

Dear Students who are graduating this September

Graduate School of Political Science
Graduate School of Economics

Schedule for Graduating Students of the Master's Program in September 2021

1. Announcement of Grades

Time & Date: From 10:00 am on Wednesday, September 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: 13:00~13:45 on September 18 @ Waseda Arena, Toyama Campus

Please access the URL for detailed information.

<https://www.waseda.jp/top/en/news/74542>

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 September 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 September

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 the Office beforehand. You must pay 2,000 yen as compensation.
②	Return your locker key	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 Thursday, October 1 will be disposed automatically.
③	Submit your career report form via MyWaseda	Please make sure to finish all payments 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 Spring semester of AY 2021	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 in September. Please contact gakuseki31@list.waseda.jp to inform us about your visiting time beforehand.

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

Please finish (1) and (2) process as below in case you are not able to visit our office to pick up your diploma. Please send the items below to the designated address.

Our office will send you the diploma as soon as we receive your returning items and confirm that all requirements (career report submission, books returning, tuition fee payment) 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 the Office. You must pay 2,000 yen as compensation.
②	Return your locker key	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 Friday, October 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=JhUrXIOXpzNI0-Dk1quFlw>

5. Notes on issuance of a certificate of completion

The Certificate of Completion will be issued starting **September 15th**. 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)

1) For students who are able to 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>

2) For students who are unable to issue in the campus because they have left Japan before September 15th.

Please download the Certificate Request Form from the URL below, and fill it out.

https://www.waseda.jp/fpse/gse/assets/uploads/2020/07/Certificate-Request-Form-for-current-students_E_20200626.docx

After filling out the form, please upload it to the Diploma Delivery Application Form below.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=JhUrXIOXpzNI0-Dk1quFIw>

Finish the payment of processing fee

[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' (refer to the previous page) to the address below

Address:

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

[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 back the items indicated in the previous page, to the address above.

<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.
- * **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 24. A fee of 300 yen/copy will be charged if your application documents arrive at our office after October 1.**
- *We will send the certificates together with the diploma, to students who apply wish to receive the diploma by postal mail

Contact

Graduate School Political Science gspg-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
10 : 00~11 : 00 Wednesday, 15 th September	31181341 31191029、31191031 31191036、31191302 31191309、31191324 31191330、31191334 31191335、31191339 31191341、31192207 31192209、31201002 31202117、31202118 31202119、31202120	Room 809 Building No.3

Graduate School of Economics

Visiting time	Student ID	Venue
14 : 00~15 : 00 Wednesday, 15 th September	3213A078 3219A006、3219A027 3219A032、3219B002 3219B003、3219B004 3219B005、3219B006 3219B007、3219B009 3219B010、3219B011 3219B012、3219B013 3219B014、3219B015 3219B016、3219B017 3219B018、3219B019 3219B020、3219B021 3219B022、3219B023 3219B024、3219B026 3219B028、3219B030 3219D001、3219D002	Room 809 Building No.3