

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.



An entrance exam system for the new era, convenient for both university and applicants.
The Admissions Office is a consortium system that covers online entrance exams in general.



English ▾

Applicants **Recommenders/Requestees**

Email address

Password

Login

Account registration

[Resend confirmation email](#) [I forgot my password](#)

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.

Recommenders/Requestees English ▾

Create an account

* Required fields

Email address *

※ Please ensure consistency between the email address used to receive the applicant's request email and the one used for account registration.

Email address

Password *

Password

Please enter the new password again

Last name * First name *

Last name First name

Gender *

☐ Male ☐ Female ☐ Other

Display language *

☒ 日本語 ☐ English

☐ Agree with the [terms and conditions](#)

☐ Agree with the [Handling of personal information](#)

Create an account

Back

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



The Admissions Office

Offering the choice of colleges from the world map

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English ▼

Applicants

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Login

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I forgot my password

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.

Notice

English ▼

NISHIZAKI Hiroshi Requestee さん ▼



The Admissions Office

Offering the choice of colleges from the world map

List of requests you have received

Notice | [Bug Fixes and UI Changes](#)

10-02-2024

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	NISHIZAKI Hiroshi	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	NISHIZAKI Hiroshi	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	Confirmation of the Application Form	NISHIZAKI Hiroshi	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

Attention

- The “Submit” button will appear once all forms have a status of “Entered”.

Document name	Completion Status
Prescribed Form1 : Confidential Statement	Incomplete >

Decline this request


Attach Prescribed Form 1 and save.

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

Prescribed Form1 : Confidential Statement

Prescribed Form 1

Prescribed Form 1 *



Drag and drop a file here or click to browse

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

Currently, there is no preview function for PDF uploads.

Please submit PDF files that are not encrypted.

Save

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

Attention

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

Document name	Completion Status
Prescribed Form1 : Confidential Statement	Entered

[Decline this request](#)
[+ Submit](#)

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.

Document name	Completion Status
Prescribed Form1 : Confidential Statement	Completed

End