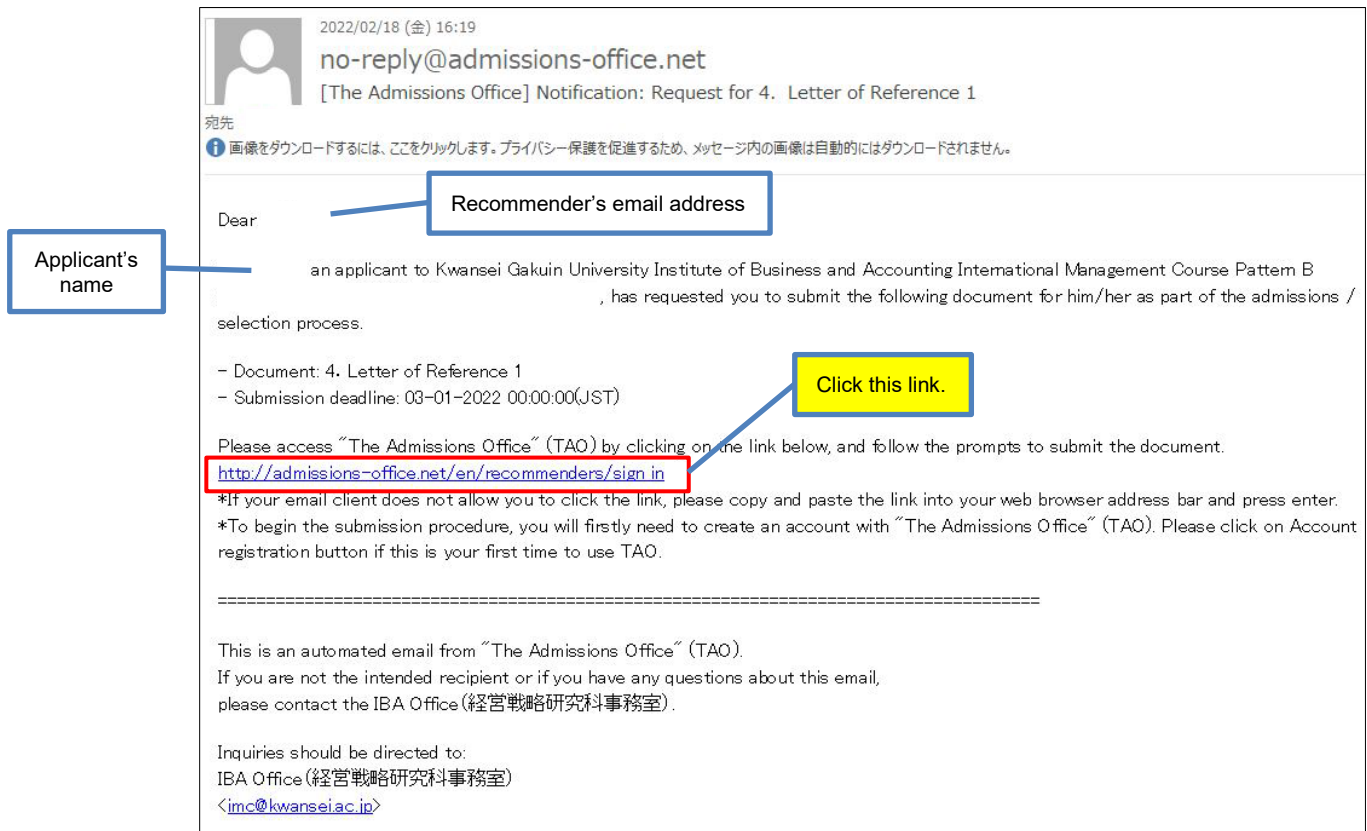# TAO Recommender's Manual

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.

Recommenders/Requestees
Create an account

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.

(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

Click here to open the request.

Decline this request

○ Letter of Reference should be written *in English* on *underlined 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.
Pasting the image of your signature or Electronic Signature is not acceptable.

○ 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"

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Institute of Business and
Accounting | International

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

＜Second Intake＞
 from January 14, 2026 at 0:00 a.m. to January 21, 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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