

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 the online application system, "The Admissions Office (TAO)", for our admissions process. Please refer to the following guide when submitting the recommendation letter.

Quick Guide for TAO (online application system)

1. Prepare the "Recommendation Letter"

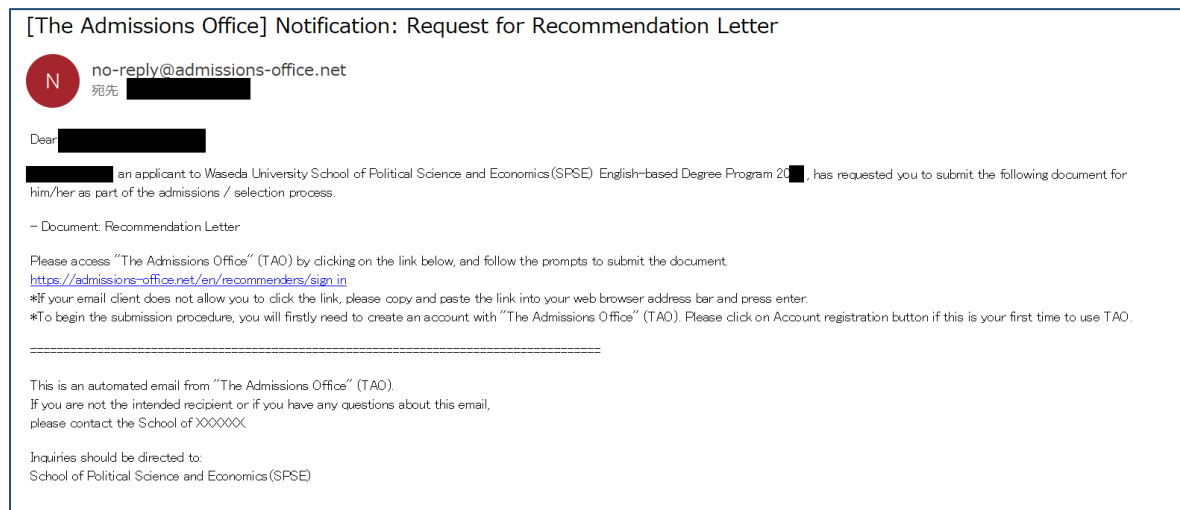
Download the designated form "Letter of recommendation" from our web site:

https://www.waseda.jp/fpse/pse/assets/uploads/2023/09/01_SPSE_Letter_of_Recommendation.pdf

After entering required information in English, print the document out, sign or seal it, and create a PDF file.

2. 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 the "Recommendation Letter" through the online application system.



3. Create an account on TAO

Click the link (http://admissions-office.net/recommenders/sign_in) shown on the e-mail of the above image and click "Recommender/Requestees" and then "Account registration". **Please be sure to use the same e-mail address at which you received the above request message (Recommendation letter entry is only possible in an account registered with the e-mail address entered by the applicant as the recommendation requestor).** A confirmation e-mail will be sent to you once you create a new account.

4. Fill out the "Recommendation Letter" form

Click the link (http://admissions-office.net/recommenders/sign_in) in the request e-mail once again, and then select "Waseda University | School of Political Science and Economics (SPSE) | English-based Degree Program | **English-based Degree Programs 2024 Admissions by Transfer (From another university).**" After clicking "Letter of Recommendation" shown under Document name, enter the relevant information and upload the PDF file of the Recommendation Letter. The content of your recommendation letter will NOT be disclosed to the applicant.

5. Submit the "Recommendation Letter"

Click the "Save" button and then the "Submit" button to turn in the completed "Recommendation Letter."

6. Check your completion status

Once you complete the steps, please confirm that the submission status has changed from “Not Submitted” to “Submitted.”

List of requests you have received					
Submission status	School and Admission Scheme	What has been requested	Who has requested	When the request was made	Application Deadline
Submitted	Waseda University School of Political Science and Economics (SPSE) English-based Degree Program English-based Degree Program 2024	Letter of Recommendation			-
Close					

Please also make sure that the Completion Status has changed to “Completed” when clicking on “Waseda University | School of Political Science and Economics (SPSE) | English-based Degree Program | **English-based Degree Programs 2024 Admissions by Transfer (From another university)**” under School and Admission Scheme.

Submitted

Recommendation Letter

- This documentation request form has been submitted. No changes can be made to the contents of the document after its submission.

Document name	Completion Status
Recommendation Letter	Completed

<Inquiries>

School of Political Science and Economics, Waseda University

E-mail: spse-edp@list.waseda.jp

Website: <https://www.waseda.jp/fpse/pse/en/>