



Dear Recommender,

The Faculty of Science and Engineering, Waseda University, would appreciate a confidential statement (a recommendation letter) from you concerning the applicant.

Submission Deadline

5:00PM February 10, 2025(JST)

Letter Requirements

1. Use the form designated by Waseda University. If your recommender does not use the designated form, any form is available. However, please make sure to include the information specified on our form.
Please refer to the form designated by Waseda.
2. The letter must be written in English with a date and a seal or a handwritten signature of the recommender.
(If written in other languages, attach an English translation; notarization is not required.)

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 "Recommendation Letter"

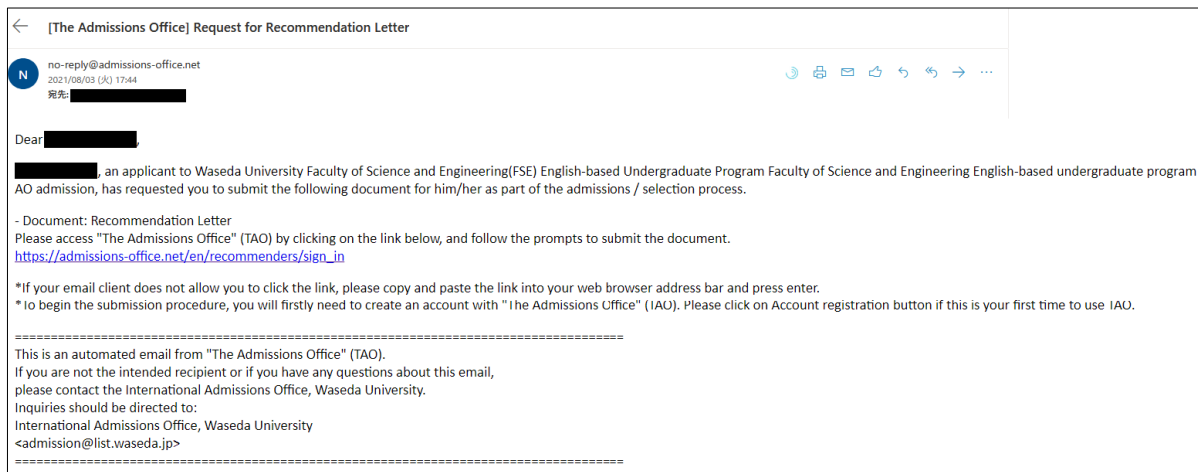
Please download the designated form "Recommendation Letter" through the FSE website:

(https://www.waseda.jp/fsci/en/admissions_us/)

After entering required information, print out the document, sign in handwriting 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 "Recommendation Letter" through the online application system. In case you do not receive a request e-mail from TAO even in your spam or junk folder, the applicant may enter a wrong email address, thus please confirm with the applicant.



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 you received the above request message. You will only be able to submit a recommendation letter using an account registered with the e-mail address the applicant sent a request to.

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.



4. Submit the “Recommendation Letter”

- Click the link (http://admissions-office.net/recommenders/sign_in) in the request e-mail once again and select “Waseda University/Faculty of Science and Engineering (FSE)/ English-based Undergraduate Program/ Faculty of Science and Engineering English-based undergraduate program AO admission 2025”
- After clicking “Recommendation Letter” shown under “Document name,” upload the letter in PDF format by clicking “Incomplete”. When the Completion Status is changed from “Incomplete” to “Entered”, the upload is succeeded.
- After clicking the “Save” button and then the “Submit” button to turn in your Recommendation Letter.
- 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.

5. Check your completion status

- Once you complete the steps, please confirm that the submission status has changed from “Incomplete” to “Completed.”
- Please also make sure that the Completion Status has changed to “Completed” when clicking on “Waseda University/Faculty of Science and Engineering (FSE)/ English-based Undergraduate Program/ Faculty of Science and Engineering English-based undergraduate program AO admission 2025”

Document name	Completion Status
Recommendation Letter	Completed

<Contact>

International Admissions Office (IAO), Admissions Center, Waseda University
Inquiry Form : <https://forms.office.com/r/vU64PnJkTZ> TEL: +81-3-3204-9073