Graduate School of Information, Production and Systems, Waseda University

Commencement for Master's Program Students

September 2025

Date & Time: Saturday, September 20, 2025, at 11:00
Please arrive at the venue by 10:30.

Venue: Conference Hall, Kitakyushu Science and Research Park
(2-3 Hibikino, Wakamatsu-ku, Kitakyushu City)

Please wear formal attire suitable for the ceremony, such as a suit or jacket.

* Graduates, guardians, etc. are invited to attend the ceremony.

* A link will be available to view the ceremonies live online. If you are feeling unwell or do not feel comfortable coming to campus, you may view the ceremony live online. We would also like to invite your guardians, etc., to view the ceremony live online.

* A link for the live online viewing of the ceremonies will be posted on the Waseda University's website before the event.

* Please follow university guidelines regarding celebrations involving food and drinks, including private gatherings.

NOTIFICATION

1) **Please pick up the ticket for your Diploma of Master Degree at IPS admin office between 9：30 and 10:20 on Saturday, September 20.** MUST BRING YOUR STUDENT CARD, CAMPUS CARD and Parking Permit (if you have) to receive this ticket! After the ceremony, you will receive your Diploma of Master Degree from your professor in exchange for this ticket.

   ★If you are unable to attend the ceremony, please come and receive your Diploma at IPS admin office by the end of September. You MUST bring your Student Card, Campus Card, and Parking Permit (if applicable) to receive your ticket!
   If you would like someone else to pick up the certificate on behalf of you, please submit Proxy Form to IPS office before you leave.
   https://www.waseda.jp/fsci/gips/other-en/2024/07/13/12494/

2) ＜**Note**＞
Those who fall under any of the following categories will not be able to receive their diploma. Please take prompt action.

★**Behind in tuition fee payment,**
　　⇒Please pay immediately!
　　*In case you have not paid, the Certificate of Graduation is NOT available.
　　 If you bring a receipt of payment slip after the ceremony to IPS Office,
　　 You can obtain the Certification of Graduation the following day.

★**For those who have not yet reported their career path after completion of their studies**
⇒Please check the email from the Waseda University Career Center. You may log in to MyWaseda and submit your report via:
Student affairs　→　Career Compass　→　Career path report

★**Holding any books from the library or IPS admin office or PC/LAN card from IT Center,**
　　⇒Please return them immediately!

★**Using campus parking,**
　　⇒Please return the permission card.
　　 Be Careful, if you don't return it by the commencement day, you will be charged for the next month!

★**Haven't paid a rent fee for a dormitory,**
　　⇒Please pay the fee of the last month you stay.

3)　　Your Certification of Graduation will be issued from September 15.
　　The office does not issue the certificate, so **please apply online from MyWaseda by yourself**. Using the online application, you can also receive your certificate at a convenience store or by mail (International shipping available). Please refer to the following URL.
　　https://www.waseda.jp/fsci/gips/en/campuslife/certificate/

　　★300 yen each until September 30
　　★400 yen each after October 1

How can I apply for Certifications after graduation???
　　☞ Please apply online from MyWaseda as you did when you were a student.
　　https://www.waseda.jp/fsci/gips/en/campuslife/certificate/

4)　　If you apply for Medical Expenses Reimbursement etc. after August, it may be reimbursed after October. Please keep your bank account to receive the

reimbursement.

5)   If you leave Japan permanently, please cancel your health insurance card at ward office and personal owning such as a mobile phone and credit card. And please take your residence card back to immigration office at the airport at your departure. Otherwise, you will continuously be considered as a citizen and charged for tax.

6)   After your graduation, any mail delivered to IPS office will be sent back to the senders.