



Dear Recommender,

The School of Political Science and Economics (SPSE), 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 January 28, 2027 (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 [REDACTED],

[REDACTED], an applicant to Waseda University School of Political Science and Economics (SPSE) English-based Degree Program English-based Degree Program 2021 September Admission has requested you to submit the following document for them as part of the admissions process.

[REDACTED] must complete this application by [REDACTED]. Please submit it as early as possible.

- 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 [TAO Help Center](#).

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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>

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3. Create an account on TAO

Click the link (https://admissions-office.net/en/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 (https://admissions-office.net/en/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 2027 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."

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 2027 September Admission	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 Program 2027 September Admission” 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 >

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/>