

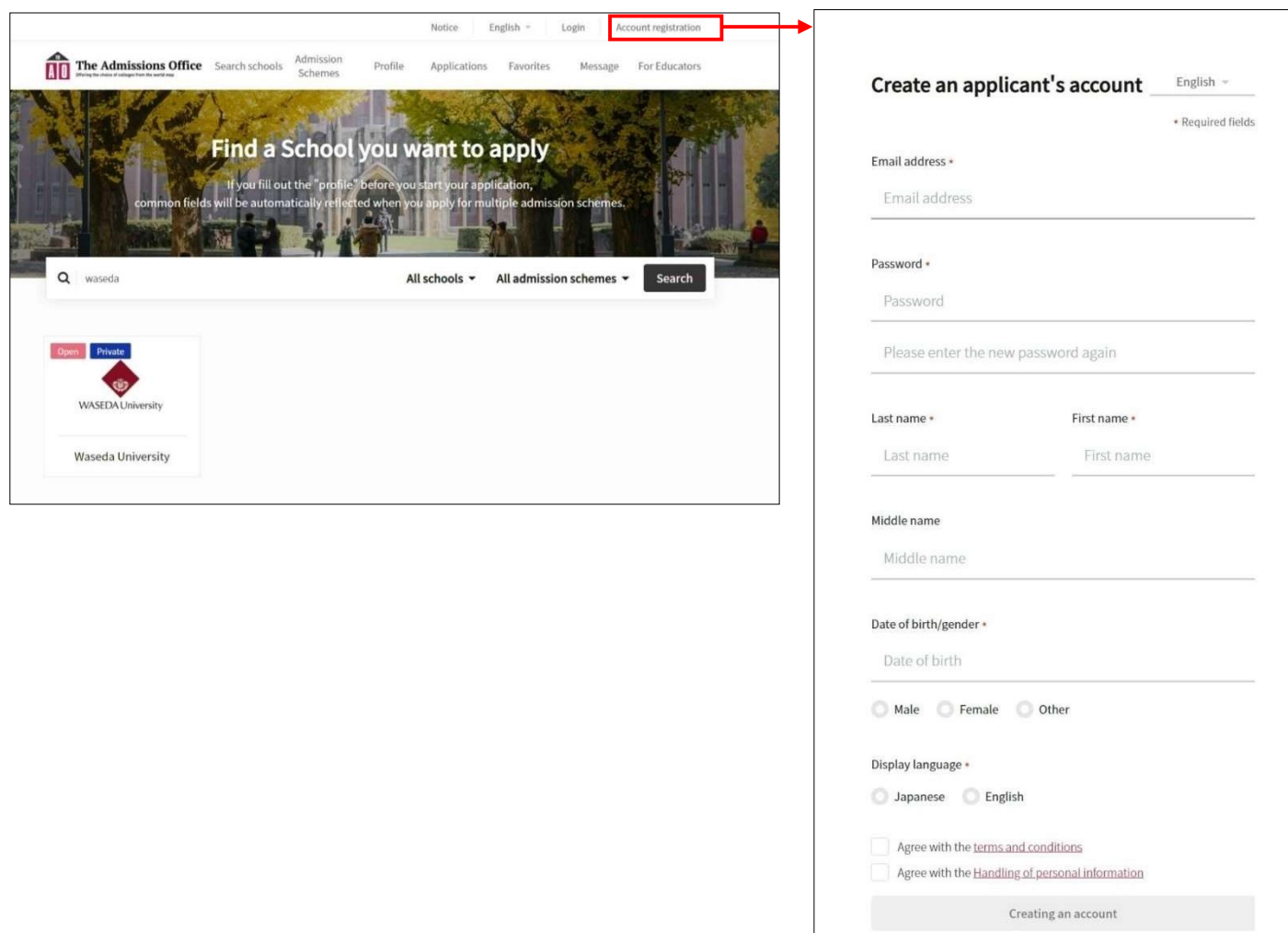
The Admissions Office (TAO) Application Guide

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 screenshot shows the homepage of The Admissions Office (TAO) on the left and the 'Create an applicant's account' form on the right. The 'Account registration' link in the top navigation bar is highlighted with a red box and an arrow pointing to the form.

Create an applicant's account English ▾

* Required fields

Email address *

Email address

Password *

Password

Please enter the new password again

Last name * First name *

Last name First name

Middle name

Middle name

Date of birth/gender *

Date of birth

☐ Male ☐ Female ☐ Other

Display language *

☐ Japanese ☐ English

☐ Agree with the [terms and conditions](#)

☐ Agree with the [Handling of personal information](#)

Creating an account

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 Human Sciences” from “Search Schools” menu.
*Application form is displayed only during our application period.
- ② Please select your preferable program and proceed with “start my Application”.

