

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.

Notice English Login **Account registration**

The Admissions Office 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.

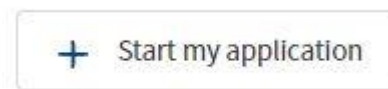
2. Start Application

(1) Please access to the admission page of "International Admission 2023 (First 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 2023 (First Examination)"** or **"International Admission 2023 (Second Examination)"**

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



● 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 below.

First Examination: **Wednesday, August 24 – Friday, September 2, 2022**

Second Examination: **Monday, October 24 – Monday, November 7, 2022**

Prepared by applicant

- 1 Application Form I *
- 2 Admission Application Form II *
- 3 Official Transcript and Graduation Certificate from High School *
- 4 Official Transcript and Attendance Record from Japanese Language School
- 5 Standardized Test Scores
- 6 Proof of English Proficiency *
- 7 Statement of Purpose *

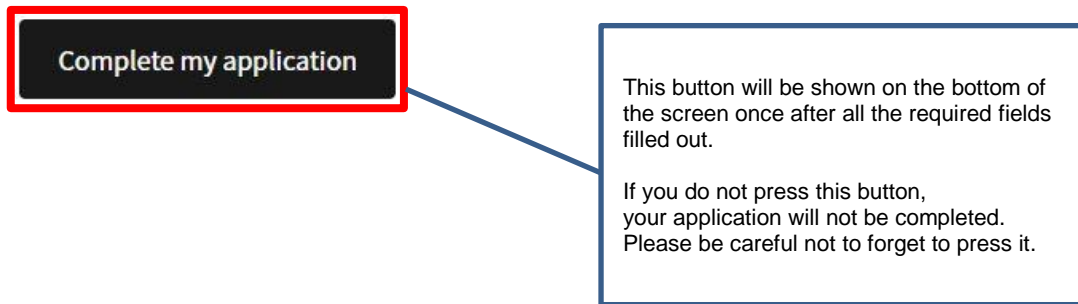
- 8 Essays on the Prescribed Topics *
- 9 Financial Information *
- 10 Identification Document *
- 11 Japanese Language Assessment *
- 12 Confirmation *

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

Prepared by person other than applicant

- 13 Letter of Recommendation *

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



The screenshot displays the application form interface for Kwansai Gakuin University. The header includes the university's name and navigation links: Search schools, Admission Schemes, Profile, Applications (highlighted), Favorites, and Message.

Left Sidebar:

- Kwansai Gakuin University / School of International Studies / Department of International Studies / International Admission for 2023 (First Examination)
- Progress: 13 / 13
- Progress of required fields: 11 / 11
- * Indicates a required field.
- Prepared by applicant:
 - ☒ Application Form I *
 - ☒ Admission Application Form II *
 - ☒ Official Transcript and Graduation Certificate from High School *
 - ☒ Official Transcript and Attendance Record from Japanese Language School
 - ☒ Standardized Test Scores
 - ☒ Proof of English Proficiency *
 - ☒ Statement of Purpose *
 - ☒ **content confirmation**
 - ☒ Tenure *

Main Content Area:

- Application form**

Please check your application documents again.

 - Application Form I
 - Admission Application Form II
 - Official Transcript and Graduation Certificate from High School
 - Official Transcript and Attendance Record from Japanese Language School
 - Standardized Test Scores
 - Proof of English Proficiency
 - Statement of Purpose
 - Essays on the Prescribed Topics
 - Financial Information
 - Identification Document
 - Japanese Language Assessment
 - Confirmation
- Documentation Request Form**

Please check your application documents again.

 - Letter of Recommendation
- Please check all the documents again.

☒ Yes, I have checked.

Bottom Buttons:

- Continue editing
- Complete my application**

- 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

International Admission for 2023 (First Examination)

✓ 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>

School of International Studies
Kwansei Gakuin University