

入試業務に伴う早稲田キャンパス立入禁止機関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、政治経済学部事務所・学生読書室・関連施設での事務取扱は行いません。
- 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扱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に、所属事務所にて手続きをお済ませください。
- 証明書は種別によっては発行までに日数を要するものもございます。期日には余裕を持ってお越しください。
- 政治経済学部入試当日（2月20日（木））は、お問い合わせに関する対応ができません。

以上

2020/2/1 政治経済学部

Interim Advisory Center (Rinji Jimsho) 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 Okuma Garden House).

Interim Advisory Center (*Rinji Jimusho*)

Operating period and hours:

Monday to Saturday, 9:30 to 16:30

From Wednesday, February 5, 2020 to Saturday, February 22, 2020

Location:

Okuma Garden Hall (1st Floor of Okuma Garden House)

- The Interim Advisory Center will be closed on Sundays and national holidays.
- During this period, SPSE 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 possible, we therefore recommend you to have all necessary procedures completed at the office of the school you are affiliated with prior to the restricted campus access period.
- Depending on the type of certificate, it may take us several days to issue it. Please give yourself a plenty of time when visiting the Office.
- Response to inquiries on the day of the entrance exam for the School of Political Science and Economics (2/20 (Thu.)) will not be possible.

2/1/2020 School of Political Science and Economics