Open Private

Waseda University | Graduate School of Human Sciences | Graduate School of Human Sciences | EXAMPLE_20XX September Admission, English-based Program, Graduate School of Human Sciences, Waseda University

Application details

Beginning of application	12-19-2024 18:14:00(JST)
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Days left before the deadline	285 day(s) left
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The date format for the following item(s) is "MM-DD-YYYY" :Beginning of application

☆ Favorites

+ Start my application



- ③ Follow the instructions shown on TAO, fill in and upload your application materials. You can see the details to click on each item (red frame).

Waseda University | Graduate School
of Human Sciences | Graduate School
of Human Sciences | EXAMPLE_20XX
September Admission, English-based
Program, Graduate School of Human
Sciences, Waseda University

Progress
0 / 12

Progress of required fields
0 / 12

* indicates a required field.

Prepared by applicant

- 1 Advance Confirmation *
- 2 Personal Information *

3 Payment of Screening Fee *

Some field(s) have not been filled in yet.

4 English Language Proficiency

Application in progress Private

EXAMPLE_20XX September Admission, English-based Program, Graduate School of Human Sciences, Waseda University

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

[Important Notices]

- Login Session Timeout**

The login session will expire **after 3 hours of inactivity**. If there is no activity for 3 hours, you will be automatically logged out, and **all data that has not been saved up to that point will be lost**. For long entries, we recommend typing your text in a notepad and pasting it into the form.

- Browser Function Usage**

Do not use the browser's back button or bookmark function, as this may result in data

NOTE

- PDF format is recommended for documents. (Expect for the face photograph and some other documents).
- Applicants submitting illegible image files may be asked to resubmit. (Expect for the face photograph and some other documents).

3. Request letter of recommendation form to your recommender

- ① To request your letter of recommend form to recommender, make your request from "✉Request".

The screenshot shows the 'Recommendation Letter' form. On the left sidebar, step 12 'Recommendation Letter *' is highlighted with a red box. The main content area has the title 'Recommendation Letter' and a sub-header 'Requirements set by the university'. Below this, there is a table with two rows: 'Type of Recommender / Requestee' with options 'Faculty member at University / Supervisor at the workplace / Other', and 'Required number' and 'Maximum number allowed' both set to '2'. At the top right, a red 'Request' button with an envelope icon is highlighted with a red arrow. At the bottom left, a 'content confirmation' button is visible. A red message at the bottom left states 'Some field(s) have not been filled in yet.'

- 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.


The screenshot shows the 'Recommendation Letter' form with more details. On the left sidebar, step 12 'Recommendation Letter *' is highlighted with a red box. The main content area has the title 'Recommendation Letter' and a sub-header '* Required'. Below this, there is a form with two fields: 'Type of Recommender / Requestee *' with a dropdown menu showing 'Faculty member at University' and a red 'select' button, and 'Email address of the requestee *' with a text input field containing 'xxx@xxx.xx (recommender's email address)'. At the bottom right, a black 'Request' button is highlighted with a red arrow. At the bottom left, a 'content confirmation' button is visible. A red message at the bottom left states 'Some field(s) have not been filled in yet.'

NOTE

- Recommender also need to create TAO account.
- Please remind your recommenders to submit their letters of recommendation within the application period.
- Applicants to English-based Master's Program (EDICS) must submit two letters of recommendation from two different recommenders. Please perform the above steps twice.

- ③ After your recommender uploaded recommendation letter on TAO, e-mail notifying that recommendation letter is submitted will be sent to applicants.

[The Admissions Office] Notification: Letter of Recommendation submitted

 no-reply@admissions-office.net

[← 返信](#) [🔄 全員に返信](#) [→ 転送](#)

2023/07/

4. Complete your application

- ① Please check “Yes, I have checked” and please complete application by selecting **“Complete my application”**.



The left screenshot shows a 'Pledge' section with a 'content confirmation' button highlighted by a red arrow. The right screenshot shows a 'Recommendation Letter' section with a 'Yes, I have checked.' checkbox and a 'Complete my application' button highlighted by a red arrow. A blue arrow points from the left screenshot to the right one.

- ② After the completion of application, e-mail will be sent from TAO to the registered e-mail address. And you can check your application from “Applications” screen on TAO.

NOTE

- If you do not select “complete my application” in application period, your application will not admitted.
- After you completed your application, you will not be able to fix your documents.
- We may contact the applicants regarding the application, so please check the e-mail or TAO messages regularly.