

Graduate School of Information, Production and Systems, Waseda University

Commencement for Master's Program Students

March 2026



1. Commencement Ceremony for Master's Program Students

Date & Time:

Thursday, March 26, 2026, at 14:30

Please arrive at the venue by 14:00.

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 and their guardians are welcome to attend the ceremony.
- The ceremony will be live-streamed online. If you are feeling unwell or have difficulty coming to the venue, please watch the live stream.
<https://list-waseda-jp.zoom.us/j/94586512872?pwd=0iZBq9YdgzaRhxaKZuwaGn82lOkY7s.1>
- Please strictly observe university rules regarding celebrations involving food and drinks, including thank-you parties and similar gatherings (including private ones).

For guardians attending the ceremony:

Seats for guardians will be available in the venue. If you come by car, please use the parking lots within the Kitakyushu Science and Research Park.

Please bring the parking card to the ceremony venue, where it can be exchanged for a service ticket.

2. [Required] Mandatory Survey for March 2026 Graduates

All students scheduled to graduate in March 2026 **must** complete the following online survey.

Deadline: Wednesday, January 14, 2026

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=667388068>



The survey includes questions regarding:

1. Attendance at the commencement ceremony
2. How to receive your diploma if you will not attend
3. Confirmation of completion of the post-graduation career report (see below)

**Please submit your report via MyWaseda:*

Student affairs → Career Compass → Career path report

3. Receiving Your Diploma (For Those Attending the Ceremony)

Please select “**Attending**” in the mandatory survey.

On the day of the ceremony, you will receive a **Diploma Exchange Ticket** at the IPS Admin Office.

To receive the ticket, **you must bring** the following items:

- Student ID Card
- Campus Card
- Parking Permit (if applicable)

Date & Time: Thursday, March 26, 12:30–13:30

Location: IPS Office

After the ceremony, your diploma will be handed to you by your supervisor in your laboratory in exchange for the Diploma Exchange Ticket.

If your supervisor is unavailable, the diploma will be handed by the Field Chief.

4. If You Will Not Attend the Commencement Ceremony

Please select “**Not attending**” in the mandatory survey and follow the instructions below.

(1) Receiving the diploma in person at a later date

You may receive your diploma at the IPS Office by presenting your Student ID Card and Campus Card.

Please pick it up **after the ceremony and no later than mid-April 2026**.

(2) Receiving the diploma by proxy

If you would like another person (e.g., an IPS student, including March 2026 graduates) to receive your diploma on your behalf, please designate the proxy in the mandatory survey.

Please inform your proxy that the diploma will be handed at the IPS Office **after 16:00 on the day of the ceremony or from the following day onward**, and that the proxy must bring valid identification (e.g., Student ID).

If you leave IPS without returning your Student ID Card, Campus Card, or Parking Permit (if applicable), the diploma cannot be handed to a proxy.

5. Important: Cases in Which Diplomas Cannot Be Issued

Diplomas **cannot** be issued to students who fall under any of the following categories.

If applicable, please take immediate action.

- Students who have not paid their tuition fees
If tuition has not been paid, the Certificate of Graduation cannot be issued.
If payment is made by bank transfer on or after March 1, please submit a receipt (a photo is acceptable) to the IPS Admin Office.
- Failure to complete the mandatory survey
- Failure to submit the post-graduation career report
Please submit your report via MyWaseda:
Student affairs → Career Compass → Career path report

- Unreturned books borrowed from the library
- Unreturned loaned equipment (PCs, wireless LAN devices, etc.)
- Unreturned parking permit

Please return it by March 26. If not returned, you may be charged for the following month.

- Outstanding payments related to student dormitories

6. Notes on Diplomas

According to university regulations, diplomas cannot be issued **before** the commencement ceremony. Advance issuance or provision of scanned copies is not permitted under any circumstances.

7. Certificate of Graduation

(This is different from the diploma.)

- **Available from:** Sunday, March 15, 2026
- The Certificate of Graduation can be applied for via MyWaseda.
- The IPS Office does not issue certificates directly. Please apply online by yourself.

Certificates can be received at convenience stores or by mail (international delivery available).

For details, please refer to the following page:

<https://www.waseda.jp/fsci/qips/en/campuslife/certificate/>

Issuance Fee:

- 300 yen per certificate (until March 31)
- 400 yen per certificate (from April 1 onward)



8. Applying for Certificates After Graduation

Information is available on the IPS website.

Please continue to apply online via MyWaseda, as you did during your enrollment.

9. Important Information for International Students

Information regarding visa matters, administrative procedures, and garbage disposal is summarized at the following URL.

Please read it carefully before leaving Japan.

<https://www.waseda.jp/fsci/gips/other-en/2018/11/29/14347/>

Illegal disposal of large waste items when moving out of dormitories or apartments is strictly prohibited. Please check disposal procedures in advance and consult the IPSRC staff if you are unsure.

10. Other Important Notes

- After graduation, any mail delivered to IPS will be returned to the sender. Please update your registered address in advance if necessary.
- If you apply for the Medical Expenses Reimbursement or similar subsidies after February, reimbursement may be made after April. Please do not close your bank account until you have confirmed receipt of the reimbursement.

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