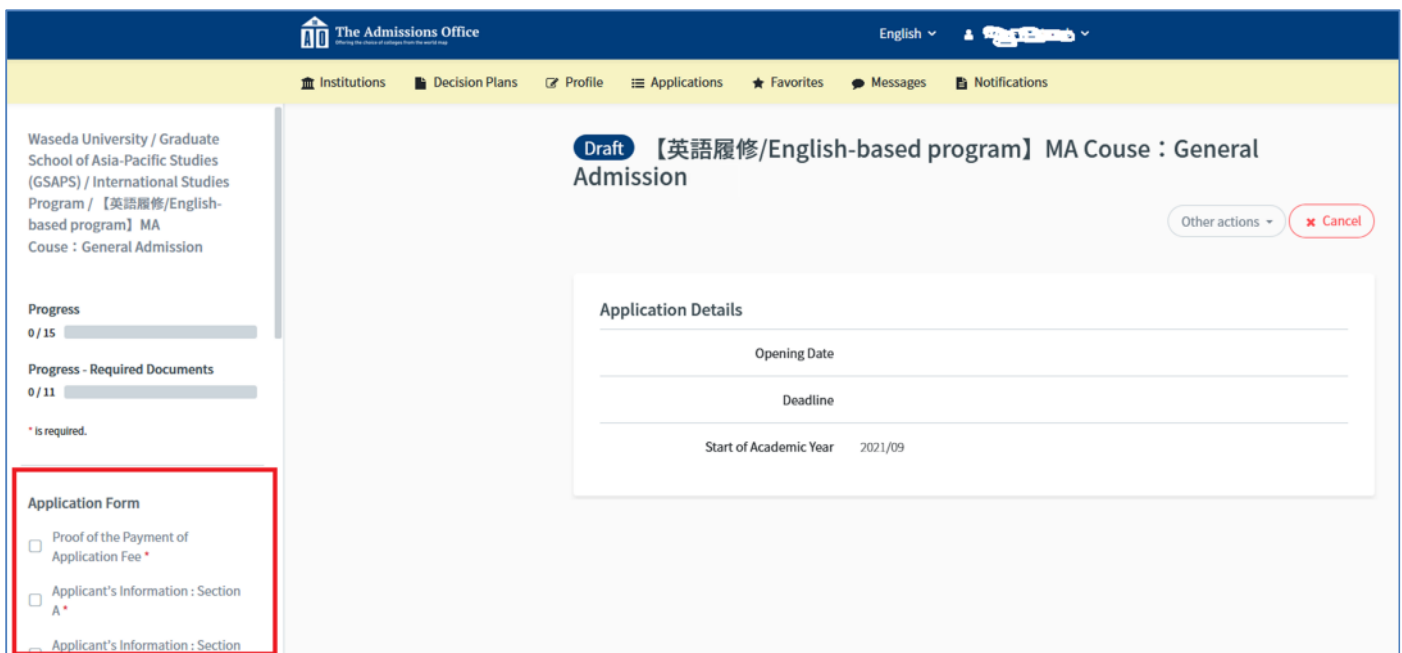


## 【Important】 Notice of Application Procedure Using the Application System “The Admissions Office”

We, GSAPS, use “The Admissions Office” for the application system this time.

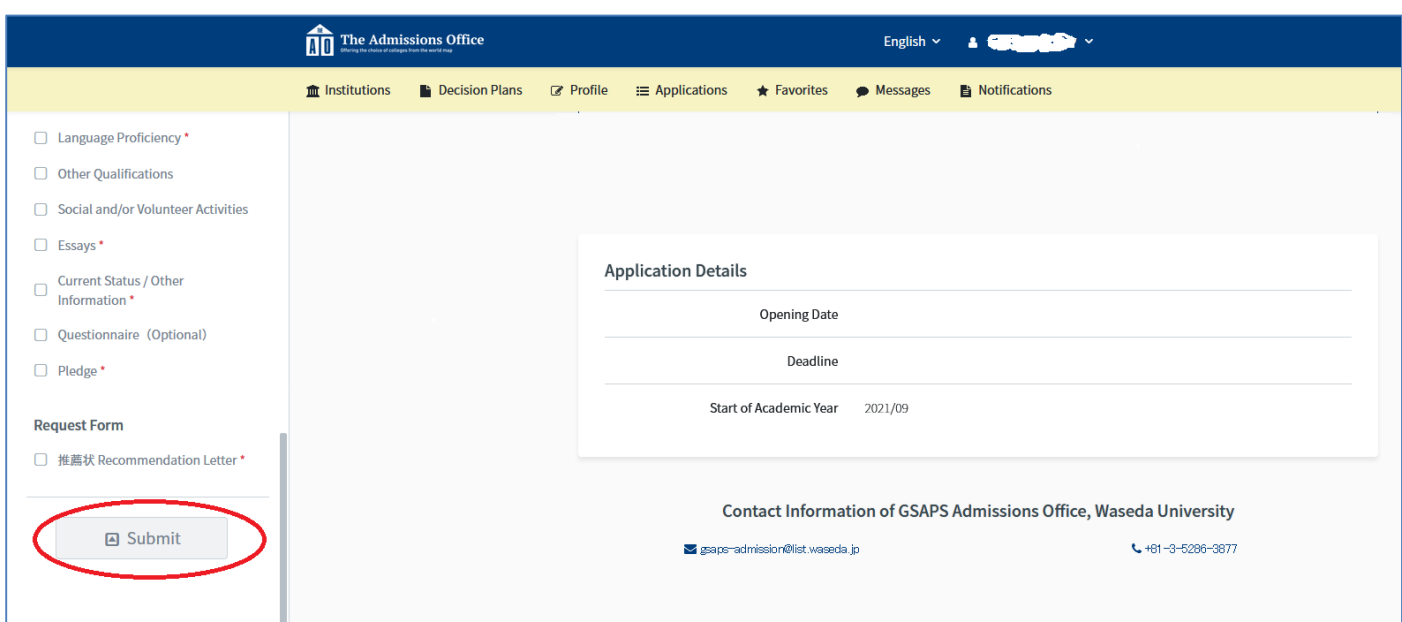
Please find below important points which we would like all the applicants to be noted for their application.

