Fri) 11 : 00~11 : 30	31192111	3218B027
	31192112	3218B028
Sep, 18 <sup>th</sup> (Fri) 13 : 30~14 : 00	31192113	3218B029
	31192115	3218B031
Sep, 18 <sup>th</sup> (Fri) 14 : 00~14 : 30	31192116	3218B032
		3218B033
Sep, 18 <sup>th</sup> (Fri) 14 : 30~15 : 00	31192117	3218B034