TAO Applicant's Manual for Pattern JICA

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 JICA 2022 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/1497

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

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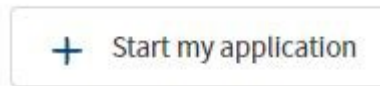
● **Contents to be submitted on TAO**

The following is the contents to be submitted on TAO.
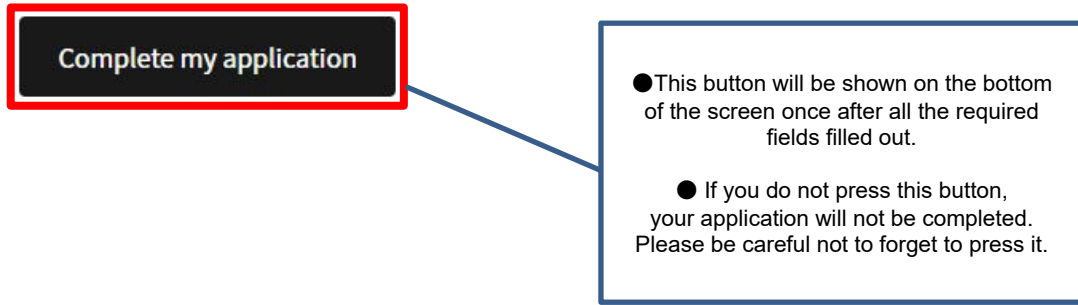For more details, please refer to the online application forms.

Note:
The online application forms can be viewed and filled in only during the application period, which is from April 4, 2022 to May 18, 2022.

Prepared by applicant

[1] Confirmation about your eligibility *

[2] 1. Entrance Examination Application Forms (1) - Basic Information *

[3] 1. Entrance Examination Application Forms (2) - Photograph *

[4] 1. Entrance Examination Application Forms (3) - Education *

[5] 1. Entrance Examination Application Forms (4) - Professional Background *

[6] 2. University Transcript *

[7] 3. Graduation Certificate *

[8] 4. Letter of Reference (for applicants information) *

[9] 5. Program Choice *

[10] 6. Reason for Application & Brief Essays on Prescribed Topics *

[11] 7. Certificates of English Language Ability (Non-native English speakers only) *

[12] 8. Certificates Providing Evidence of Management-related Knowledge *

[13] 9. Copy of Passport *

[14] Common to all items *

Prepared by person other than applicant

[15] 4. Letter of Reference 1 *

[16] 4. Letter of Reference 2 *optional
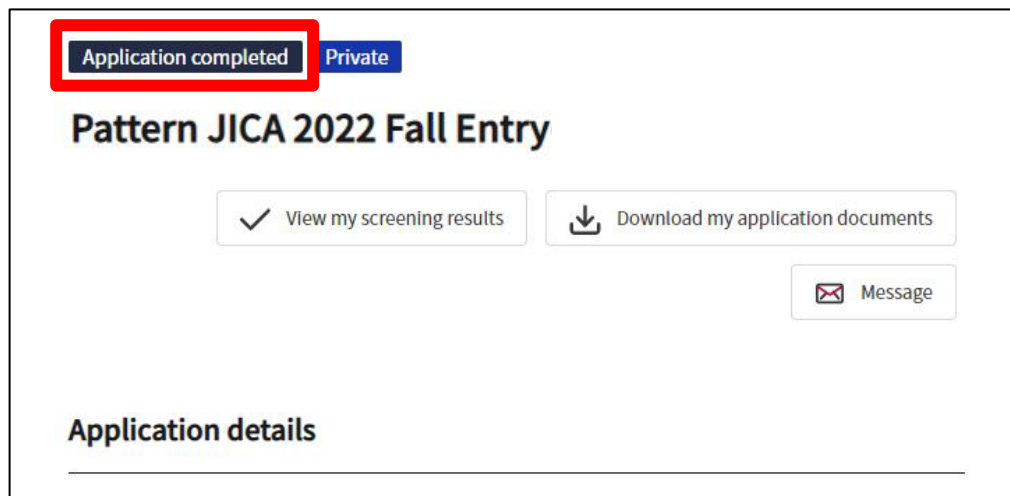
[17] 4. Letter of Reference 3 *optional

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.

Complete my application

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

● If you do not press this button, your 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**".

Application completed   Private

Pattern JICA 2022 Fall Entry

✓ View my screening results   ⬇ Download my application documents

✉ Message

Application details

If you have you 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