

# About Certificates for Graduating Students in March 2021

Graduating students can issue certificates as follows:

Type of Certificate	Dates	Where to apply	Handling fee
<b>Certificate of Expected Graduation</b>	To February 22 (Mon)	Automated certificate-issuing machines	200 yen per copy
<b>Transcripts of Academic Record</b>	From March 1 (Mon) to March 25 (Thu)	Automated certificate-issuing machines	200 yen per copy
	From March 26 (Fri) to March 31 (Wed)	SPSE Office or postal mail	
	From April 1 (Thu)	SPSE Office or postal mail	300 yen per copy
<b>Certificate of Graduation</b>	From March 15 (Mon) to March 25 (Thu)	Automated certificate-issuing machines	200 yen per copy
	From March 26 (Fri) to March 31 (Wed)	SPSE Office or postal mail	
	From April 1 (Thu)	SPSE Office or postal mail	300 yen per copy

\* **After you return your Student ID card, you will not be able to use Automated certificate-issuing machines. Please issue certificates at Automated certificate-issuing machines BEFORE you receive your diploma on March 25.** We recommend that you issue your certificates before March 25 since Automated certificate-issuing machines will be crowded on March 25.

\* If you wish to issue certificates at the SPSE Office after March 26, you will have to show your identification (for example, passport or driving License).

\* Please refer to the website below for locations and operating time of Automated certificate-issuing machines.

(<http://www.waseda.jp/navi/e/services/opentime-certificates.html>)

\* Please refer to the website below for office hours and closing period of the SPSE Office. (<http://www.waseda.jp/fpse/pse/en/students/facilities/>)