

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. Please check all of your mailboxes, as the email may have been filtered into the spam folder or another folder.

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 [Applicant's name],

[Recommender's email address], an applicant to Kwansei 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

*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@kwansei.ac.jp>](mailto:imc@kwansei.ac.jp)

2. Creating an Account and Login

- (1) Please access 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 *

Please enter the new password again

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

Decline this request

Click here to open the request.


The Admissions Office
Streamline the admissions process for you

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.

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"

Submitted Kwansai Gakuin University | Institute of Business and Accounting | International Management Center | 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 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.

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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