

TAO Applicant's Manual

1. Creating an Account and Login

(1) Please access **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 Admissions Office Search schools Admission Schemes Profile Applications Favorites Message For Educators

Notice English Login **Account registration**

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 the admissions page of our homepage 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 28, 2026 at 0:00 a.m. to November 4, 2026 at 11:59 p.m. in Japan time.

<Second intake>

from January 13, 2027 at 0:00 a.m. to January 20, 2027 at 11:59 p.m. in Japan time.

Please click the "Online Application for Pattern A" on our website.



The online application system is accessible only during the application period.

<https://iba.kwansei.ac.jp/en/imce/admission/>



- (2) Click on the "**Start my application**" button under the "**Application details**", then start filling 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.

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

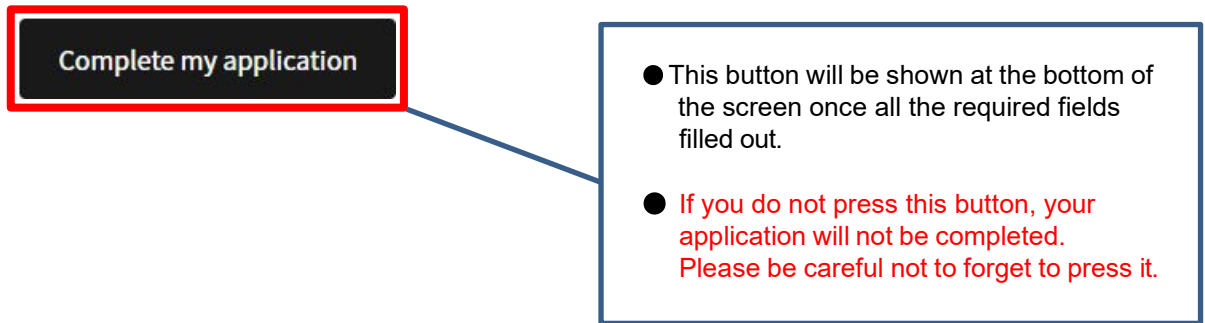
- The Password-protected PDF files cannot to be uploaded on TAO.

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

Prepared by applicant	
[1] 1. Confirmation of Application Eligibility *	[11] 6. Reason for Application & Brief Essays on Prescribed Topics *
[2] 1. Entrance Examination Application Forms (1) - Basic Information *	[12] 7. Certificates of English Language Ability *
[3] 1. Entrance Examination Application Forms (2) - Photograph *	[13] 8. Certificates Providing Evidence of Management-related Knowledge *
[4] 1. Entrance Examination Application Forms (3) - Education *	[14] 9. Evidence of Payment for the Entrance Examination Fee *
[5] 1. Entrance Examination Application Forms (4) - Professional Background *	[15] 10. Certificate of connection between former name and current name (Applicable applicant only) *
[6] 2. University Transcript *	[16] 11. Photocopy of your 'Residence Card' (Non-Japanese applicant only) *
[7] 3-1. Graduation Certificate *	[17] 12. Letter of Reference from your company, municipality, etc. (Applicable applicant only)
[8] 3-2. Bachelor's degree Certificate *	[18] 13. Early Graduation Application Form (Applicable applicant only)
[9] 4. Letter of Reference (for applicants information) *	
[10] 5. Program Choice *	

Please click on each item to enter the information.
You may start your application from any section.

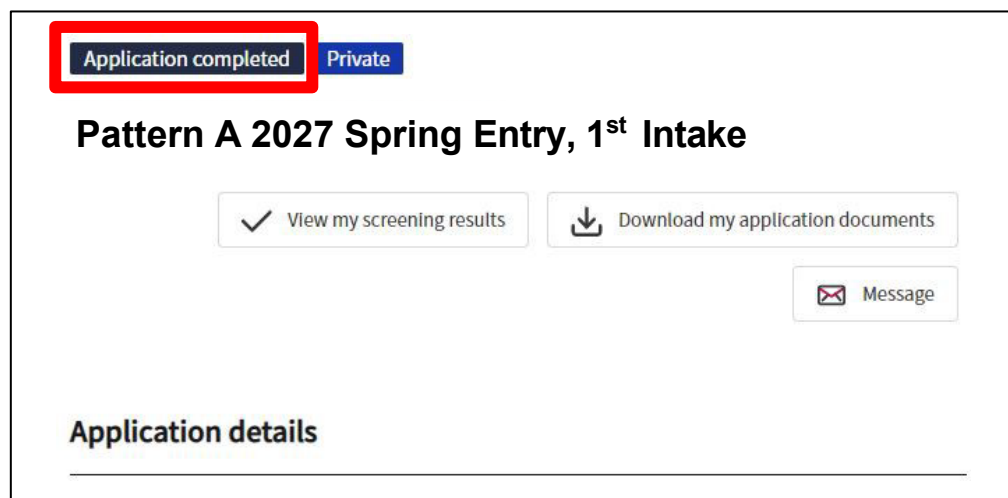
Prepared by person other than applicant	
[19] Common to all items *	
[20] 4. Letter of Reference 1 *	
[21] 4. Letter of Reference 2 *optional	
[22] 4. Letter of Reference 3 *optional	



