

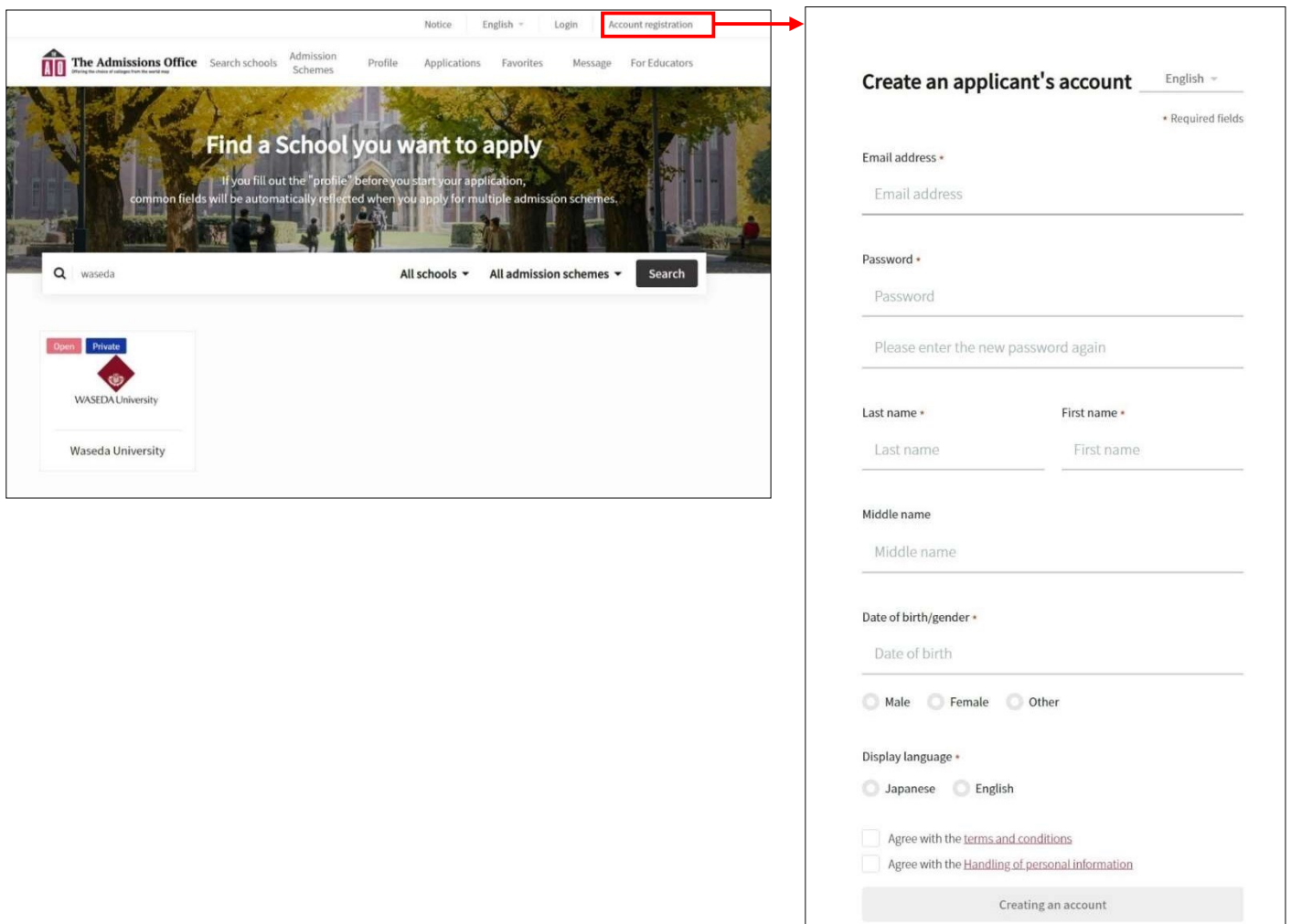
The Admission Office (TAO) Application Guide

Submit your application via The Admission Office (TAO). No need to send application documents by mail.

TAO : <https://admissions-office.net/>

1. Create your TAO Account

- ① You must create a TAO account first with the legal name written in alphabet on your passport from "Account registration".
- ② After filling in the necessary information, registration confirmation mail will be sent. Account creating process is completed to click the link in the email.



