

Graduation Ceremony / Presentation of Diplomas in September 2019 and Necessary Procedures before Graduation

Graduation Ceremony will be held on September 15 (Sun), 2019. Details are as follows:

Event	Time	Place
Graduation Ceremony	11:00am ~ 12:30pm	Waseda Arena (Toyama Campus)
Presentation of Diplomas	1:00pm ~ 2:00pm *First come, first served	Classroom 302, Bldg. No.3 (EDP) Classroom 301, Bldg. No.3 (Japanese Program)
	You can receive your diploma from SPSE staff at 3-301 from 2:15pm to 3:30pm	
Graduation Party	3:30pm ~ 5:00pm (3:00pm open)	RIHGA ROYAL HOTEL TOKYO Royal Hall I (Third Floor)

- *1. **Since you need to return your student ID card when you receive your diploma, bring your student ID card.** If you need any certificates, we recommend you to have them issued at the Automated certificate-issuing machines in advance. For details, refer to “About Certificates for Graduating Students in September 2019”.
If you have lost your student ID card, reissue it as soon as possible. (It takes about 1 week to issue. You need your picture (4cm×3cm) and fee (2000yen).
- *2. If you cannot come on the day, please come to the SPSE Office (10th floor, Building No.3, from 9am to 5pm) after the next day and receive your diploma. When your proxy receives your diploma, he/she needs your student ID card, Proxy Form (seal required), and his/her identification. (Proxy Form: SPSE website (Japanese)>Application Forms>委任状)

You need to complete procedures below in order to receive your diploma.

Report your Career Path Determination Refer to “Road 7: Career Path Determination Report (Shinro Hokoku)” on Career Center Website (<https://www.waseda.jp/inst/career/en/students/use/>) and Report your Career Path Determination on MyWaseda.

Return book(s) to Waseda University Libraries Refer to the announcement regarding the library service for the students who are graduating or completing programs in September, 2019 on Waseda University Library Website and be careful not to forget to return books.

Pay tuition fees Please pay the tuition fees as soon as possible with the payment slip which has been mailed to your tuition payer, and submit the receipt to the SPSE Office. (FAX submission is also acceptable)

Use of MyWaseda after Graduation Refer to “Use of MyWaseda after Graduation” on Information Technology Service Navigation Waseda University Website (<http://www.waseda.jp/navi/e/mywaseda/graduate.html>)

July 5, 2019
School of Political Science and Economics