

# TAO Applicant's Manual

## 1. Creating an Account and Login

(1) Please access to **The Admissions Office (TAO)** from the link or QR code below.

<https://admissions-office.net/en/portal>



(2) Click **"Account registration"** and fill in all the required information.

Notice | English | Login | **Account registration**

**The Admissions Office** Search schools Admission Schemes Profile Applications Favorites Message For Educators

**Find a School you want to apply**  
If you fill out the "profile" before you start your application, common fields will be automatically reflected when you apply for multiple admission schemes.

Search School with keywords | All schools | All admission schemes | Search

**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**

Please register an email address that you use regularly, as we may send you important notice after you complete the application.

Please be sure to select "English" when you apply for this entrance examination.

(3) After entering the required information, a confirmation email will be sent to your registered email address. Please click **"Complete your registration"** in the email.

(4) Please login.

## 2. Start Application

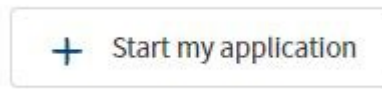
(1) Please access to the admission page of **"Institute of Business and Accounting / International Management Course / Pattern A 2024 Spring Entry"** from the link or QR code below.

\*The application form can be filled in via smartphone, but via PC is highly recommended.



[https://admissions-office.net/en/applicant/university\\_recruitments/5683](https://admissions-office.net/en/applicant/university_recruitments/5683)

(2) Click on the **"Start my application"** button below the **"Application details"**, then start fill in the application forms.



### ● Contents to be submitted on TAO

The following is the contents to be submitted on TAO.  
For more details, please refer to the online application forms.

Note:

The online application forms can be viewed and filled in only during the application period, which is

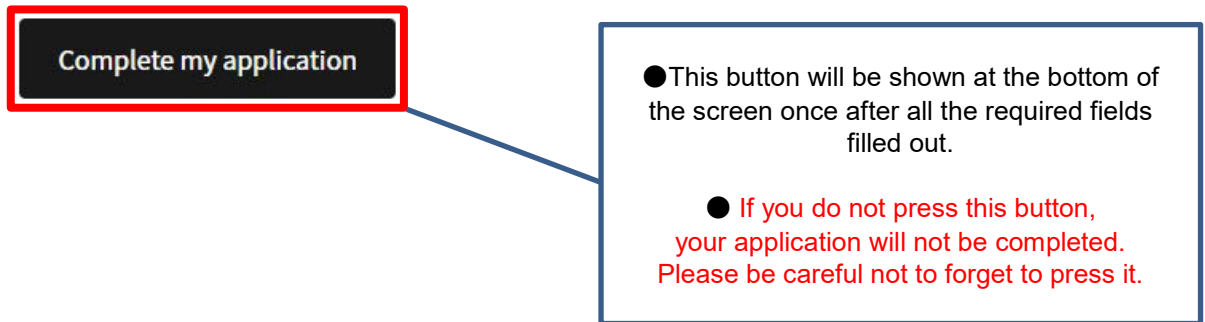
**<First intake> from November 1, 2023 at 0:00 a.m. to November 8, 2023 at 3:00 p.m. in Japan time.**

**<Second intake> from January 17, 2024 at 0:00 a.m. to January 24, 2024 at 3:00 p.m. in Japan time**

<p><b>Prepared by applicant</b></p> <ul style="list-style-type: none"> <li>1 Confirmation of Application Eligibility *</li> <li>1. Entrance Examination</li> <li>2 Application Forms (1) - Basic Information *</li> <li>1. Entrance Examination</li> <li>3 Application Forms (2) - Photograph *</li> <li>1. Entrance Examination</li> <li>4 Application Forms (3) - Education *</li> <li>1. Entrance Examination</li> <li>5 Application Forms (4) - Professional Background *</li> <li>6 2. University Transcript *</li> <li>7 3. Graduation Certificate *</li> <li>8 4. Letter of Reference (for applicants information) *</li> <li>9 5. Program Choice *</li> </ul>	<ul style="list-style-type: none"> <li>10 6. Reason for Application &amp; Brief Essays on Prescribed Topics *</li> <li>11 7. Certificates of English Language Ability *</li> <li>12 8. Certificates for Qualification *</li> <li>13 9. Evidence of Payment for the Entrance Examination Fee *</li> <li>14 10. Certificate of connection between former name and current name (Applicable applicant only) *</li> <li>15 11. Photocopy of your 'Residence Card' (Non-Japanese applicant only) *</li> <li>16 12. Letter of Reference from your company, municipality, etc. (Applicable applicant only)</li> <li>17 13. Early Graduation Application Form (Applicable applicant only)</li> <li>18 Common to all items *</li> </ul>	<p><b>Prepared by person other than applicant</b></p> <ul style="list-style-type: none"> <li>19 4. Letter of Reference 1 *</li> <li>20 4. Letter of Reference 2 *optional</li> <li>21 4. Letter of Reference 3 *optional</li> </ul>
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Please click on each item to enter the information. You may start your application from any section.

