

# TAO Applicant's Manual

\* The year and some words on this manual could be different from the screen of TAO.

## 1. Creating an Account and Login

(1) Please access **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.

Notice | English | Login | **Account registration**

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Search schools | Admission Schemes | Profile | Applications | Favorites | Message | For Educators

### Find a School you want to apply

If you fill out the "profile" before you start your application, common fields will be automatically reflected when you apply for multiple admission schemes.

Search School with keywords | All schools | All admission schemes | Search

#### Create an applicant's account

English | \* Required fields

**Email address \***

Email address

**Password \***

Password

Please enter the new password again

**Last name \*** | **First name \***

Last name | First name

**Middle name**

Middle name

**Date of birth/gender \***

Date of birth

Male  Female  Other

**Display language \***

Japanese  **English**

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.

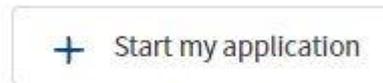
- (3) After entering the required information, a confirmation email will be sent to your registered email address. Please click **“Complete your registration”** in the email.
- (4) Please login.

## 2. Start Application

- (1) Please access the admission page of "International Admission 2026 (First/Second Examination)" by following the steps below.  
\*The application form can be filled in via smartphone, but via PC is highly recommended.

**TAO top page** > Select **“Kwansei Gakuin University”** > At the “Department/Course” section, click **“School of International Studies”** > At the “Program/Major” section, click **“Department of International Studies”** > At the “Admission Scheme” section, select **“International Admission 2026 (First Examination)”** or **“International Admission 2026 (Second Examination)”**

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



### ● Contents to be submitted on TAO

The followings are 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 below.

First Examination: **Friday August 22 – Friday, August 29, 2025**

Second Examination: **Friday, November 7 – Friday, November 14, 2025**

#### Prepared by applicant

- 1 Confirmation \*
- 2 Application Form I \*
- 3 Admission Application Form II \*
- 4 Proof of English Proficiency \*
- 5 Official Transcript and Graduation Certificate from High School \*
- 6 Official Transcript and Attendance Record from Japanese Language School \*required only for those who apply
- 7 Standardized Test Scores/National University Entrance Examination Results \*

Essays on the Prescribed Topics \*required only for those who cannot submit

- 8 Standardized Test Scores/National University Entrance Examination Results

- 9 Statement of Purpose \*

- 10 Financial Information \*

- 11 Identification Document \*

- 12 Japanese Language Assessment \*

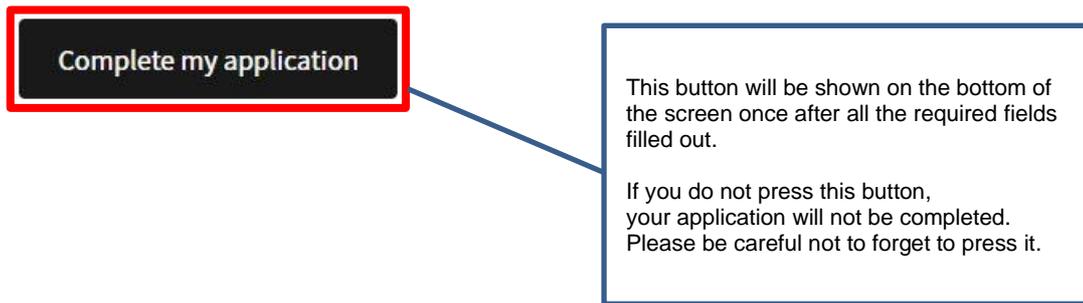
#### Prepared by person other than applicant

- 13 Letter of Recommendation \*

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.



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Kwansei Gakuin University | School of International Studies | Department of International Studies | International Admission for 2024 (First Examination)

Progress  
**13 / 13**

Progress of required fields  
**11 / 11**

\* indicates a required field.

Prepared by applicant

Confirmation \*

Application Form I \*

**content confirmation**

## Confirmation of contents

### Application form

Please check your application documents again.

- Confirmation
- Application Form I
- Admission Application Form II
- Proof of English Proficiency
- Official Transcript and Graduation Certificate from High School
- Official Transcript and Attendance Record from Japanese Language School \*required only for those who apply
- Standardized Test Scores/National University Entrance Examination Results
- Essays on the Prescribed Topics \*required only for those who cannot submit Standardized Test Scores/National University Entrance Examination Results
- Statement of Purpose
- Financial Information
- Identification Document
- Japanese Language Assessment

### Documentation Request Form

Please check your application documents again.

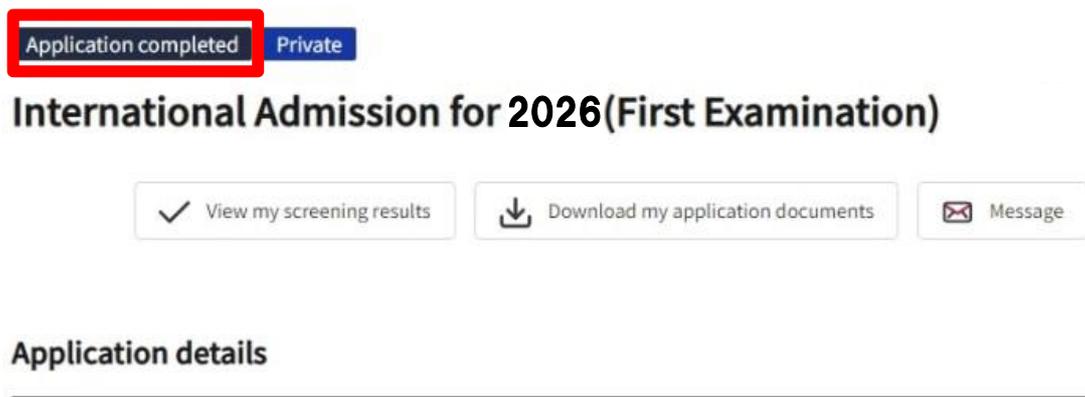
- Letter of Recommendation

Please check all the documents again.

Yes, I have checked.

- 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 that your application status has been changed from "**Application in progress**" to "**Application completed**".



The screenshot shows a user interface for an application. At the top, there are two buttons: "Application completed" (highlighted with a red box) and "Private". Below these is the title "International Admission for 2026(First Examination)". Underneath the title are three buttons: "View my screening results" (with a checkmark icon), "Download my application documents" (with a download icon), and "Message" (with an envelope icon). Below the buttons is a section header "Application details" followed by a horizontal line.

- ※ If your application has some insufficient parts, we will return your application with the message. Therefore, please check the message from TAO frequently after you submit the application. If your application is returned, please submit it by the submission due date.

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>

School of International Studies  
Kwansei Gakuin University