

[For students expected to graduate in March 2024]

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

December 15 (Fri) 10:00 am, 2023 - January 31 (Wed) 11:59 pm, 2024 (JST)

4. Procedure - what to do

Please apply from the MyWaseda application form below.

【2024 年 3 月卒業見込み者対象】 学位記氏名の確認について / [For students expected to graduate in March 2024] Confirmation of Diploma Name

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=551495243>

5. Examples

Registered name	Name after change
OOKUMA, Tarou	OKUMA, Taro

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

December, 2023
School of Political Science and Economics Office