

# 【For Current Students】Certificate Request Form

YYYY / M / D

Please fill in the items within the areas in bold. ※Office use only

Date of application / /

Graduate School of <input type="checkbox"/> Politic Science <input type="checkbox"/> Economics		Student ID (8digits)	
<input type="checkbox"/> Master's Program <input type="checkbox"/> Doctoral Program			
FAMILY NAME		First name	Middle name
Date of Entrance (YYYY/M)		Date of <input type="checkbox"/> (Expected) Completion <input type="checkbox"/> Withdrawal	(YYYY/M)
Address <span style="color: red;">Only in Japan</span>	〒	☎	WASEDA mail
Reason of Application by Postal service			

\* If the certificate is required to be sealed, please click  to .

Certificates	Japanese			English		
Certificate of Enrollment	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Transcript	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Certificate of Expected Completion	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Certificate of Completion	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Certificate of Withdrawal	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Certificate of GPA	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Transcript & Certificate of Expected Completion	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Transcript & Certificate of Completion	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.
Certificate of ( )	Sheet(s)	<input type="checkbox"/>	※No.	Sheet(s)	<input type="checkbox"/>	※No.

Total   Sheet(s)

Processing fee: 200 yen / copy

## 【Address】

Certificate Section, Graduate School of Political Science/ Graduate School of Economics,  
Waseda University  
1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050

## 【Contact】

Graduate School of Political Science

☎: 03-3208-8534

E-mail: [gspg-office@list.waseda.jp](mailto:gspg-office@list.waseda.jp)

Graduate School of Economics

☎: 03-3208-8560

E-mail: [gse-ml@list.waseda.jp](mailto:gse-ml@list.waseda.jp)

## 【Necessary Items】

- 【For Current Students】Certificate Request Form
  - Photocopy of your Student ID Card (For students who have not received their student ID card, photocopy of another personal identification such as driver license, insurance certificate, passport, residence card etc. is acceptable. For those who would like to receive it by mail now, please fill out "Application for receiving your student ID card by mail (GSPS/GSE)" on "Manage Application Forms (new)" page of MyWaseda.)
  - A self-addressed and stamped envelope (The envelope needs to be bigger than 120×235mm if your certificates are required to be sealed.)
  - Money order (Teigaku Kogawase, available at any post office) equivalent to the total processing fee\*  
 —For current students, 200 yen per certificate copy \* Cash is unacceptable
- \* For Alumni (Doctoral students apply for a certificate of Master's program), 300 yen per copy