

# TAO Recommender's Manual

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

## 1. Receive a request email

- (1) An applicant will send a request for Letter of Recommendation to the recommender through the online application system, "**The Admissions Office (TAO)**", by filling in the recommender's email address.
- (2) You will receive a request email to the email address the applicant has provided on TAO.

[The Admissions Office] Letter of Recommendation Contact us to request / Request for Letter of Recommendation

no-reply@admissions-office.net  
To

**Recommender's Email Address** 様

Applicant's Name 様という 関西学院大学 School of International Studies Department of International Studies International Admission for 2024 (First Examination) に出願中の方から入試・選考の一環として、以下の書類の提出依頼が届いております。

【書類名】 : Letter of Recommendation

下記のURLから"The Admissions Office" (TAO)にアクセスし、画面の指示に従って書類の提出をお願いいたします。  
[https://admissions-office.net/recommenders/sign\\_in](https://admissions-office.net/recommenders/sign_in)  
 ※お使いのメールソフトでリンクをクリックできない場合は、リンクをコピーしてWebブラウザのアドレスバーに貼り付け、Enterキーを押してください。  
 ※書類の提出には"The Admissions Office" (TAO)への会員登録が必要となります。お済みでない方は「会員登録」ボタンを押して登録をお願いいたします。

**Applicant's Name** an applicant to Kwansai Gakuin University School of International Studies Department of International Studies International Admission for 2024 (First Examination) has requested you to submit the following document for him/her as part of the admissions / selection process.

- Document: Letter of Recommendation

Please access "The Admissions Office" (TAO) by clicking on the link below, and follow the prompts to submit the document.  
[https://admissions-office.net/recommenders/sign\\_in](https://admissions-office.net/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.

Click this link.

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 このメールは"The Admissions Office" (TAO)から自動送信されております。  
 内容に心当たりのない場合や、質問がある場合はたいへんお手数ですがSchool of International Studies Officeまでお問い合わせください。  
 お問い合わせ先：  
 School of International Studies Office  
 <kgusis@kwansai.ac.jp>

## 2. Creating an Account and Login

- (1) Please access the link shown 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 as 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 for this entrance examination.

Check the boxes.

Recommenders/Requestees English ▾

**Create an account**

\* Required fields

Email address \*

Password \*  
  
 Please enter the new password again

Last name \*   
 First name \*

Gender \*  
 Male  Female  Other  
 Please select from the choices.

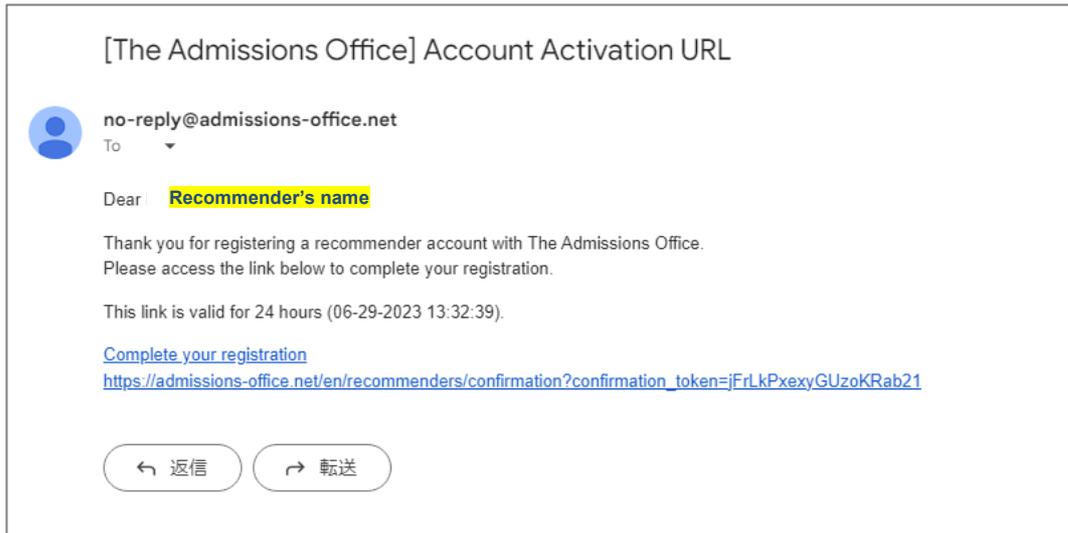
Display language \*  
 日本語  English

Agree with the [terms and conditions](#)  
 Agree with the [Handling of personal information](#)

**Creating an account**

Back

- (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.

### 3. Submit Letter of Recommendation

- (1) The **"List of requests you have received"** displays a list of requests from the requestor.



List of requests you have received

#### List of requests you have received

Submission status	School and Admission Scheme	What has been requested	Who has requested	When the request was made	Application Deadline
Not submitted	Kwansei Gakuin University   School of International Studies   Department of International Studies   International Admission for 2024 (First Examination)のコピー  ^ Close	Letter of Recommendation	<a href="#">佐部利 睦</a>	06-28-2023 13:28:36	- >

(2) Please open the request and fill in the prescribed "Letter of Recommendation" form.


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List of requests you have received

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[List of requests you have received](#) > 
 [List of documents requested](#) > 
 [Prepare documents requested](#)

### Letter of Recommendation

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**Letter of Recommendation**

Name of Applicant \*  Length of characters : 0 / 200

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Date of Birth of Applicant

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Please describe why you recommend the applicant to the School of International Studies at Kwansai Gakuin University. \*

Length of characters : 0 / 6000

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**Recommender's Information**

Name of Institution \*  Length of characters : 0 / 200

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Address of Institution \*  Length of characters : 0 / 200

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Phone \*  Length of characters : 0 / 200

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Fax  Length of characters : 0 / 200

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Email \*  Length of characters : 0 / 200

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If for some reason you do not have an institutional email address, such as having already retired, please attach any documentation showing that you are/were employed at the school.



Drag and drop a file here or click to browse

Only files with the extension of .png .jpeg .jpg .pdf can be uploaded. Files need to be no larger than 20MB.

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Name \*  Length of characters : 0 / 200

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Confirmation \*  I hereby declare that the information contained in the letter of recommendation is true and correct, and I recommend this student for admission to the School of International Studies, Kwansai Gakuin University.

Save

(3) Click "Save".

(4) Be sure to click **"Submit"** button to complete the submission.

List of requests you have received > List of documents requested

**Not submitted**

### Letter of Recommendation

Attention

- This form is not yet submitted. "Submit" button must be clicked on.

Document name	Completion Status
Letter of Recommendation	Please submit

(5) Make sure to confirm that the submission status has been changed from **"Not submitted"** to **"Submitted."**

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List of requests you have received

### List of requests you have received

Submission status	School and Admission Scheme	What has been requested	Who has requested	When the request was made	Application Deadline
<b>Submitted</b>	Kwansei Gakuin University   School of International Studies   Department of International Studies   International Admission for 2024 (First Examination)	Letter of Recommendation	Name	06-28-2023 13:28:36	-

^ Close

Note:

The online application forms can be viewed and filled in only during the application period below.

First Examination: **Thursday, August 22 – Friday, August 30, 2024**

Second Examination: **Friday, November 8 – Friday, November 15, 2024**

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  
Phone: +81-798-54-6072  
Email: [kgusis@kwansei.ac.jp](mailto:kgusis@kwansei.ac.jp)