

Support Letter for enrolling the Graduate School

Students who will graduate in September can have their transcript issued from the day of the grade announcement (usually around September 1), and the certificate of graduation from September 15. However, some graduate schools require that the certificate of graduation and/or other related certificates be submitted prior to the above date due to admissions procedures. Even if the graduate school refuses the request to submit the certificates after the official certificate issuance date set by SPSE, please follow the instructions below. In this case, SPSE may issue a support letter indicating that the student will graduate in the coming September, signed by the Dean of SPSE or the Associate Dean of the International Affairs (the signatory depends on the content of the support letter).

1. Important Notes

In most cases, students are requested by the graduate school to submit the certificate of graduation a few months before their graduation (September). If students apply for the support letter, we strongly recommend students to obtain all the credits required for graduation before the start of the last semester. If students are still taking the courses in their last semester, we will not be able to issue the support letter indicating whether or not the student will be able to graduate until the instructor confirms the grade. Whether the instructors will be able to confirm the grade earlier than the regular schedule or not depends on the cases. Especially, the courses offered by other schools are managed by their regulations/restrictions for grade announcement, so students should consider very carefully about the course planning based on the above circumstance.

In addition, please note that even if we would issue the support letter, we will not be able to issue the transcript showing the latest spring semester's grade, and the certificate of graduation before the official date.

2. Steps to request a Support Letter

It depends on whether or not the student has already obtained all the required credits for graduation. Please follow the instructions below.

For students who obtain all the credits required for graduation before the start of the last semester.

1. Negotiate with the graduate school to extend the deadline for submitting the certificates.
2. (If the graduates school refuses) Apply to the SPSE Administrative Office for a support letter.
Please provide the following information using this form.
<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=633589557>
<Required Information>
 - Name of the graduate school and the department.
 - Email address of the graduate school.
 - The email exchange that shows about the negotiation between the student and the graduate school.
 - The information the student requests us to indicate in the support letter.

*In principle, we will indicate about the students' graduation in this coming September.

*Please note that we cannot guarantee that all the requested information can be included in the support letter.

- Deadline for issuing the support letter.

*Depending on the content of the support letter, it may take about at least 1 week to prepare the support letter. Therefore, please apply as soon as possible if needed it.

For students who do NOT obtain all the credits required for graduation before the start of the last semester.

***We strongly recommend students to obtain all the credits required for graduation before the start of the last semester. This will also help the student to get the support letter more smoothly/safely.**

1. Negotiate with the graduate school to extend the deadline for submitting the certificates.

2. (If the graduate school refuses) If the deadline for issuing the support letter is before the official grade announcement date, students need to ask their instructors to submit their grade to the SPSE Administrative Office before the deadline.

Whether or not the instructors can submit the grade earlier than the regular schedule depends on each course. Please note that the SPSE Administrative Office will NOT ask to the instructors on behalf of students. In addition, the courses offered by other schools are managed by their regulations/restrictions for grade announcement, so students should consider very carefully about the course planning based on the above circumstance.

3. Apply to the SPSE Administrative Office for issuance of the support letter.

Please provide the following information using this form.

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=633589557>

<Required Information>

- Name of the graduate school and the department.

- Email address of the graduate school.

- The email exchange that shows about the negotiation between the student and the graduate school.

- The information the student requests us to indicate in the support letter.

*In principle, we will indicate about the students' graduation in this coming September.

*Please note that we cannot guarantee that all the requested information can be included in the support letter.

- Deadline for issuing the support letter.

*Depending on the content of the support letter, it may take about at least 1 week to prepare the support letter. Therefore, please apply as soon as possible if needed it.

- Course title which was asked to submit the grade earlier than the regular schedule.

4. The SPSE Administrative Office will check that students have obtained all the credits required for graduation.

If students meet the graduation requirements, we will prepare for the support letter. If not, we will not be able to issue the support letter.

School of Political Science and Economics

Contact: seiseki11@list.waseda.jp