

Dear Students who are graduating this March

Graduate School of Political Science
Graduate School of Economics

Schedule for Graduating Students of the Master's Program in March 2022

1. Announcement of Grades

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

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

2. Graduation ceremony (Conducted by Waseda University)

Time, Date & Venue: 9:45~10:30 on March 25 @ Waseda Arena, Toyama Campus

Please access the URL for detailed information.

<https://www.waseda.jp/top/en/news/75045>

3. Graduation ceremony (Conducted by GSPS/GSE)

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

4. Distribution of Diploma

Diplomas will be distributed starting from March 15th. Please refer to below for details.

Please pick up your diploma by following 1) or 2) as below

1) For those of you who wish to pick up the diploma at office by the end of March

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

	Contents	Notice
①	Return your student ID card (In exchange for Diploma)	In case you have lost your student ID card, please inform our office beforehand. You must pay 2,000 yen as compensation when you visit our office.
②	Return your locker key	Please 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 will be disposed automatically after Friday, April 1
③	Submit your career report form via MyWaseda	Please make sure to finish the career report before you visit our office.
④	Confirm that you have returned all of the books you have borrowed from the library	Please make sure to return all books before you visit our office.
⑤	Confirm the payment of your tuition fees of AY 2021 Fall.	Please make sure to finish all payments before you visit our office.

<For those who are not able to visit our office at the designated time>

It is possible for you to visit our office at another time from March 15~March31. Please contact gakuseki31@list.waseda.jp to inform us about your visiting time beforehand.

[Title of email: Regarding the visiting time to pick up the diploma]

Meanwhile, please also make sure that the diploma could not be picked up until you finish the ①~⑤ process above

2) For students who wish to receive the diploma by postal mail

Please finish ① Return your student ID card, ② Return your locker key, ③ Submit your career report form, ④ Return all of the books you have borrowed from the library, ⑤ Finish the payment of tuition fees in the first place, in case you are not able to visit our office to pick up your diploma.

Our office will send you the diploma as soon as we receive your returning items and confirm that all requirements have been met. Shipping fee will be covered by our office.

(1) Return items below

	Contents	Notice
①	Return your student ID card	In case you have lost your student ID card, please inform our office. You must pay 2,000 yen as compensation. We will provide instructions about the payment method.
②	Return your locker key	Please 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. We will provide instructions about the payment method. Anything left in your locker after Friday, April 1 will be disposed automatically.

Address:

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

(2) Finish Diploma Delivery Application Form

https://my.waseda.jp/application/noauth/application-detail-noauth?param=8Ik9W7zpT3jMmNJ14_T00w

5. Notes on issuance of a certificate of completion

The Certificate of Completion will be issued starting **March 15th**. Please refer to the information below if you plan to request the certificate.

1) For students who can visit our campus for issuance.

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>

(Processing fee : 200 yen/copy by March 31; 300 yen/copy after April 1)

2) For students who have left Japan before March 15th and unable to issue in the campus.

(1) Please submit the Certificate Request Form from Diploma Delivery Application Form.

https://my.waseda.jp/application/noauth/application-detail-noauth?param=8K9W7zpT3jMmNJ14_T00w

(2) Finish the payment of processing fee

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 March 24. A fee of 300 yen/copy will be charged if your application documents arrive at our office after March 25.

[In case you are in Japan]

Please send the Money order (Teigaku Kogawase, available at any post office) equivalent to the total processing fee and other 'return items' (student ID, locker key) to the address below

[In case you are not in Japan]

It is necessary for you to send the total processing fee by overseas remittance, please contact our office for details of bank account information. Meanwhile, it is necessary for you to return the items (student ID, locker key) to the address below. You must pay compensation in case you have lost the return items.

Address:

Administrative office of Graduate School of Political Science/Graduate School of Economics
1-6-1, Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050 JAPAN

<Notices>

- * You do not need to pay 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.
- * The certificates will be sent together with the diploma if you apply for the issuance of certificates.
- * It is possible for a proxy to return the items and pay the necessary fees on behalf of you, but please be aware that **it is not allowed for a proxy to pick up the diploma on behalf of you.**

Others Issuance of the Certificate of Health Check-up or the Medical Certificate

Deadline for graduates of March 2022 to issue the Certificate of Health Check-up or the medical certificate is March 30th, 2022.

[Further information] <https://www.waseda.jp/inst/hsc/en/information/healthcare/certificate>

Contact

Graduate School Political Science gsp-office@list.waseda.jp

Graduate School of Economics gse-ml@list.waseda.jp

Annexed table

Graduate School of Political Science

Visiting time	Student ID	Venue
11 : 00~12 : 00 Tuesday, 15 th March	Political Science course Public Management Major	Room 701 Building No.3
14 : 00~15 : 00 Tuesday, 15 th March	Journalism course	

Graduate School of Economics

Visiting time	Student ID	Venue
11 : 00~12 : 00 Tuesday, 15 th March	3218.... 3219.... 32120A001~3220A021	Room 704 Building No.3
14 : 00~15 : 00 Tuesday, 15 th March	3220C... 3220A023~3220A045	