

## **Administrative Operations during the Winter Vacation Period (December 23 (Tue.) - January 7 (Wed.))**

During the official winter vacation, the SPSE Office will only be open on January 6 (Tue.) and January 7 (Wed.). Opening hours are 9:00 a.m. - 5:00 p.m.

◆ The Office will be closed on Saturdays, Sundays, official holidays and, for purposes of the transfer to Building 3, on working days between December 24 (Wed.) and January 5 (Mon.).

## **Issue of Certificates during the Winter Vacation Period**

◆ Certificates will not be issued by our automated issuing machines on the following days:

- Saturdays, Sundays, and official holidays from December 27 (Sat.) to January 5 (Mon.)
- Until 12:00 on January 6 (Tue.)

◆ Certificates will not be issued by this Office during the period when the Office is closed.

Note:

Several days are required to issue certificates, letters of recommendation, and other documents. Requests for such documents should be made at least one week in advance.

December 9, 2014

School of Political Science and Economics