

# 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.

The screenshot shows the TAO portal homepage. At the top, there is a navigation bar with links for Notice, English, Login, and Account registration (which is highlighted with a red box). Below the navigation bar is a banner with the text "Find a School you want to apply" and a sub-instruction about filling out a profile before applying. A search bar is present, along with dropdown menus for "All schools" and "All admission schemes".

**Create an applicant's account**

English \* Required fields

Email address \*

Password \*

Please enter the new password again

Last name \* First 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 2026 Spring Entry**" from the link or QR code below.

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

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

**<First intake>**

from October 29, 2025 at 0:00 a.m. to November 5, 2025 at 3:00 p.m. in Japan time.

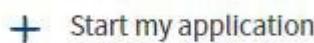
[https://admissions-office.net/en/portal/university\\_recruitments/11232](https://admissions-office.net/en/portal/university_recruitments/11232)

**<Second intake>**

from January 14, 2026 at 0:00 a.m. to January 21, 2026 at 3:00 p.m. in Japan time.

[https://admissions-office.net/en/portal/university\\_recruitments/11539](https://admissions-office.net/en/portal/university_recruitments/11539)

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

 + Start my application

### ● 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.

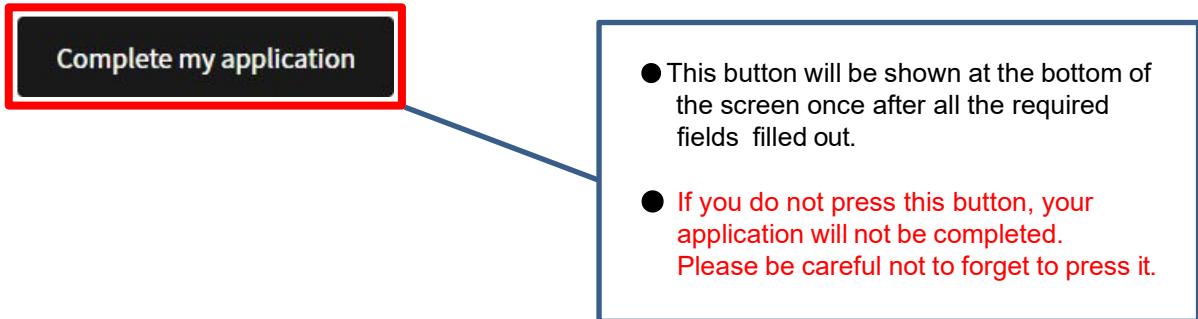
<p><b>Prepared by applicant</b></p> <ul style="list-style-type: none"> <li>1. Confirmation of Application Eligibility *</li> <li>2. Application Forms (1) - Basic Information *</li> <li>3. Application Forms (2) - Photograph *</li> <li>4. Application Forms (3) - Education *</li> <li>5. Application Forms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

**[Notice] Transcript, Graduation Certificate or Certificates of English Language Ability**

- The digital/electronic verified certificate cannot be uploaded on TAO due to system specifications.  
If the applicants only have electronic certificate, please print it out once, then scan it to a PDF file.

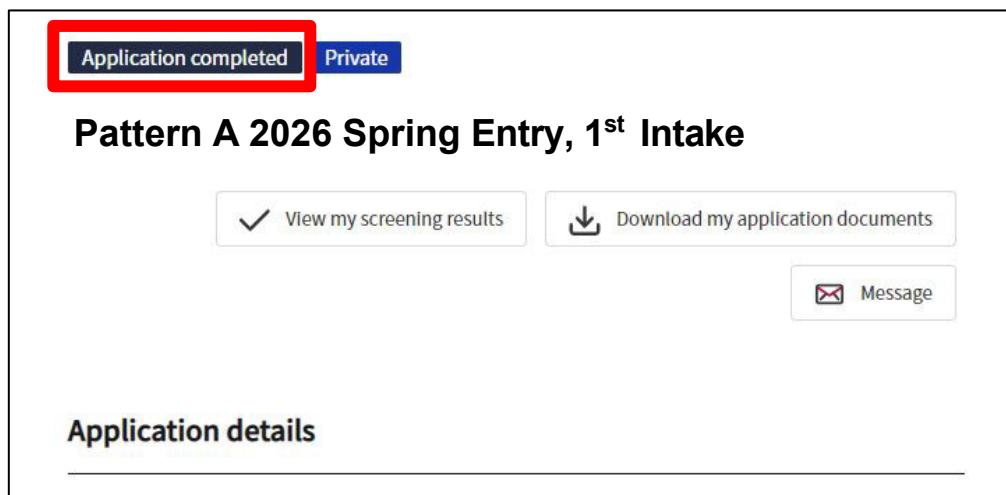
(3) Once you fill out all the information, be sure to click "**Complete my application**" button.



- 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 the 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.

