



Dear Recommender,

The School of Political Science and Economics, Waseda University, would appreciate a letter of recommendation as a confidential statement from you concerning our applicant. We use an online application system, “The Admissions Office (TAO)”, for our admissions process. Please refer to the following quick guide when filling in the recommendation form on the system.

Quick Guide for TAO (online application system)

1. Receive a request e-mail from TAO

You will receive a request e-mail from TAO (no-reply@admissions-office.net), when our applicant sends a request for “Recommendation Letter” on the online application system.

[The Admissions Office] Recommendation Letter 依頼のご連絡 / Request for Recommendation Letter



You have been requested to create a Recommendation Letter from [redacted] to apply for 早稲田大学 / 政治経済学部 (SPSE) / 英語学位プログラム / English-based Degree Program 2021 September Admission.
Please access the link below to check.

http://admissions-office.net/recommenders/sign_in

If you haven't registered an account yet, please go to “Create an account” to complete your registration.

2. Create an account on TAO

Click the link (http://admissions-office.net/recommenders/sign_in) on the email above, and choose “Account registration”. Please use the same e-mail address which you received the above request message. A confirmation e-mail will be sent to you once you create a new account.

3. Fill out the “Recommendation Letter” form

Click the “Check the request” link from the initial request e-mail and enter required information either in English or Japanese. The content of your recommendation letter will NOT be disclosed to the applicant.

4. Submit “Recommendation Letter”

Click “Submit” button to submit the completed “Recommendation Letter”. Please confirm that the status is changed from “Completed” to “Responded” after you finalize your letter.



<Inquiry>

School of Political Science and Economics, Waseda University

E-mail: spse-edp@list.waseda.jp Website: <https://www.waseda.jp/fpse/pse/en/>