- 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

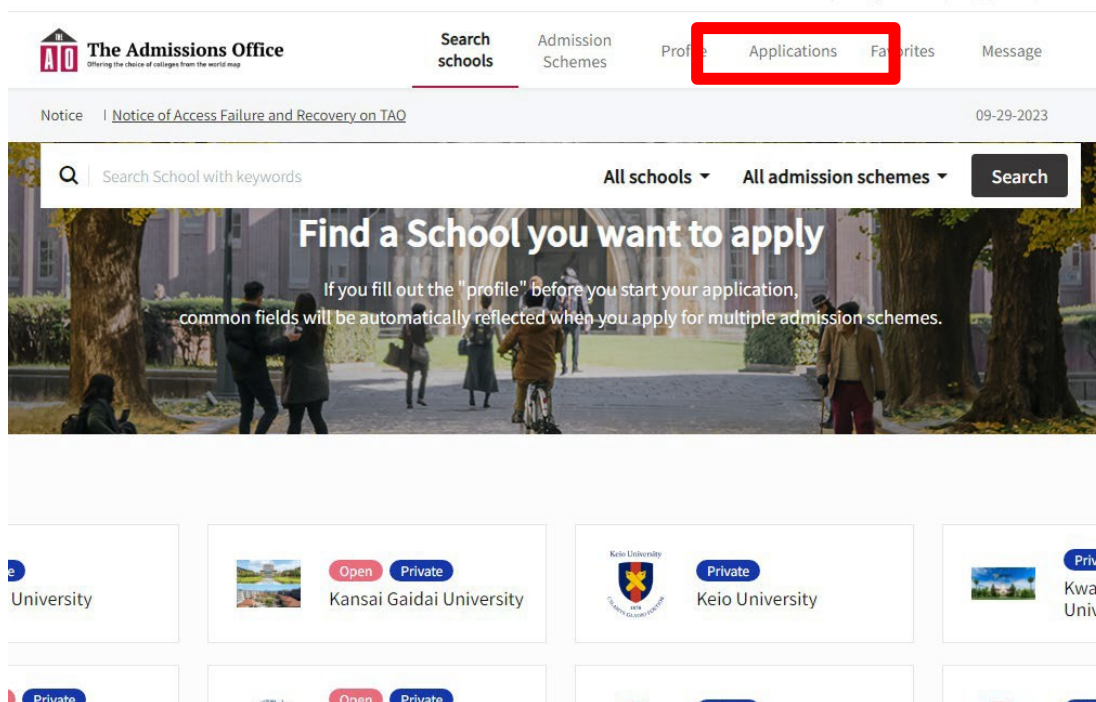
Notification of acceptance will be sent by express mail to the address and name which you filled in on the TAO.

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.

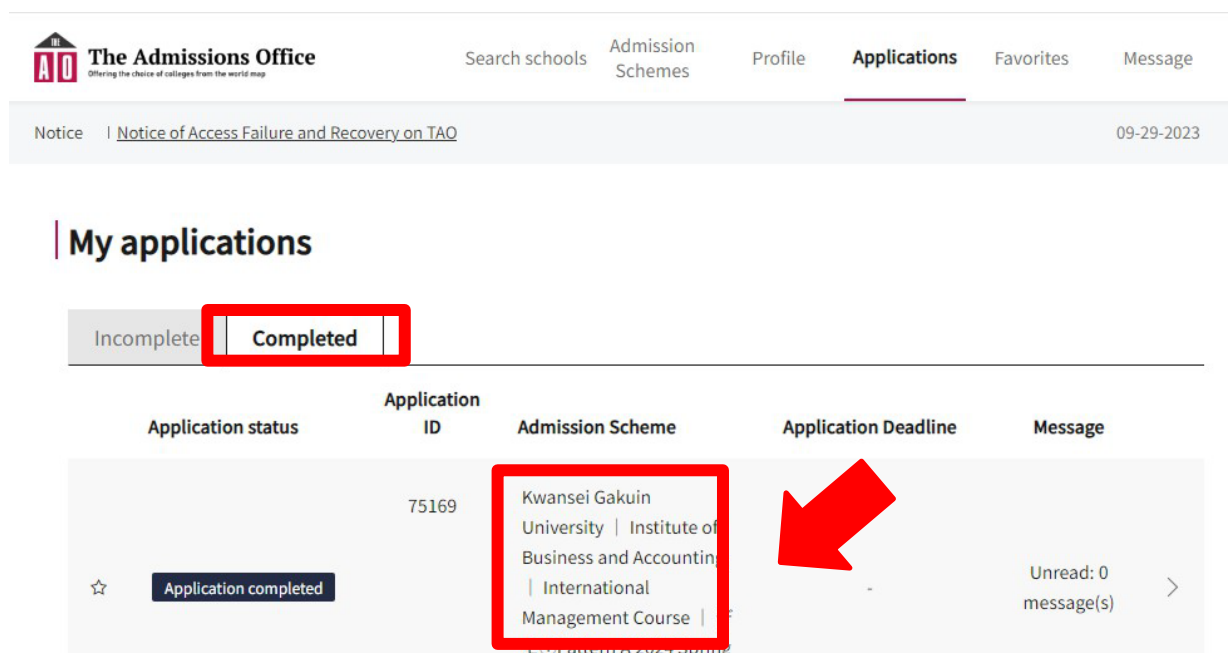
Please note that this announcement on TAO is only a supplementary measure.

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
Offering the choice of colleges from the world map

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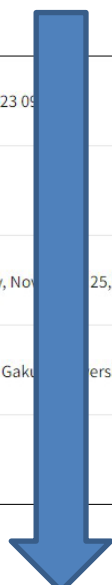
[Notice](#) | [Notice of Access Failure and Recovery on TAO](#)
09-29-2023

Application completed Private

Pattern A 2027 Spring Entry, 1st Intake

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

Screening results

Pass

*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