The image shows the TAO website interface. On the left, the main navigation bar includes 'Notice', 'English', 'Login', and 'Account registration' (highlighted with a red box and an arrow pointing to the right). Below the navigation bar is a search bar with 'waseda' entered, and a list of search results for 'Waseda University'. On the right, the 'Create an applicant's account' form is displayed. The form includes fields for 'Email address', 'Password', and 'Please enter the new password again'. It also has fields for 'Last name', 'First name', and 'Middle name'. Below these are radio buttons for 'Date of birth/gender' (Male, Female, Other) and 'Display language' (Japanese, English). At the bottom, there are checkboxes for 'Agree with the terms and conditions' and 'Agree with the Handling of personal information', followed by a 'Creating an account' button.

Create an applicant's account English

* Required fields

Email address *

Email address

Password *

Password

Please enter the new password again

Last name * First name *

Last name First name

Middle name

Middle name

Date of birth/gender *

Date of birth

☐ Male ☐ Female ☐ Other

Display language *

☐ Japanese ☐ English

☐ Agree with the [terms and conditions](#)

☐ Agree with the [Handling of personal information](#)

Creating an account

2. Application

NOTE

Outside of the application period, our admission page will not appear in the search. Please work on during the application period.

- ① After logging in TAO, enter “Waseda University” and “Graduate school of Sport Sciences” from “Search Schools” menu.

*Application form is displayed only during our application period.

- ② Please select your preferable program and proceed with “start my Application”.

Open

Private

Waseda University | Graduate School of Sport Sciences | スポーツ科学研究科 | 2024 April Admission Waseda University Graduate School of Sport Sciences(autumn)-English-based Doctoral Program-の出願デモ


Application details

Beginning of application	07-05-2023 13:08:00
Days left before the deadline	0 days left
Maximum quota	3
Month and year of entrance	2023/09

☆ Favorites

+ Start my application

- ③ Follow the instructions shown on TAO, fill in and upload your application materials. You can see the details to click on each item (red frame).



The Admissions Office
Offering the chance of studying from the world-wide

[Search schools](#)
[Admission Schemes](#)
[Profile](#)
[Applications](#)
[Favorites](#)
[Message](#)

Waseda University | Graduate School of Sport Sciences | スポーツ科学研究科 | 2024 April Admission Waseda University Graduate School of Sport Sciences(autumn)-English-based Doctoral Programの出願デモ

Application in progress

Private

2024 April Admission Waseda University Graduate School of Sport Sciences(autumn)-English-based Doctoral Programの出願デモ

Deadline notification

- You have **0 days** left before the Application Deadline.
- To start online application by PC, please click the left sidebar.
To start online application by smartphone, please click the menu at the top.

Cancel my application

Message

Progress

0 / 9

Progress of required fields

0 / 8

* indicates a required field.

Prepared by applicant

1 Applicant Information *

2 Confirmation of Application Fee Payment *

3 Essay *

4 Statement of purpose *

5 Graduation Certificates *

6 Academic Transcripts *

7 Certificate of English

8 content confirmation photo *

Application details

Beginning of application	07-05-2023 13:08:00
Application Deadline	07-06-2023 00:00:00
Month and year of entrance	2023/09

NOTE

Be sure to submit the documents in PDF format. No other format except for PDF cannot be accepted (Expect for the face photograph and some other documents).

3. Request letter of recommendation form to your recommender

***Applicants who is exempted from submitting this document do not need to take care of this.**

- ① To request your letter of recommend form to recommender, make your request from "Request".

of Sport Sciences | スポーツ科学研究
科 | 2024 April Admission Waseda
University Graduate School of Sport
Sciences(autumn)-English-based
Doctoral Program-の出願デモ

Progress

1 / 9

Progress of required fields

1 / 8

* indicates a required field.

Prepared by applicant

☒ Applicant Information *

☐ Confirmation of Application
Fee Payment *

☐ Essay *

☐ Statement of purpose *

☐ Graduation Certificates *

☐ Academic Transcripts *


☐ Certificate of English

Proficiency *

☐ content confirmation

☐ Photo *

Letter of Recommendation

 Request

Requirements set by the university

Type of Recommender / Requestee	Faculty member of an institution from which the applicant was graduated from / Other
---------------------------------	--

Required number	2
-----------------	---

Maximum number allowed	3
------------------------	---

Request status

Completion status	Open status	Email address
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No data to display

- ② Enter your recommender's e-mail address and click "Request" to send an e-mail to your recommender. Your recommender will receive the request email from TAO. Follow the instructions in the email and have your evaluation form submit on TAO.

