

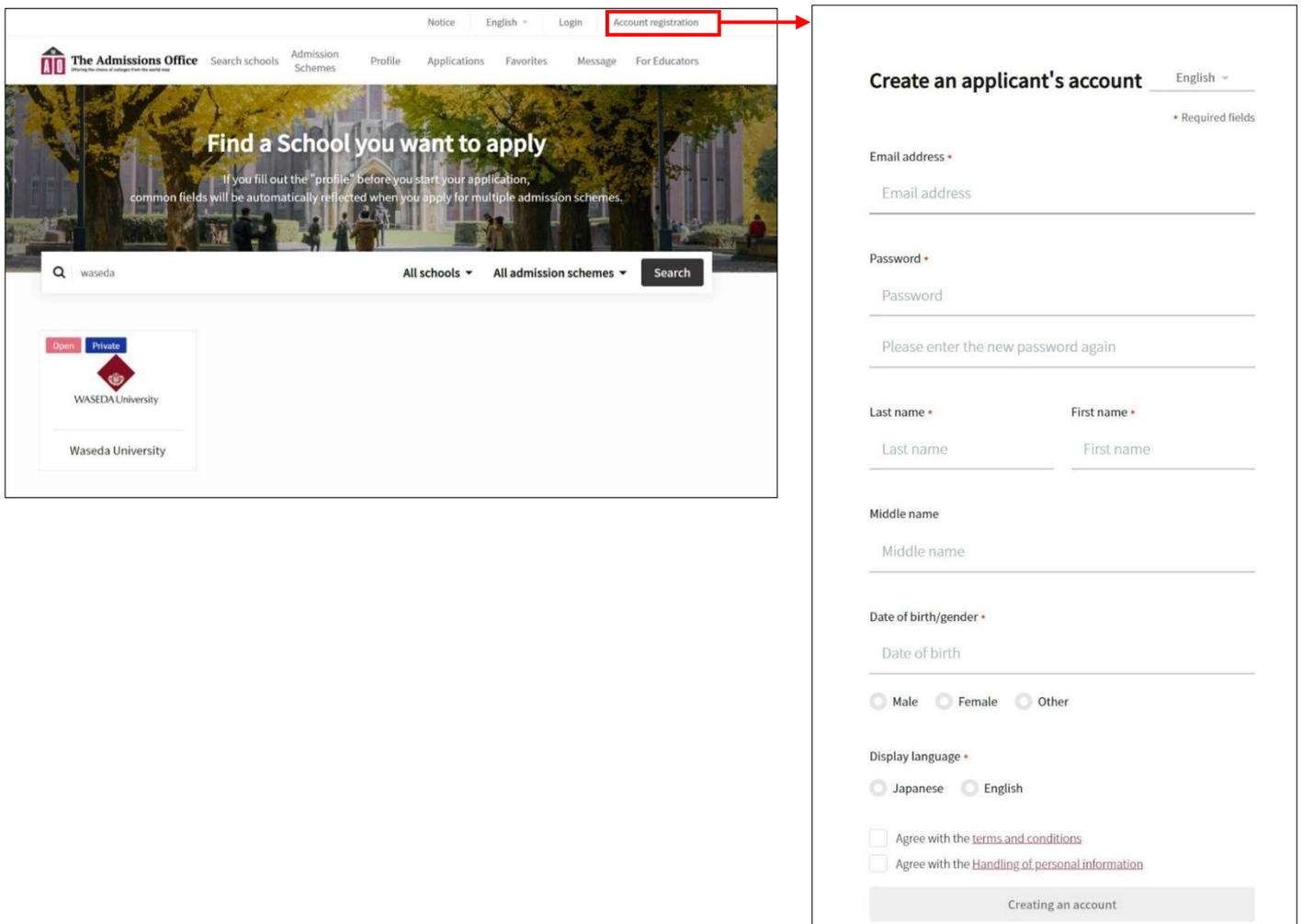
The Admission Office (TAO) Application Guide

Submit your application via The Admission Office (TAO). No need to send application documents by mail.

TAO : <https://admissions-office.net/>

1. Create your TAO Account

- ① You must create a TAO account first with the legal name written in alphabet on your passport from "Account registration".
- ② After filling in the necessary information, registration confirmation mail will be sent. Account creating process is completed to click the link in the email.



