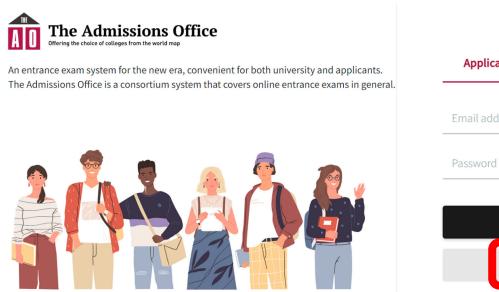
The Admission Office (TAO) Online Application Manual

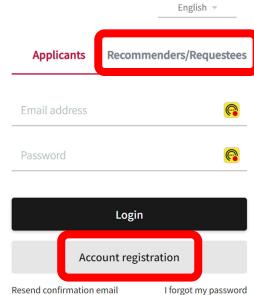
For Recommenders

1. Create TAO Account

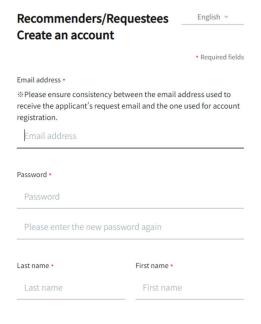
After requester sends a request from the TAO System, an email will be sent to you through TAO automatically. Please click on the URL link in the email.

To use TAO, from "Account registration", you need to create a TAO account with the legal name written in the same alphabetical characters as shown on your passport.



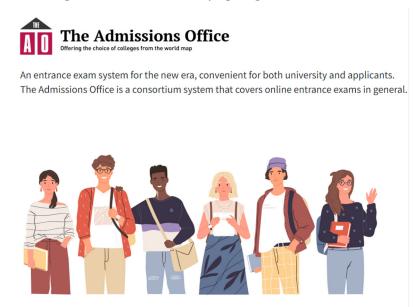


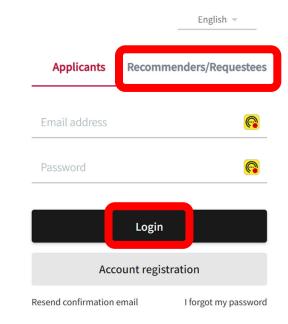
After filling in the necessary information, a registration confirmation email will be sent. The account creating process is completed by clicking the link in the email.



Last name *	First name *		
Last name	First name		
Gender ∗			
Male Female Ot	her		
Display language *			
● 日本語			
Agree with the <u>terms and cond</u>	litions		
Agree with the <u>Handling of per</u>	sonal information		
Create	an account		
	Back		

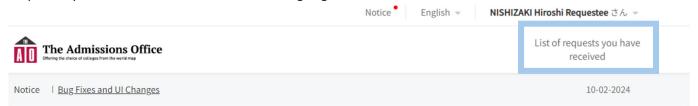
Please go back to the same page again, fill in the email address/pass, and push "Login".





2. Procedures

This is the top page of the recommender/requestee form, where you can confirm all request information and status. When you would like to go back to this page, please click on "List of requests you have received" in the blue highlighted box.



List of requests you have received

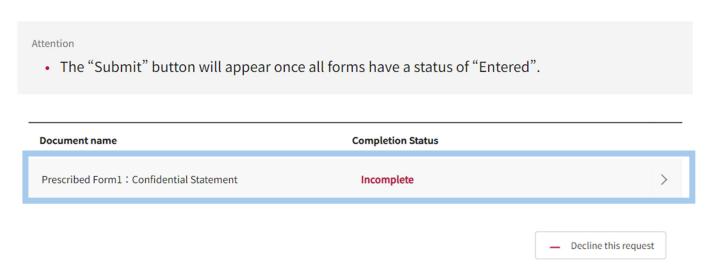
Submission status	School and Admission Scheme	What has been requested	Who has requested	When the request was made	Application Deadline	
Submitted	JDS Program AY2025 Enrollment India Application Form *name of country*	Prescribed Form1: Confidential Statement		10-04-2024 22:17:06	2024/12/31 00:00(JST)(85 days left)	
Submitted	JDS Program AY2025 Enrollment Nepal 【9/19更 新】Ver.3 Grand Master as of 9/19_14:00のコピー	Prescribed Form1: Confidential Statement		09-19-2024 14:14:21	2024/09/28 00:00(JST) (Closed)	
Submitted	JDS Program AY2025 Enrollment Nepal 【9/19更 新】Ver.3 Grand Master as of 9/19_14:00のコピー			09-19-2024 14:07:47	2024/09/28 00:00(JST) (Closed)	

After clicking on each request, please continue to the document attachment page.

List of requests you have received > List of documents requested

Not submitted

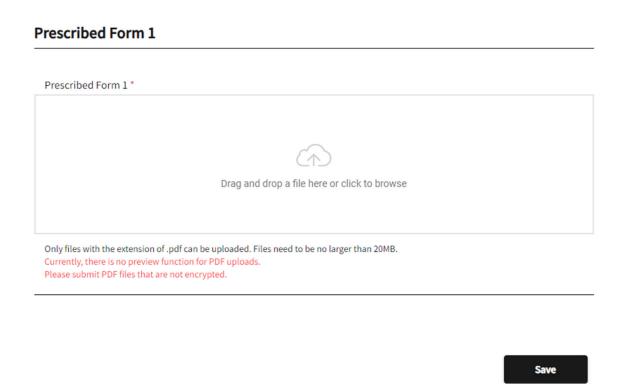
Prescribed Form1: Confidential Statement



Attach Prescribed Form 1 and save.

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

Prescribed Form1: Confidential Statement

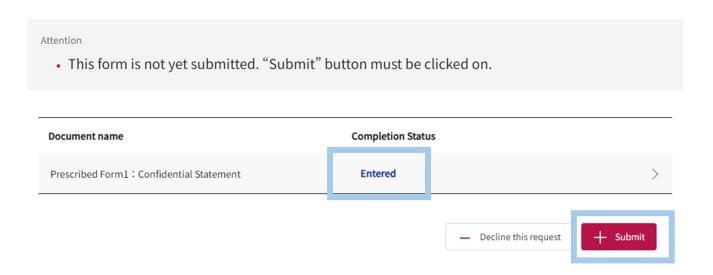


Completion Status will change to "Entered" from "Incomplete". Please click on "Submit".

List of requests you have received > List of documents requested

Not submitted

Prescribed Form1: Confidential Statement



When completion Status changes to "Completed" from "Entered", the procedure is completed successfully.

Submitted

Prescribed Form1: Confidential Statement

• This documentation request form has been submitted. No changes can be made to the contents of the document after its submission.



End