科 | 2024 April Admission Waseda
University Graduate School of Sport
Sciences(autumn)-English-based
Doctoral Program-の出願デモ

Progress

1 / 9

Progress of required fields

1 / 8

* indicates a required field.

Prepared by applicant

☒ Applicant Information *

☐ Graduation Certificates *

☐ Academic Transcripts *

☐ Certificate of English
Proficiency *

☐ Confirmation of Application
Fee Payment *

☐ Essay *

☐ Statement of purpose *

☐ content confirmation

☐ Photo *

Letter of Recommendation

* Required

Type of
Recommender /
Requestee *

Faculty member of an institution from which the applicant was graduated from

Email address of the
requestee *

Request

[Terms and conditions](#)

[Recommended environment](#)

[Handling of personal information](#)

[help center](#)

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NOTE

- The format can be downloaded from our website.
- Recommender also need to create TAO account.

- ③ After your recommender uploaded recommendation letter on TAO, e-mail notifying that recommendation letter is submitted will be sent to applicants.

[The Admissions Office] Notification: Letter of Recommendation submitted



no-reply@admissions-office.net
宛先 UEHARA Hayate

返信 全員に返信 転送

2023/07/

Dear

has submitted the following document for your application to Waseda University | Graduate School of Sport Sciences | スポーツ科学研究科 | 2024 April Admission Waseda University Graduate School of Sport Sciences(autumn)-English-based Doctoral Program-の出願デモ.

- Document: Letter of Recommendation

You may check the request status by clicking on the link below.

https://admissions-office.net/en/applicant/entries/64347/recruitment_recommendation_steps/3214

*If your email client does not allow you to click the link, please copy and paste the link into your web browser address bar and press enter.

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This is an automated email from "The Admissions Office" (TAO).

If you are not the intended recipient or if you have any questions about this email, please contact the Inquiry on admission to the English-based Doctoral Program.

Inquiries should be directed to:

Inquiry on admission to the English-based Doctoral Program

[<supoken-eng@list.waseda.jp>](mailto:supoken-eng@list.waseda.jp)

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- ④ After you submitted all of the documents including "letter of recommendation", please proceed with "content confirmation".

4. Complete your application

- ① Please check “Yes, I have checked” and please complete application by selecting “complete my application”.

The screenshot shows the TAO application completion interface. At the top, the header includes the TAO logo, navigation links (Search schools, Admission Schemes, Profile, Applications, Favorites, Message), and the user's profile information (Waseda University | Graduate School of Sport Sciences | スポーツ科学研究科 | 2024 April Admission Waseda University Graduate School of Sport Sciences(autumn)-English-based Doctoral Program-の出願デモ). The left sidebar displays progress bars for 'Progress' (8/9) and 'Progress of required fields' (8/8), along with a list of required fields marked with checkmarks: Applicant Information, Confirmation of Application Fee Payment, Essay, Statement of purpose, Graduation Certificates, Academic Transcripts, and Certificate of English Proficiency. The main content area shows a list of application documents: Applicant Information, Confirmation of Application Fee Payment, Essay, Statement of purpose, Graduation Certificates, Academic Transcripts, Certificate of English Proficiency, and Photo. Below this, the 'Documentation Request Form' section prompts the user to check their application documents again, with a checkbox for 'Letter of Recommendation'. Another section prompts the user to check all documents again, with a checkbox for 'Yes, I have checked.' At the bottom right, there are two buttons: 'Continue editing' and 'Complete my application'. The footer contains links for Terms and conditions, Recommended environment, Handling of personal information, and help center, along with the copyright notice © 2019 TAO Inc. All rights reserved.

- ② After the completion of application, e-mail will be sent from TAO to the registered e-mail address. And you can check your application from “Applications” screen on TAO.

NOTE

If you do not select “complete my application” in application period, your application will not be admitted.

After you completed your application, you will not be able to fix your documents.

We may contact the applicants regarding the application, so please check the e-mail or TAO messages regularly.