TAO Applicant's Manual

1. Creating an Account and Login

(1) Please access to **The Admissions Office (TAO)** from the link or QR code below.

https://admissions-office.net/en/portal

(2) Click **"Account registration"** and fill in all the required information.

Please register an email address that you use regularly, as we may send you important notice after you complete the application.

Please be sure to select "English" when you apply for this entrance examination.

(3) After entering the required information, a confirmation email will be sent to your registered email address. Please click "**Complete your registration**" in the email.

(4) Please login.

2. Start Application

(1) Please access to the admission page of "**Institute of Business and Accounting / International Management Course / Pattern A 2023 Fall Entry**" from the link or QR code below.
   *The application form can be filled in via smartphone, but via PC is highly recommended.

https://admissions-office.net/ja/applicant/university_recruitments/4198

(2) Click on the "**Start my application**" button below the "**Application details**", then start fill in the application forms.

+ Start my application
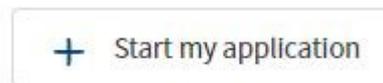
● **Contents to be submitted on TAO**

The following is the contents to be submitted on TAO.
For details on each item, please refer to the another file **"Documents Required for Application"** on the Institute of Business and Accounting website: https://iba.kwansei.ac.jp/en/imce/admission/
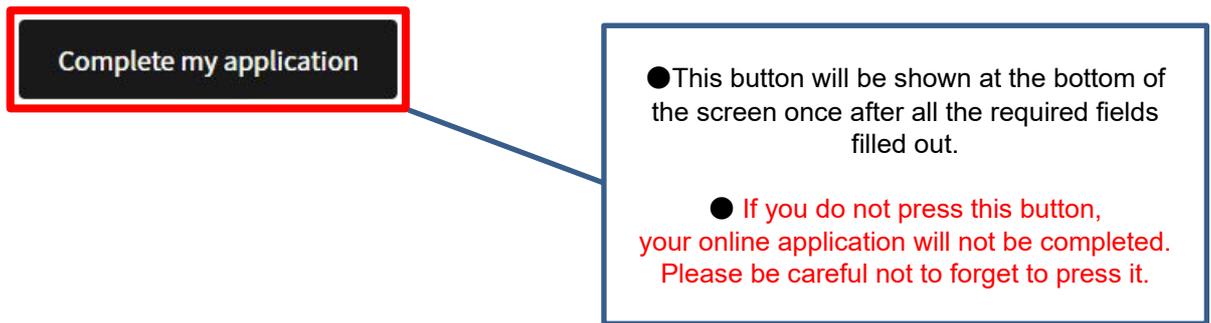
Note:
The online application forms can be viewed and filled in only during the application period, which is **from June 7, 2023 at 0:00 a.m. to June 14, 2023 at 3:00 p.m. in Japan time**.
You will not be able to check the contents of the online application forms before the application period.

Prepared by applicant		
[1] Confirmation of Application Eligibility *	[8] 4. Letter of Reference (for applicants information) *	[15] 11. Photocopy of your 'Residence Card' (Non-Japanese applicant only) *
[2] 1. Entrance Examination Application Forms (1) - Basic Information *	[9] 5. Program Choice *	[16] 12. Letter of Reference from your company, municipality, etc. (Applicable applicant only)
[3] 1. Entrance Examination Application Forms (2) - Photograph *	[10] 6. Reason for Application & Brief Essays on Prescribed Topics *	[17] Common to all items *
[4] 1. Entrance Examination Application Forms (3) - Education *	[11] 7. Certificates of English Language Ability *	**Prepared by person other than applicant**
[5] 1. Entrance Examination Application Forms (4) - Professional Background *	[12] 8. Certificates for Qualification *	[18] 4. Letter of Reference 1 *
[6] 2. University Transcript *	[13] 9. Evidence of Payment for the Entrance Examination Fee *	[19] 4. Letter of Reference 2 *optional
[7] 3. Graduation Certificate *	[14] 10. Certificate of connection between former name and current name (Applicable applicant only) *	[20] 4. Letter of Reference 3 *optional

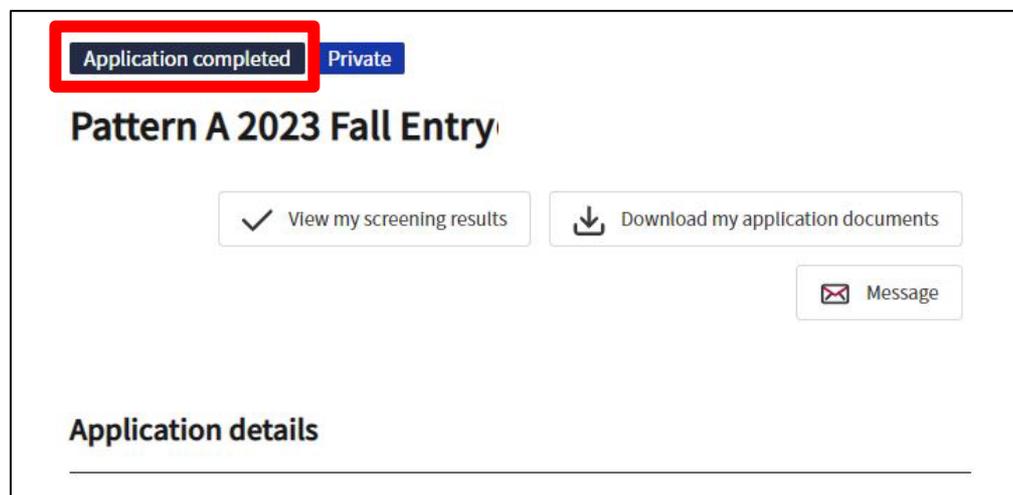Please click on each item to enter the information. You may start your application from any section.

(3) Once you fill out all the information, be sure to click "**Complete my application**" button.

●This button will be shown at the bottom of the screen once after all the required fields filled out.

● If you do not press this button, your online application will not be completed. Please be careful not to forget to press it.

➢ Please note that you cannot press "**Save and go to next**" button unless you complete the required fields marked with "＊".

➢ Even after you have temporarily saved your application, you can modify it as many times as you like until you click "**Complete my application**". Please note that once you click "**Complete my application**", you will not be able to make any changes to your application (we will not be able to accept any requests for changes after you click "**Complete my application**").

➢ You can resume filling in the application forms from the top "**Applications**" button for temporarily saved application.

(4) Make sure to confirm your application status has been changed from "**Application in progress**" to "**Application completed**".
If the application status has not been changed to "**Application completed**", we will treat your application as "incomplete document", and your application will be excluded from the selection process.

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

TAO Help Center
https://admissions-office.net/en/faq/top

Institute of Business and Accounting
Kwansei Gakuin University