The image shows two parts of the TAO application process. On the left is a screenshot of the website's home page. At the top right, the 'Account registration' link is highlighted with a red box, and a red arrow points from it to the registration form on the right. The website header includes 'The Admissions Office' logo, navigation links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', 'Message', and 'For Educators'. A search bar contains 'waseda' and filters for 'All schools' and 'All admission schemes'. Below the search bar, 'WASEDA University' is listed as a search result. The main banner reads 'Find a School you want to apply' with a note about profile completion. The registration form on the right is titled 'Create an applicant's account' and includes a language dropdown set to 'English'. It contains several required fields: 'Email address', 'Password', 'Last name', 'First name', 'Middle name', 'Date of birth', and 'Date of birth/gender'. There are radio buttons for gender ('Male', 'Female', 'Other') and language ('Japanese', 'English'). At the bottom, there are checkboxes for 'Agree with the terms and conditions' and 'Agree with the Handling of personal information', followed by a 'Creating an account' button.

2. Application

NOTE

Outside of the application period, our admission page will not appear in the search. Please work on during the application period.

- ① After logging in TAO, enter "Waseda University" and "Graduate school of Commerce" from "Admission Schemes" menu.
*Application form is displayed only during our applicaion period.
- ② Please select your preferable admission from the search results.

The Admissions Office
Offering the choice of colleges from the world map

Search schools **Admission Schemes** Profile Applications Favorites Message

Admission Schemes

Specify conditions to narrow your search

School:

Department/Course:

Program/Major:

Year of entrance:

Currently open/Currently closed:

Program:

School type:

Search with these conditions

- ③ Click "Start my application" under "Application details."

Search schools > Details > Department/Course > Program/Major > Admission category

Open Private

Waseda University / Graduate School of Commerce / Graduate School of Commerce / 博士後期課程入試 (前期)

Application details

Beginning of application

Days left before the deadline

☆ Favorites **+ Start my application**

- ④ Follow the instructions shown on TAO, fill in and upload your application materials. You can see the details to click on each item.

Waseda University / Graduate School of Commerce / Graduate School of Commerce / 博士後期課程入試（前期）のコピー

Application in progress Private

博士後期課程入試（前期）

- To start online application by PC, please click the left sidebar. To start online application by smartphone, please click the menu at the top.

Progress 0 / 5

Progress of required fields 0 / 5

* indicates a required field.

Prepared by applicant

- 1 志願票 / Application Form *
- 入学志望理由 / Reasons for

Cancel my application Message

Application details

Prepared by applicant

- 志願票 / Application Form *
- 出身大学情報 / Information of Alma university *
- 入学志望理由 / Reasons for applying for GSC, Waseda University *
- 研究経歴（修論・その他研究業績） / Master's thesis and academic achievements *
- ビザ / Visa Status *
- 添付書類 / Documents *

Prep **content confirmation**

NOTE

- Be sure to submit the documents in PDF format. **No other format expect for PDF cannot be accepted (Expect for the Certificate of Payment and the face photograph).**
- Please ignore the last three letters when selecting the project research, as they are used in the application process.

3. Request your evaluation form to your recommender

① To request your evaluation form to recommender, make your request from "Make a Request".

The image shows two screenshots from a web application. The left screenshot shows a 'Request' button highlighted with a red box and an arrow pointing to the right. Below it is a table titled 'Requirements set by the university' with the following data:

Item	Value
Type of Recommender/Requestee	教員 / その他
Required number	1
Maximum number allowed	10

Below the table is a 'Request status' section with columns for 'Completion status', 'Open status', 'Email address', and 'Document reused'. The status is 'No data to display'.

The right screenshot shows the '評価書 / Evaluation Form' page. It has a dropdown menu for 'Type of Recommender/Requestee' with '教員' selected. There is a text input field for 'Email address of the requestee *'. A 'Request' button is at the bottom right.

② Enter your recommender's e-mail address and click "Request" to send an e-mail to your recommender. Your recommender will receive the request email from TAO. Follow the instructions in the email and have your evaluation form submit on TAO.

