Dear Recommender,

The Faculty of Science and Engineering, Waseda University, would appreciate a confidential statement (a letter of recommendation) from you concerning our applicant. We use an online application system named "The Admissions Office (TAO)" for our admissions process. Please refer to the following quick guide when filling in the recommendation form on the system. Please note that TAO closed on February 20(5:00 PM), 2024.

Quick Guide for TAO (online application system)
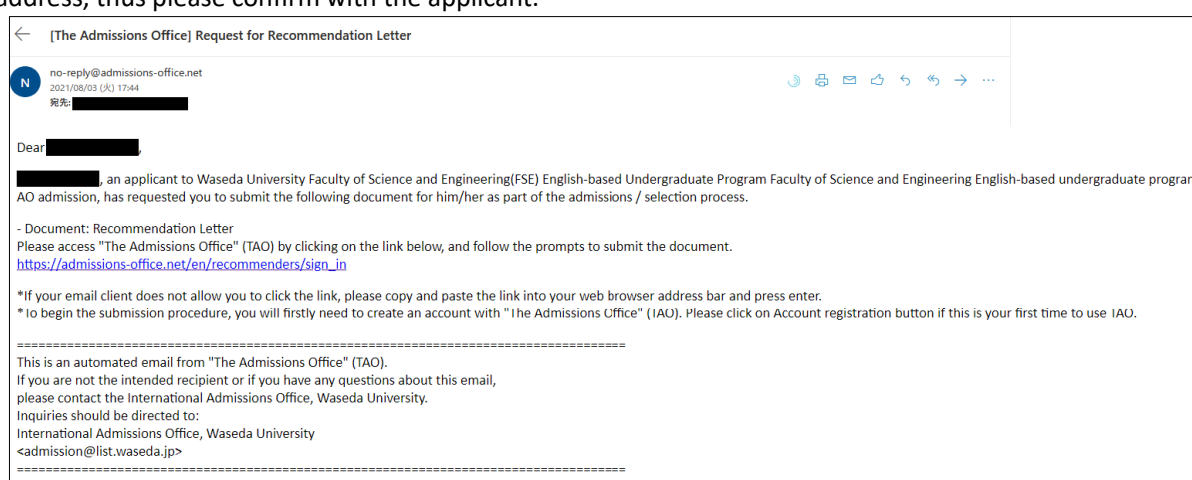### 1. Prepare "Recommendation Letter"
Download the designated form "Letter of recommendation" at our web site:
https://www.waseda.jp/fsci/en/admissions_us/
After entering required information, print out the document, sign in handwriting or seal it.

2. Receive a request e-mail from TAO and log in to 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. Please access the link provided in the e-mail and log in. In case you do not receive a request e-mail from TAO even in your spam or junk folder, the applicant may enter wrong email address, thus please confirm with the applicant.

*If you don't have an account on TAO, please create it.
Choose "Recommender/Requestees" tab and click "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 email address entered by the applicant as the recommendation requestor.).
A confirmation e-mail will be sent to you once you create a new account.
Please confirm if you have received a confirmation e-mail in your e-mail inbox including your spam or junk folder.

3. Submit "Recommendation Letter"
Click "Waseda University/Faculty of Science and Engineering (FSE)/ English-based Undergraduate Program/ Faculty of Science and Engineering English-based undergraduate program AO admission 2024" from List of requests you have received. Upload the letter in PDF format by clicking "Incomplete".
When the Completion Status is changed from "Incomplete" to "Please submit," the upload is succeeded. And then click "Submit" button on the lower right to submit the completed "Recommendation Letter". **When the Completion Status is changed from Please submit to Completed after you submitted your letter, your submission is succeeded.**

Once submitted, it is no longer possible to make changes to the letter via TAO.
*The content of your recommendation letter will NOT be disclosed to the applicant.

<Contact>
International Admissions Office (IAO), Admissions Center, Waseda University
E-mail: admission@list.waseda.jp   TEL: +81-3-3204-9073