

入試業務に伴う早稲田キャンパス立入禁止期間の臨時事務所設置について

2020年2月5日（水）から2月23日（日）の期間は、入学試験業務のため、早稲田キャンパス内は立入禁止となります。この期間は、下記のように大隈ガーデンホール（25号館大隈ガーデンハウス1階）で、事務取扱を行います。

記

【臨時事務所】

開室期間：2020年2月5日（水）～2月22日（土）

月曜～土曜 9：30～16：30

設置場所：大隈ガーデンホール（25号館大隈ガーデンハウス1階）

- 日曜・祝日は閉室です。
- 立入禁止期間中は、政治経済学術院の事務所・学生読書室・関連施設での事務取り扱いは行いません。
- 臨時事務所は早稲田ポータルオフィスが運営します。臨時事務所での事務取り扱いは一部業務のみとなりますので、極力、早稲田キャンパス立入禁止期間の前、2月3日（月）までに、所属事務所にて手続きをお済ませください。
※各学部の入試日は、さらに取り扱う業務が制限されます。入試日程は以下のページでご確認ください。
<https://www.waseda.jp/inst/admission/undergraduate/system/general/>
- 証明書の発行は基本的に1週間かかります。期日には余裕を持ってお越しく下さい（卒業見込証明書は、2月13日～5月末まで発行不可となります。ご注意下さい）。
- 政治経済学術院事務所に受け取りに来る書類等がある方は、なるべく2月3日（月）17時までに取りに来てください。

以上

Interim Advisory Center (*Rinji Jimusho*) for Waseda Campus during the Entrance Examination Period

Access to the Waseda Campus will become restricted during the entrance examination period from Wednesday, February 5, 2020 to Sunday, February 23, 2020. As a service to students, faculty, and visitors during this period, the University will open the Interim Advisory Center (*Rinji Jimusho*), which will provide limited academic advising services at the Okuma Garden Hall (1st Floor of 25th building, Okuma Garden House).

Interim Advisory Center (*Rinji Jimusho*)

Operating period and hours: From Wednesday, February 5, 2020 to Saturday, February 22, 2020
Monday to Saturday, 9:30 to 16:30

Location: Okuma Garden Hall (1st Floor of 25th building, Okuma Garden House)

-The Interim Advisory Center will be closed on Sundays and national holidays.

-During this period, GSPS/GSE office, the Students' Reading Room and other relevant offices will NOT be providing the regular administrative services.

-The Academic Advising Office (“Waseda Portal Office”) will operate the Interim Advisory Center. Services provided by the Interim Advisory Center will be limited. If at all possible, it is encouraged that you have all necessary procedures completed at the office of your affiliation prior to the restricted campus access period by Monday, 3rd Feb. Please also note that on the day of the entrance examination of each undergraduate school, the services provided by the faculty (including the undergraduate school and the graduate schools) will be further limited.

For the entrance examination schedule, please refer to the following page.

<https://www.waseda.jp/inst/admission/undergraduate/system/general/>

-Basically it takes a week to issue certificates. Please give yourself a plenty of time when visiting the Office (As for” Certificate of Expected Graduation”, please have it issued by 12th Feb: otherwise, you won’t be able to have it issued between 13th Feb and the end of May).

- For those of you, who have some documents or anything that you need to pick up at the Office of GSPS/GSE, please try to pick it up by Monday, 3rd Feb. 5:00pm.