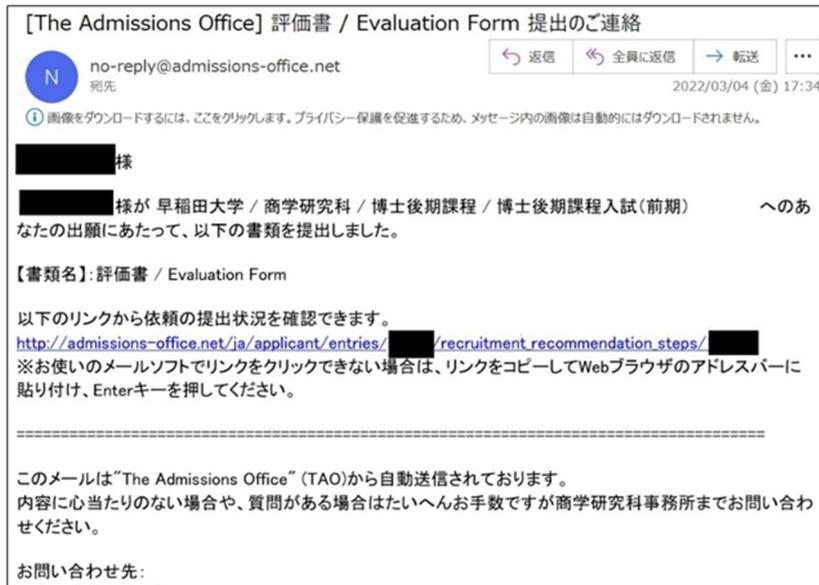


NOTE

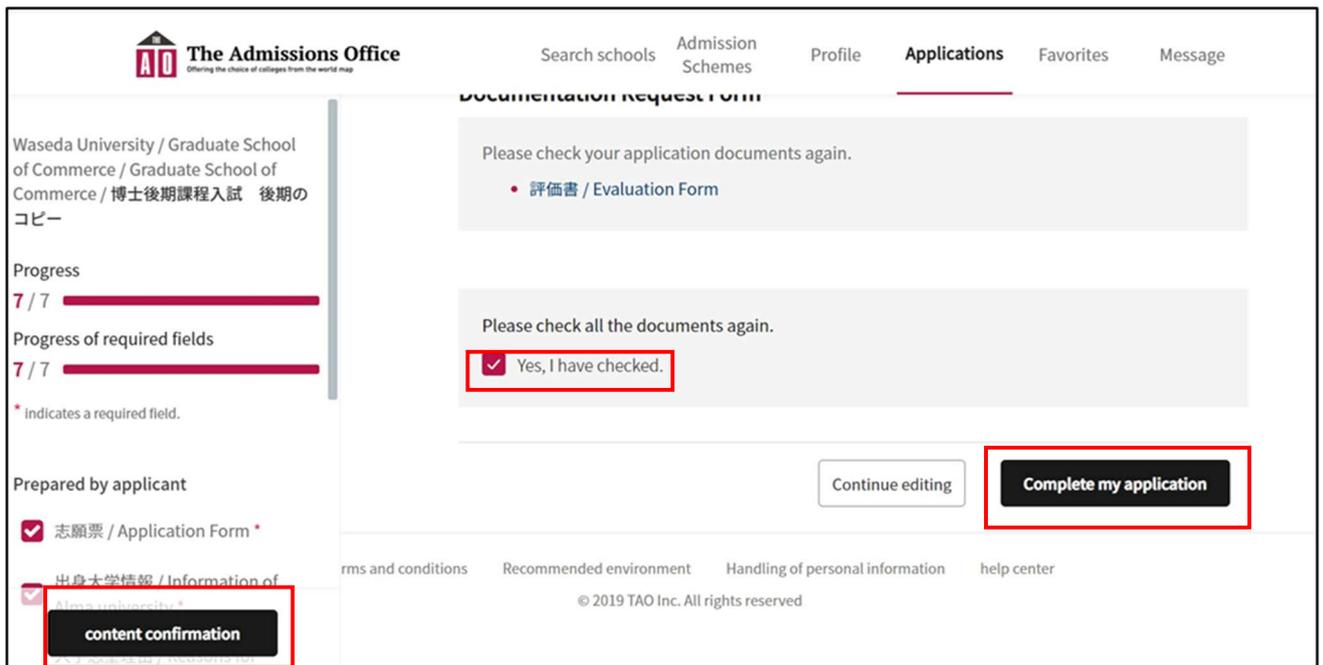
- The format of Evaluation form can be downloaded from our website.
- Recommender also need to create TAO account.
- Self-recommender must create another account with a different email address which registered with TAO as an applicant.

