

About Certificates for Graduating Students in September 2021

Graduating students can issue certificates as follows:

Type of Certificate	Dates	Where to apply	Handling fee
Certificate of Expected Graduation	To August 25 (Wed)	Automated certificate-issuing machines	200 yen per copy
Transcripts of Academic Record	From Sep. 1 (Wed) to Sep. 18 (Sat)	Automated certificate-issuing machines	200 yen per copy
	From Sep. 1 (Wed) to Sep. 30 (Thu)	SPSE Office or postal mail	
	From October 1 (Fri)	SPSE Office or postal mail	300 yen per copy
Certificate of Graduation	From Sep. 15 (Wed) to Sep. 18 (Sat)	Automated certificate-issuing machines	200 yen per copy
	From Sep. 15 (Wed) to Sep. 30 (Thu)	SPSE Office or postal mail	
	From October 1 (Fri)	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 September 18.** We recommend that you issue your certificates before September 18 since Automated certificate-issuing machines will be crowded on September 18.

* If you wish to issue certificates at the SPSE Office after September 18, 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.

(<https://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. (<https://www.waseda.jp/fpse/pse/en/students/facilities/>)