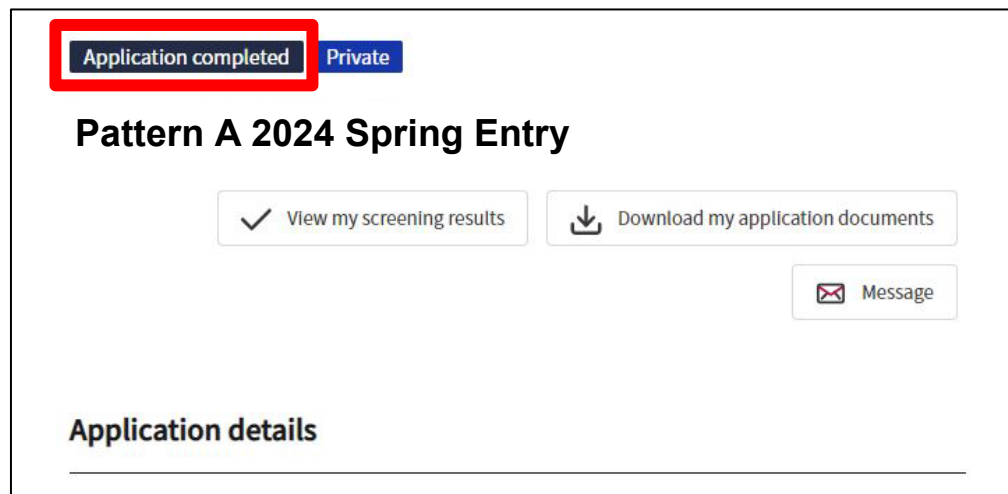
(3) Once you fill out all the information, be sure to click "**Complete my application**" button.



- Please note that you cannot press "**Save and go to next**" button unless you complete the required fields marked with "\*".
- Even after you have temporarily saved your application, you can modify it as many times as you like until you click "**Complete my application**". Please note that once you click "**Complete my application**", you will not be able to make any changes to your application (**we will not be able to accept any requests for changes after you click "Complete my application"**).
- You can resume filling in the application forms from the top "**Applications**" button for temporarily saved application.

(4) Make sure to confirm your application status has been changed from "**Application in progress**" to "**Application completed**".

If the application status has not been changed to "**Application completed**", we will treat your application as "incomplete document", and your application will be excluded from the selection process.



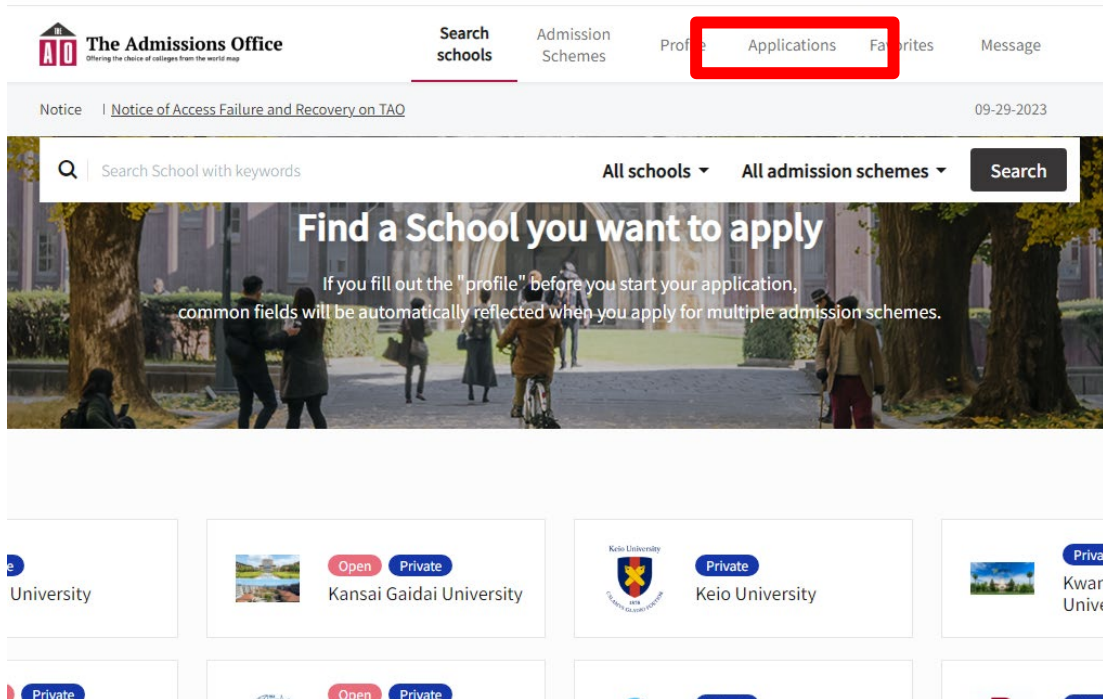
### 3. Announcement of Examination Results

Notification of acceptance will be sent by express mail to the address and name which you filled in on the TAO and posted on the notice board in Graduate Students Services Building 2, Nishinomiya-Uegahara Campus.