4. Complete your application

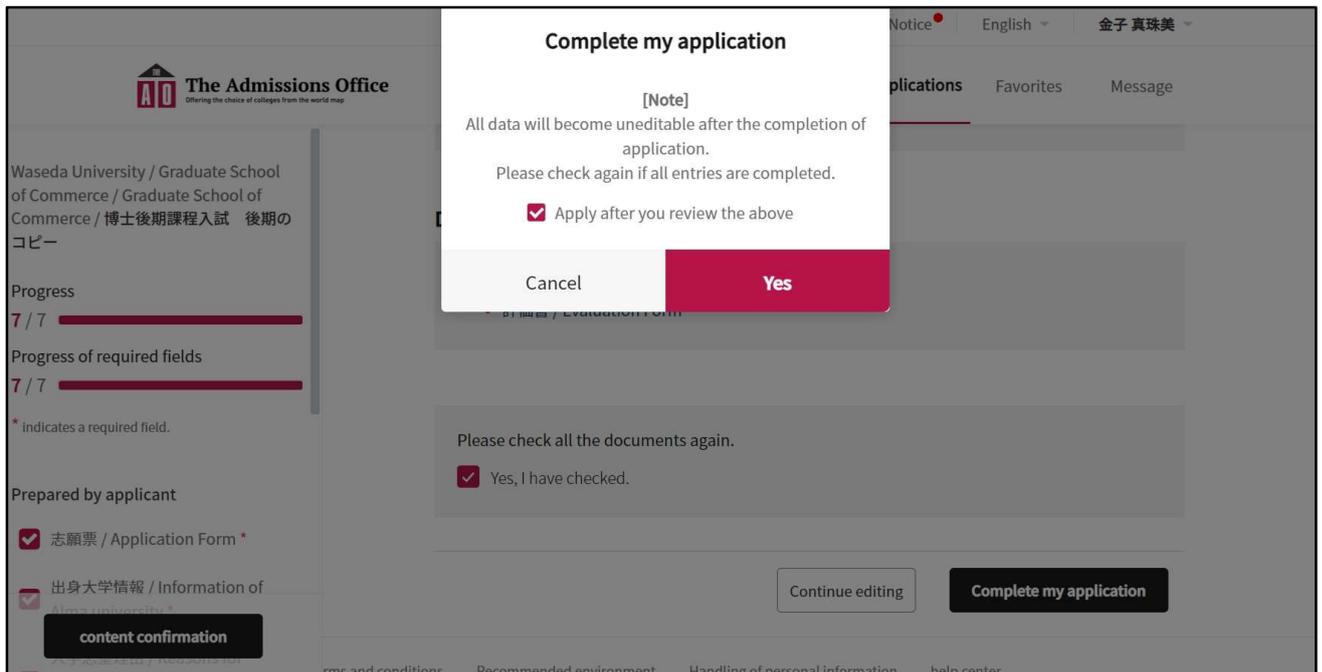
- ① When your recommender uploads the evaluation form on TAO, the email will be sent to you. Then confirm the status of the document submission from the link in the email.



- ② To click “content confirmation” button after confirming all your documents completed. Then click “Complete my application” after check “Yes, I have checked” check box.



③ Complete your application to click “Yes” after checking “Apply after you review the above”



5. Other

Please check your email or TAO message regularly in case we will contact you regarding your application.

NOTE

- Be sure to click “Complete my application” button in order to submit your application.
Failure to complete submission will result in your documents not being screened.
- Once you complete your application, you will not be able to modify your application. Requests for modifications cannot be accepted after you have clicked "Complete my application" button.
- Even if you have temporarily saved your application, you can modify your document as many times as you like until you press "Complete my application" button.
- Please confirm your application status from the applications tab.