

# Information of Job-hunting Related Documents AY 2024

## 1. Certificates of Expected Graduation

Able to obtain ones issued from a vending machine on the following schedule:

[Expected graduation screened by Spring semester's registration] [From June 1\\*](#)

[Expected graduation screened by Fall semester's registration] [From November 10\\*](#)

**\*If June 1 or November 10 falls on a university holiday, a weekend or public holiday, the issue will start on the following working day.**

◆For September entered students and *Enchousei*, ask your school office for information.

Contact Info ⇒ Your School Office

## 2. Transcripts

Able to obtain latest ones from a vending machine on the grade announcement day and later. When you issue them before the grade announcement date, only the grades earned in the previous semester are shown.

◆For Waseda Law School students, please ask your office for this matter.

Contact Info ⇒ Your School Office

## 3. Health Checkup Reports

Able to obtain from a vending machine only when you took a [“health checkup”](#) at Health support center. [See here for detail.](#)

Contact Info ⇒ Health Support Center

## 4. Career Recommendation Letters

### (1) Issued by President

Waseda University does not issue a career recommendation letter by the name of President.

If you are asked to submit it to a company, please show our following webpage:

<https://www.waseda.jp/inst/career/en/company/>

Contact Info ⇒ Career Center

### (2) Issued by Deans and Department Offices

Faculty of Science and Engineering has unique career recommendation system.

For issuance procedure, see the following webpage:

<https://www.waseda.jp/fsci/en/students/career/>

Contact Info ⇒ Center for Science and Engineering

If you are asked to submit a certificate above before the designated issue period from a company, please inform the company that Waseda University does NOT issue any documents before the designated period. Most companies understand our situation by showing this announcement. If a company keep asking you to issue the document, please come to the career center (3F, Student union Bldg., Toyama campus) and ask for help.

December 22, 2023

Waseda University Career Center