

[For students expected to graduate in March 2021]

# Confirmation of Diploma Name

SPSE diplomas are written in both Japanese and English and are, in principle, issued based on information registered at the time of entrance. If any of the cases apply to you, take procedures described below.

## 1. Applicable cases

- The spelling of your name in alphabet is different from that of your passport etc. and you wish to change it.
- The character of your name in Japanese (kanji / katakana) is different from that of your official registration in Japan etc. and you wish to change it. (not all kanji may be changeable)
- You have registered a nickname at the University, but wish to issue the diploma in your real name.  
(If you do not make a request at this point, diploma will be issued in your nickname.)

## 2. How to check your registered name

MyWaseda left side menu "View/Update Your Own Profile"

## 3. Procedure period

March 1 (Mon) 5 pm, 2021 - March 3 (Wed) 11:59 pm, 2021 (JST)

## 4. Procedure - what to do

Please submit "Name Change Request Form" to following email address.

E-mail Address: [seiseki11@list.waseda.jp](mailto:seiseki11@list.waseda.jp)

\* Please find the "Name Change Request Form" from the link below.

<https://waseda.box.com/s/ec9snklr15xuxi8n4t3i9leu3utmf4u>

## 5. Examples

Registered name	Name after change
OOKUMA, Tarou	OKUMA, Taro

\*Change to names apparently different from your real name will not be accepted.

March, 2021

School of Political Science and Economics Office