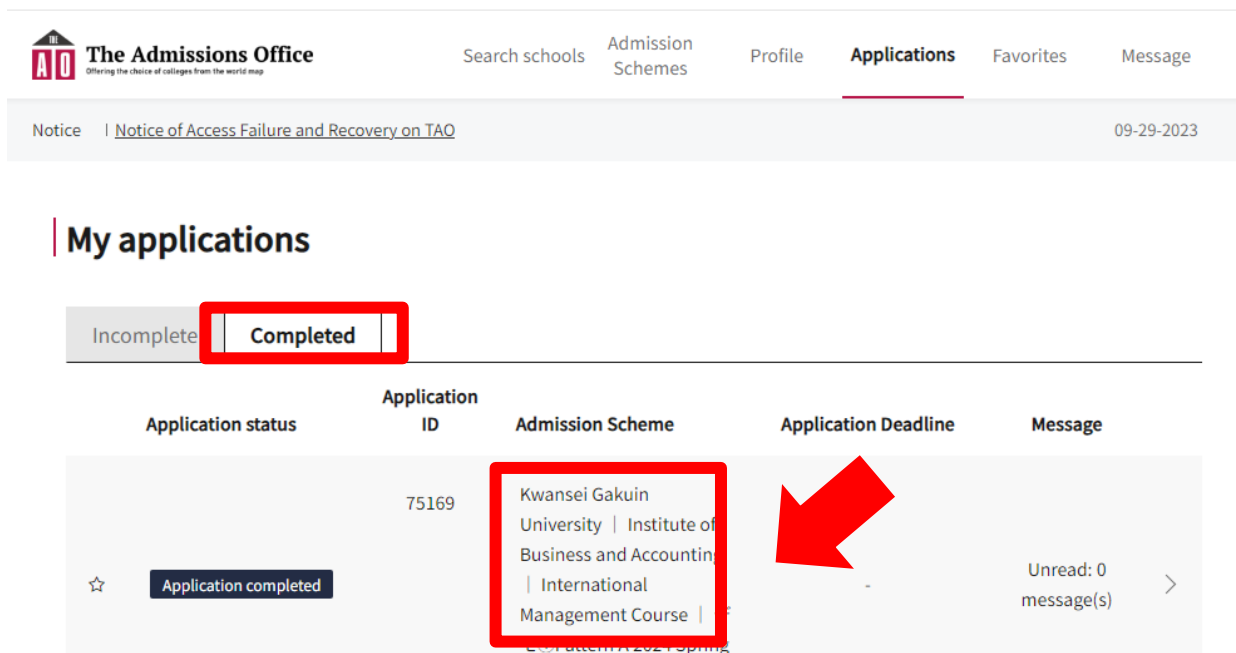
In addition, a supplementary service will be available on TAO from 13:00 on the day of the announcement of Examination Results. Please follow the instructions as below.

**Please note that this announcement on TAO is only a supplementary measure.  
No enrolment procedures after the admission period will be accepted even if you misread the results.**

(1) Log in to TAO and click on the 'Applications' button.



(2) Select 'Completed' and click on the entrance examination for which you will check the exam result.



(3) Select 'View my screening results' and you can find the results.

The Admissions Office Search schools Admission Schemes Profile **Applications** Favorites Message

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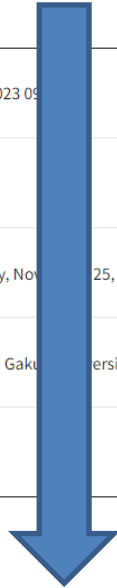
Notice | [Notice of Access Failure and Recovery on TAO](#) 09-29-2023

Application completed Private

### Pattern A 2024 Spring Entry

#### Application details

Beginning of application	10-03-2023 09:00
Month and year of entrance	2024/04
Examination date/time	Saturday, November 25, 2023
Examination location	Kwansei Gakuin University, Nishinomiya Uegahara Campus
Examination fee (JPY)	



### Screening results

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**Screening results**

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**Pass**

If you have any trouble operating TAO, please refer to the help page below.

**TAO Help Center**  
<https://admissions-office.net/en/faq/top>