## The Admission Office (TAO) Guide for the recommenders

## 1. Create your TAO Recommender Account

Please create TAO Recommender account via TAO website <u>https://admissions-</u>office.net/ja/recommenders/sign\_in

or from the link in the email which is sent when our applicants request you a recommendation letter.

\*Please create a Recommender account with an email address you receive the request email from TAO.

\*In case of self recommendation, an applicant must create another account with a different email address which registered with TAO as an applicant.



The Admissions Office	English 👻
An entrance exam system for the new era, convenient for both university and applicants.	Applicants Recommenders/Requestees
The Admissions Office is a consortium system that covers online entrance exams in general.	Email address
	Password
	Login
	Account registration
	Resend confirmation email I forgot my password

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Please download the designated evaluation form from our website (<u>https://www.waseda.jp/fcom/gsc/en/applicants/admission</u>), upload it and fill in the necessary information. Then press "Save".

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When submission is successfully completed, "Submission status" will change "Submitted" and applicant receives the email that you the evaluation form has uploaded.