

# 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.

2022/02/18 (金) 16:19  
no-reply@admissions-office.net  
[The Admissions Office] Notification: Request for 4. Letter of Reference 1

宛先  
画像をダウンロードするには、ここをクリックします。プライバシー保護を促進するため、メッセージ内の画像は自動的にダウンロードされません。

Dear **Recommender's email address**

**Applicant's name**, an applicant to Kwansai Gakuin University Institute of Business and Accounting International Management Course Pattern B, has requested you to submit the following document for him/her as part of the admissions / selection process.

- Document: 4. Letter of Reference 1
- Submission deadline: 03-01-2022 00:00:00(JST)

Please access "The Admissions Office" (TAO) by clicking on the link below, and follow the prompts to submit the document.  
[http://admissions-office.net/en/recommenders/sign\\_in](http://admissions-office.net/en/recommenders/sign_in)

\*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.  
\*To begin the submission procedure, you will firstly need to create an account with "The Admissions Office" (TAO). Please click on Account registration button if this is your first time to use TAO.

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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 IBA Office (経営戦略研究科事務室).

Inquiries should be directed to:  
IBA Office (経営戦略研究科事務室)  
<[imc@kwansaiac.jp](mailto:imc@kwansaiac.jp)>

## 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 \*  
 Email address

Password \*  
 Password  
 Please enter the new password again

Last name \* First name \*  
 Last name First name

Gender \*  
 Male  Female  Other

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) Write your signature and 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

Click here to open the request.

Decline this request



**The Admissions Office**  
Supporting the University's global recruitment strategy

List of requests you have received

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

## 4. Letter of Reference

### Notes for Letter of Reference

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References should be written in English. \*  I understand.

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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.


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

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[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 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

Decline this request    **Submit**

**Submit documentation request form**

Are you sure?

No    **Yes**

Please make sure this message appears: "Submitted"

Kwansai Gakuin University | Institute of Business and Accounting | International Management Course | IT

**Submitted**    4. Letter of Reference 1

Note:

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

**from June 3, 2026 at 0:00 a.m. to June 10, 2026 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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 Kwansai Gakuin University  
 Phone: +81-798-54-6572  
 Email: [imc@kwansai.ac.jp](mailto:imc@kwansai.ac.jp)