

# 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.

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 Kwasei 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](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@kwaseiac.jp>

## 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.

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 \*  
Email address

Password \*  
Password  
Please enter the new password again

Last name \* First name \*  
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.

## 2. Submit 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**".



**The Admissions Office**  
Supporting the Admissions Office for the workforce

List of requests you have received

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List of requests you have received > List of documents requested > **Prepare documents requested**

### 4. Letter of Reference

**Notes for Letter of Reference**

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References should be written in English. \*  I understand.

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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.

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References should be with recommender's signature. \*  I understand.

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**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

- (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	<b>Please submit</b> >

**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.**

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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 Kwansei Gakuin University  
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 Email: [imc@kwansei.ac.jp](mailto:imc@kwansei.ac.jp)