① After you open the application page, please make sure to click each link in “Application Form” section on the left side to fill out all the necessary information.



The screenshot shows the application system interface for 'The Admissions Office'. The page title is 'Draft 【英語履修/English-based program】 MA Course : General Admission'. The left sidebar contains a list of application form sections: 'Application Form', 'Proof of the Payment of Application Fee \*', 'Applicant's Information : Section A \*', and 'Applicant's Information : Section B \*'. The 'Application Form' section is highlighted with a red box. The main content area shows 'Application Details' with fields for 'Opening Date', 'Deadline', and 'Start of Academic Year' (2021/09). There are 'Other actions' and 'Cancel' buttons in the top right corner.

② There is a “Submit” button in the bottom of the left side. After you have finished filling out all the necessary information, please make sure to click “Submit” button to complete your application.



The screenshot shows the application system interface for 'The Admissions Office'. The page title is 'Draft 【英語履修/English-based program】 MA Course : General Admission'. The left sidebar contains a list of application form sections: 'Language Proficiency \*', 'Other Qualifications', 'Social and/or Volunteer Activities', 'Essays \*', 'Current Status / Other Information \*', 'Questionnaire (Optional)', 'Pledge \*', 'Request Form', and '推薦状 Recommendation Letter \*'. The 'Submit' button is highlighted with a red circle. The main content area shows 'Application Details' with fields for 'Opening Date', 'Deadline', and 'Start of Academic Year' (2021/09). There is contact information for GSAPS Admissions Office, Waseda University, including an email address (gsaps-admission@list.waseda.jp) and a phone number (+81-3-5286-3877).

③ You are able to change your recommenders only before you complete your application.

\*Please be noted that you won't be able to change your recommenders after you have completed your application by clicking "Submit" button.

To avoid any troubles failing to acquire recommendation letters, **make sure to communicate well with your recommenders in advance to request for the submission of the recommendation letters.**

The screenshot shows the 'Recommendation Letter' page in the Admissions Office system. The page title is '推薦状 Recommendation Letter'. A red box highlights a warning message: 'The number of recommendation letters in process/completed has reached the maximum number.' Below this, a smaller red box highlights a sub-message: 'If you would like to request the recommendation letters to other recommenders, please cancel the recommendation and request it again.' A red arrow points from this sub-message to a red warning note on the left side of the page: '\*Please be careful that you won't be able to change the recommenders after you have submitted your application.' The left sidebar shows a list of application steps, with '推薦状 Recommendation Letter' selected. The right side of the page shows 'Requirements' for recommenders, including their position and the number of recommenders required.

Language Proficiency \*  
Other Qualifications  
Social and/or Volunteer Activities  
Essays \*  
Current Status / Other Information \*  
Questionnaire (Optional)  
Pledge \*

Request Form  
推薦状 Recommendation Letter \*

推薦状 Recommendation Letter

The number of recommendation letters in process/completed has reached the maximum number.

If you would like to request the recommendation letters to other recommenders, please cancel the recommendation and request it again.

\*Please be careful that you won't be able to change the recommenders after you have submitted your application.

Requirements

Position of Recommenders 大学教員/Faculty member at University / 職場の上司/Boss at the workplace / 国際協力活動に従事していた際の上司/Superior at the organization of international development activities / その他/Other

Required Number of Recommenders

Maximum Number of Recommenders

Waseda University  
Graduate School of Asia-Pacific Studies  
Admissions Office