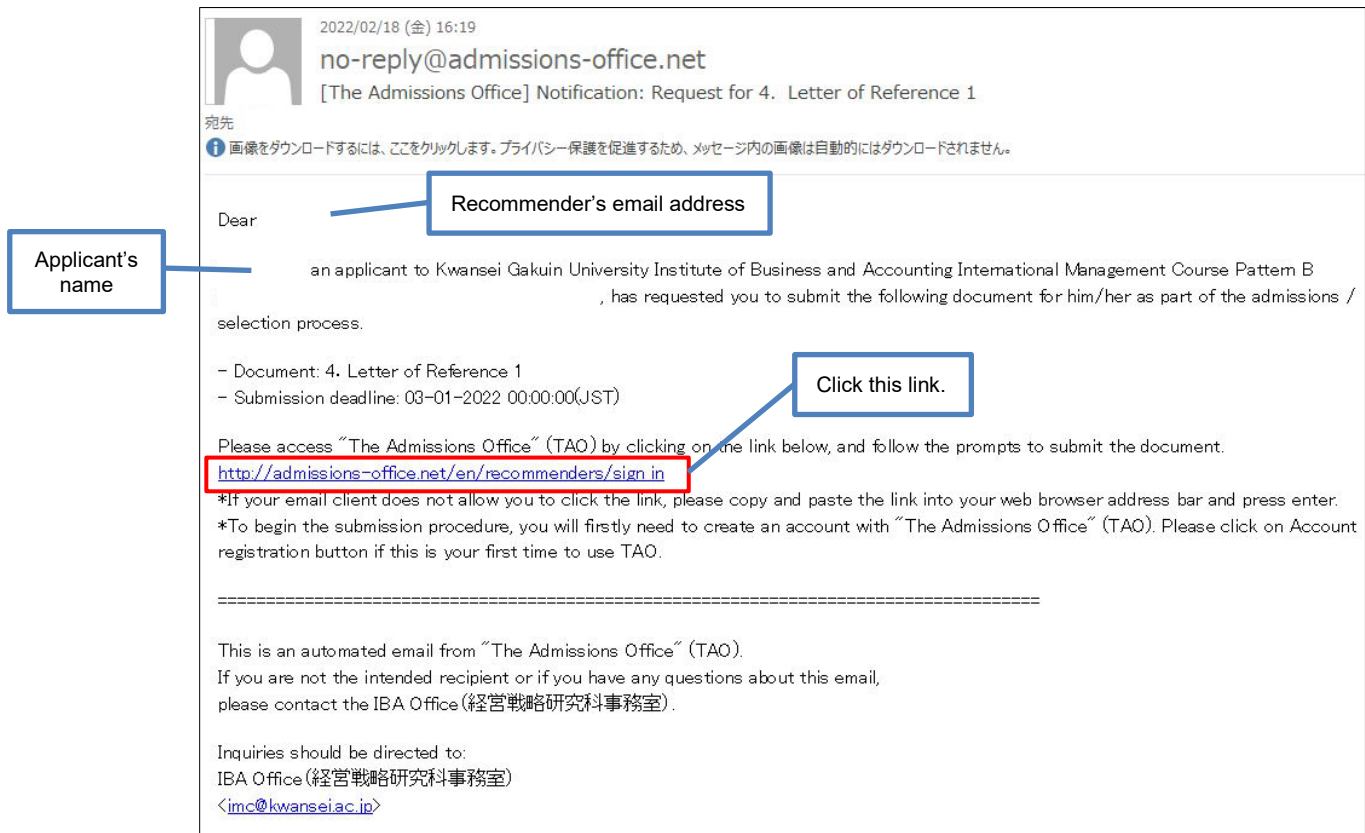


TAO Recommender's Manual

1. Receive a request email

- (1) An applicant sends a request for Letter of Reference to a recommender through the online application system, "**The Admissions Office (TAO)**", by filling in a recommender's email address.
- (2) The recommender will receive a request email to the email address the applicant has provided on TAO.



2. Creating an Account and Login

- (1) Please access to the link in the request email.
- (2) Click "**Account registration**".
- (3) Create a Recommenders/Requestees account.

English ▾

Applicants **Recommenders/Requestees**

※The login email address must match the one to which the applicant's request email was sent.

Email address

Password

Login

Account registration

Resend confirmation email I forgot my password

The recommender should register a recommender's account with an email address to which the request email was sent. If the registered email address for a recommender's account is not the same address with the one you received the request email, the recommender cannot open the request on TAO.

Please be sure to select "English" when you receive a request as a recommender for this entrance examination.

Recommenders/Requestees English

Create an account

* Required fields

Email address *

Password *

Last name * First name *

Gender *

Display language *

Japanese English

Agree with the [terms and conditions](#)

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

Creating an account

- (4) After entering the required information, a confirmation email will be sent to your registered email address. Please click **"Complete your registration"** in the email. (The link is valid for 24 hours.)
- (5) Please login.

3. Submit a Letter of Reference

- (1) The **"List of requests you have received"** displays a list of requests from the requestor.
- (2) Please open the request, be sure to read the notes on TAO, and prepare a Letter of Reference.
- (3) Upload the document in PDF file format.
- (4) Click **"Save"**.

Not submitted


4. Letter of Reference 1

Attention

- The "Submit" button will appear once all forms have a status of "Entered".

Document name	Completion Status
4. Letter of Reference	Incomplete

Decline this request



The Admissions Office
Supporting the University's strategic plan for the workforce

List of requests you have received

List of requests you have received > List of documents requested > Prepare documents requested

4. Letter of Reference

Notes for Letter of Reference


References should be written in English. * I understand.

References should be written on official letterhead of the university or other institution to which the recommender belongs. (There is no form specified.) * I understand.

References should be with recommender's signature. * I understand.

TAO Recommender's Manual [Please be sure to refer to this manual before you write a letter of reference.](#)

Letter of Reference


 Drag and drop a file here or click to browse

Please upload a letter of reference here.
Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.

Please upload the file here

Save

- Letter of Reference should be written ***in English*** on **official letterhead** of the university or other institution to which the recommender belongs. (There is no form specified.)
- Letter of Reference should be with recommender's ***handwritten*** signature.
Please do not paste the image of your signature into the PDF of letter.
Electronic Signature is not acceptable.
- We require the recommender's handwritten signature on the letter instead of pasting in an image of the signature, so please kindly write the signature on the letter after printing it out, and then scan it into a PDF.
- PDF file of the letter should be uploaded on TAO by the recommender.

- (5) Be sure to click **"Submit"** button to complete the submission. If you do not press this button, your submission will not be completed and the office cannot check your Letter of Reference.

List of requests you have received > List of documents requested

Not submitted

4. Letter of Reference 1

Attention

- This form is not yet submitted. "Submit" button must be clicked on.

Document name	Completion Status
4. Letter of Reference	Please submit >

Submit documentation request form

Are you sure?

Please make sure this message appears: "Submitted"

Submitted

Kwansei Gakuin University | Institute of Business and Accounting | International Management School | IT

4. Letter of Reference 1

Note:

The online application forms can be viewed and filled in only during the application period as below.

< First Intake >

from October 30, 2024 at 0:00 a.m. to November 6, 2024 at 3:00 p.m. in Japan time.

< Second Intake >

from January 15, 2025 at 0:00 a.m. to January 22, 2025 at 3:00 p.m. in Japan time.

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

TAO Help Center

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

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