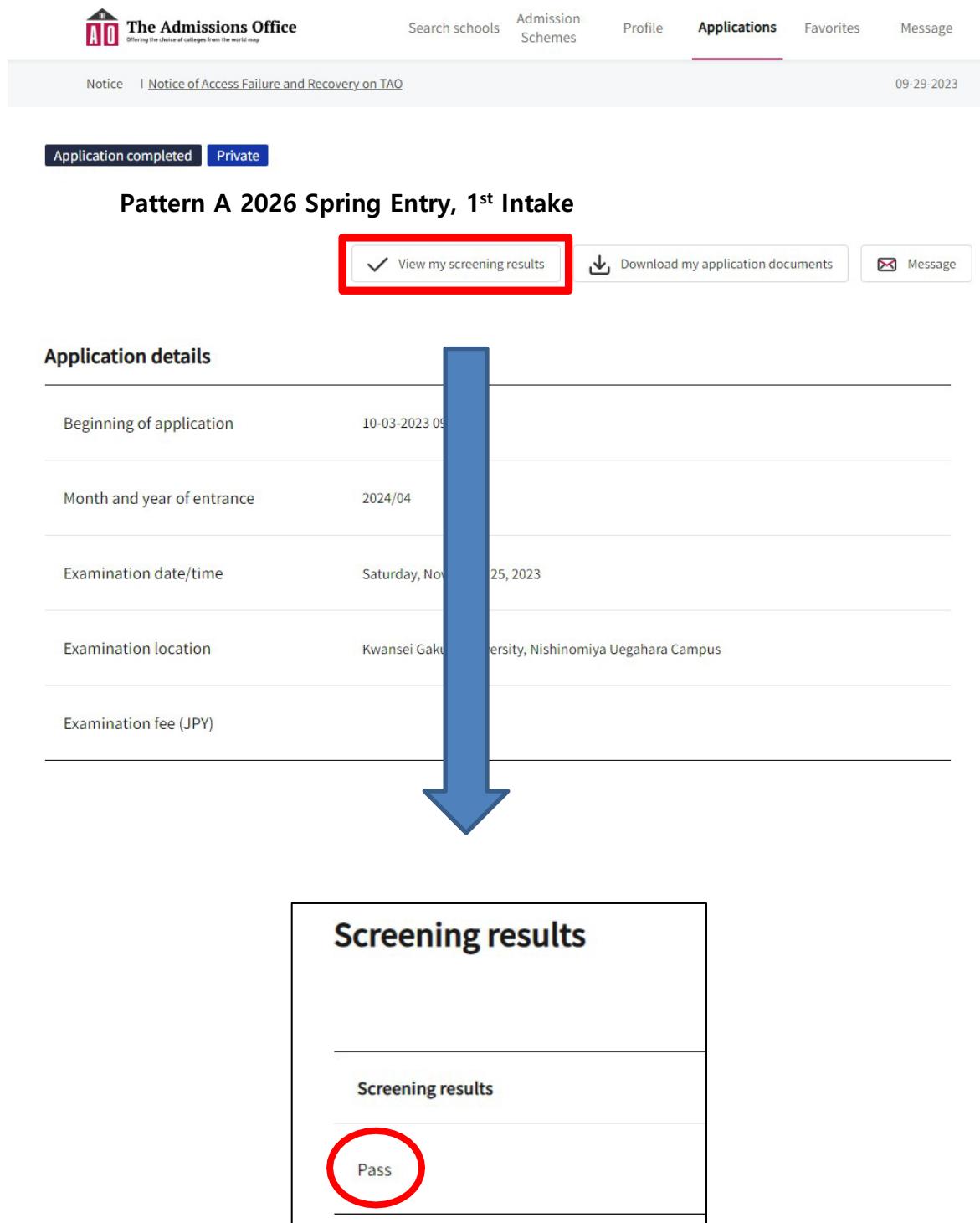
**Please note that this announcement on TAO is only a supplementary measure.**

**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 screenshot shows the TAO website interface. At the top, there is a navigation bar with links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications' (which is underlined in red), 'Favorites', and 'Message'. Below the navigation bar, a notice is displayed: 'Notice | Notice of Access Failure and Recovery on TAO'. The date '09-29-2023' is also shown. Below this, there are two buttons: 'Application completed' (dark blue) and 'Private' (light blue). The main content area is titled 'Pattern A 2026 Spring Entry, 1<sup>st</sup> Intake'. Below the title are three buttons: 'View my screening results' (with a red box around it), 'Download my application documents', and 'Message'. A large blue arrow points downwards from the application details section to the screening results section. The application details section lists the following information:

- Beginning of application: 10-03-2023 09
- 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):

The screening results section is titled 'Screening results' and contains the following information:

- Screening results: Pass (circled in red)

\*If you do not pass, "Fail" is displayed.

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

**TAO Help Center**

<https://admissions-office.net/en/faq/top>

Institute of Business and Accounting  
Kwansei Gakuin University