Dear Recommender,

The School of Political Science and Economics, Waseda University, would appreciate a confidential statement from you concerning the applicant.

Instructions

Please prepare a recommendation letter in your institution's format (use of official letterhead preferred), that includes your signature or seal. We are particularly interested in the applicant's academic ability, their character, and their capacity to pursue a successful academic career at Waseda University. Please write your opinion regarding the applicant's ability and promise, and the basis for your opinion. It would be helpful for us to know how long and in what capacity you have known the applicant.

Submission Deadline

5:00 PM February 10, 2026 (JST)

Letter Requirements

- 1. The recommendation letter must be written in English with a seal or signature of the recommender.
- 2. There is no designated format for the letter, however, use of a school's official letterhead is preferred.

How to Submit

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 "Letter of Recommendation"

Please prepare your recommendation letter following the "Instructions" and "Letter Requirements" listed above. After you complete your letter, 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 "Letter of Recommendation" through TAO.

Dear dear dear dear dear dear dear dear d
an applicant to Waseda University School of Political Science and Economics (SPSE) English-based Degree Program English-based Degree Program 202 September Admission has requested you to submit the following document for them as part of the admissions process.
must complete this application by
- Document: Letter of Recommendation
Please access "The Admissions Office" (TAO) by clicking on the link below, and follow the prompts to submit the document. https://admissions-office.net/en/recommenders/sign in
*If you are unable to click the link in your email client, please copy and paste it into your web browser's address bar and press Enter. *For detailed instructions on using TAO, please visit the <u>TAO Help Center</u> .
This is an automated email from "The Admissions Office" (TAO). If you are not the intended recipient of this message or if you have any questions regarding its content, Please reach out to the email address below.
▼Contact Information
International Admissions Office https://forms.office.com/r/vU64PnJkTZ

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 use the same e-mail address where you received the above request message. The recommendation letter can only be submitted by the account registered under this e-mail address. A confirmation e-mail will be sent to you once you create an account.

4. Fill out the "Letter of Recommendation" form

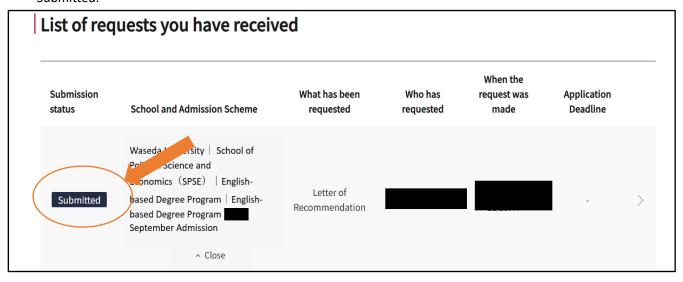
Click the link (http://admissions-office.net/recommenders/sign_in) in the request e-mail once again and select "Waseda University | School of Political Science and Economics (SPSE) | English-based Degree Program | English-based Degree Program 2026 September Admission." After clicking "Letter of Recommendation" 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 "Letter of Recommendation"

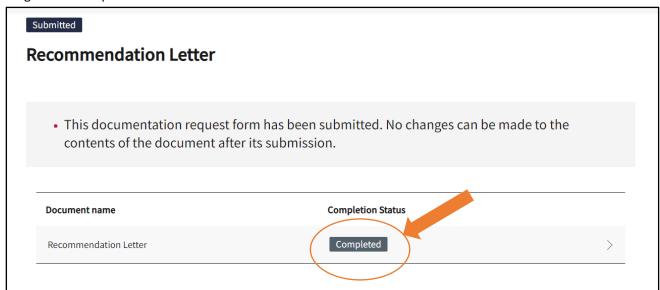
Click the "Save" button and then the "Submit" button to turn in your letter of recommendation.

6. Check your completion status

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



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 Program 2026 September Admission" under School and Admission Scheme.



Note

Please be advised that we may contact you to confirm the information submitted on TAO.

<Inquiries>

School of Political Science and Economics, Waseda University

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

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