Guidelines for Required Documents and Information to Be Filled in for Online Application

The following is a list of items to be entered or files to be uploaded on The Admissions Office (TAO).

	Item	Details (and some notes)
1	**Confirmation of Application Eligibility** *Required fields *Direct input *Upload PDF file (only if applicable)	●Confirmation of whether you are eligible to apply or not. ●If your application eligibility has been approved by the "Preliminary Qualification Examination for Application", upload the PDF file of the "Confirmation of the Eligibility to Apply for International Management Course".
2	**Application Forms (1) - Basic Information** *Required fields *Direct input	・Your name (input CAPITAL LETTERS. As it appears on your passport) ・Gender, date of birth, current address, contact phone number, e-mail address ・Nationality *The katakana and Chinese character's names entered on the form will be used when issuing student ID cards and various certificates after enrollment. Some Chinese characters may be replaced with similar Chinese characters (substitute characters of the same meaning) based on the University's standards. *If katakana and Chinese character's names are not entered on the form, the IBA office will enter it based on the University's standards. ●Fill in your address precisely in order that the Examination Slip and the Result of the examination will be sent without missing.
3	**Application Forms (2) - Photograph** *Required fields *Upload photo data (JPEG)	●Prepare photo data that meets the following conditions. Photo ... 4:3 ratio, of the upper body, full face, without hat Date ... taken within 1 month Background ... **No background such as light blue, white or gray** Uploadable image format is JPG. The maximum file size is 20 MB. *The uploaded photo will be used for your student ID card after enrollment.
4	**Application Forms (3) - Education** *Required fields *Direct input	・High School ・University ・Graduate School ・Language schools, vocational schools, etc.
5	**Application Forms (4) - Professional Background** *Required fields (only if applicable) *Direct input *Upload PDF file (optional)	●If you have any **full-time** work experience, enter current and past employer information. ●If you are unable to fill in all the information in the fields on TAO, create a sheet of "Professional Background (full time work experience)" and upload it separately. (Refer to the "Entrance Examination Information" for the required items to be included in the "Professional Background".)
6	**University Transcript** *Required fields *Original documents must be sent by postal mail. *Upload PDF file	●Upload a PDF file of transcript issued by last university (and graduate school) attended. (For those who have completed graduate school, both university's transcript and graduate school's transcript are required.) Transcripts in English must be obtained and submitted. If you have difficulty submitting transcripts in English, submit an English translation in addition to the original transcripts. ●Applicants those whose application eligibility has been approved by the "Preliminary Qualification Examination for Application" before March, 2024 must submit "Transcript of your final education". ●Applicants those whose application eligibility has been approved by the "Preliminary Qualification Examination for Application" after April 2024 do not need to submit transcripts again. *If the "Transcript of your final education" cannot be issued for some reason, inquire the IBA office in advance.
7	**Graduation Certificate** *Required fields *Original documents must be sent by postal mail. *Upload PDF file	●Upload a PDF file of graduation certificate issued by last university (and graduate school) attended. (For those who have completed graduate school, both university's graduation certificate and graduate school's graduation certificate are required.) Graduation certificates in English must be obtained and submitted. If you have difficulty submitting certificates in English, submit an English translation in addition to the original certificates. ●Applicants those whose application eligibility has been approved by the

		"Preliminary Qualification Examination for Application" before March, 2024 must submit "Graduation certificate of your final education". ●Applicants those whose application eligibility has been approved by the "Preliminary Qualification Examination for Application" after April 2024 do not need to submit graduation certificates again. ●If date of graduation appears on transcript, submission of graduate certificates is unnecessary.
8	**Bachelor's degree Certificate** *Required fields (only if applicable) *Original documents must be sent by postal mail. *Upload PDF file (optional)	●If you are an overseas university graduate and your Graduation Certificate or Expected Graduation Certificate does not state that you have been awarded Bachelor' degree, please upload a PDF file of your Bachelor's degree Certificate on TAO.
9	**Letter of Reference** *Required fields *(Recommender) uploads PDF file	●Ask your recommender(s) to submit a PDF file of Letter of Reference on TAO. ●Applicants must send "TAO Recommender's Manual" to the recommender separately before making a request on TAO. ●E-mail address of the recommender(s) must be registered on TAO. Confirm in advance an institutional email address (official email address of the university, etc.) of the recommender(s) in order that TAO can send the URL which is necessary for uploading Letter of Reference directly to your recommender. ●Self-references and references by family members are not acceptable. ●Ask your recommender's to write using **the official letterhead** of the institution or university which your recommender belongs to. ●Letter of Reference should be with recommender's **handwritten signature**.
10	**Program Choice** *Required fields *Direct input	●Choose one program that you plan to major in at the application stage. Programs you belong to can be changed after enrollment. ●For the details of the four Specialized Study Programs, refer to this webpage.
11	**Reason for Application & Brief Essays on Prescribed Topics** *Required fields *Upload PDF file	●Download the cover page of essays and attach it to the first page of your statements for the essays. ●Put a page number on the bottom of each sheet. ●Upload all the sheets together (including the cover page) as one PDF file.
12	**Certificates of English Language Ability** *Required fields *Direct input *Upload PDF file	●Upload the PDF file of a score certificate of TOEFL (iBT or ITP) , IELTS or TOEIC. (There is no specific requirement for the validity period of a score certificate.) ●Enter scores and the date that the scores were obtained. ●Due to system specifications, electronic certificates will be displayed an error message on our side and the contents cannot be verified; if you are submitting an electronic/digital score certificate such as TOEFL, please print it out first, scan it and then upload the PDF version.
13	**Certificates for Qualification** *Direct input *Upload PDF file	●If you are submitting documents certify the qualification or ability other than "Certificates of English Language Ability", upload a PDF file. (i.e., a score certificate of GMAT or GRE, thesis, and academic papers) ●Enter details about the documents you are submitting, which includes scores and the date that the scores were obtained.
14	**Evidence of Payment for the Entrance Examination Fee** *Required fields *Upload file	●After payment of the Entrance Examination Fee, scan or take a photo of the payment receipt and upload the file. Uploaded files can be in PNG, JPG (JPEG), or PDF format. The maximum file size is 20 MB. ●If you pay the fee at a convenience store, upload a scanned file or photo of '収納証明書' after the payment.
15	**Certificate of connection between former name and current name** *Upload PDF file	**(Applicable applicant only)** ●If the name on any uploaded certificates differs from your current name, upload a PDF file of explanatory documentation that proves the connection. ●For a Japanese, upload a PDF file of '戸籍謄本' or '戸籍抄本'.

16	**Photocopy of your 'Residence Card'** *Required fields (only if applicable)* *Upload PDF file	**(Non-Japanese applicant only)** ● Upload a PDF file of a photocopy of 'Residence Card' (both sides). Uploadable file format is PDF. The maximum file size is 20 MB.
17	**Letter of Reference from your company, municipality, etc.** *Original documents must be sent by postal mail.* *Upload PDF file	**(Applicable applicant only)** ● Only for applicants who belong to companies, municipalities, etc. **that have signed a memorandum of understanding with the Institute of Business and Accounting.** ● Request the designated form of Institute of Business and Accounting to iba@kwansei.ac.jp by e-mail. ● Upload a PDF file of a letter of reference.
18	**Early Graduation Application Form** *Upload PDF file (optional)	**(Applicable applicant only)** ● If applicants wish to enroll in IBA through early graduation, upload a PDF file of photocopy of Early Graduation Application Form (or certificate) which you submitted to the university before.