

# TAO Online Application Manual

## Contents

1. Create a TAO Account
2. Application start procedure, screen overview, and key points to note
3. Education Background Sheet and Work Experience Sheet
4. Contact with JDS Project Office through TAO Message
5. Final confirmation before submission and completion of application

## 1. Create a TAO Account

From “Account registration”, please create a TAO account with the name written in the same alphabetical characters as shown on your passport or ID.



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

After filling in the necessary information, a registration confirmation email will be sent from TAO administration. Please click the link in this email to complete the account creation process.

### Create an applicant's account

English

\* Required fields

Email address \*

Email address

Password \*

Password

Please enter the new password again

Last name \*

Last name

First name \*

First name

Date of birth/gender \*

Date of birth

☐ Male ☐ Female ☐ Other

Display language \*

☐ 日本語 ☐ English

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

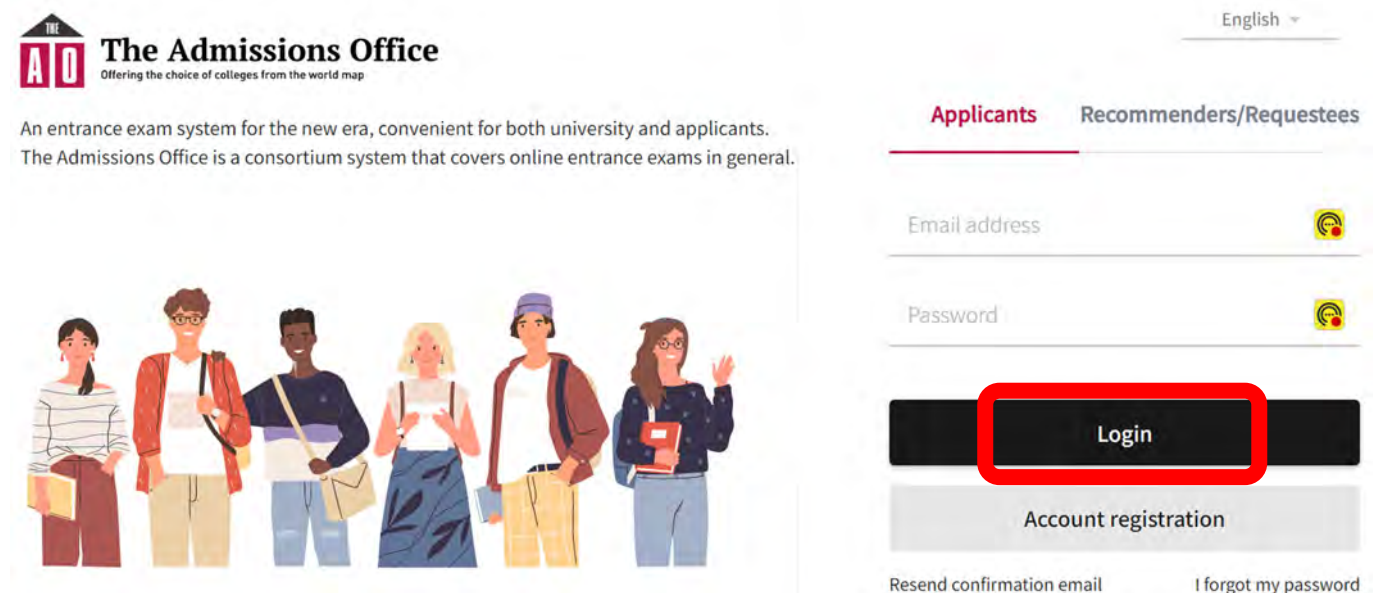
☐ Agree with the [Handling of personal information](#)

Create an account

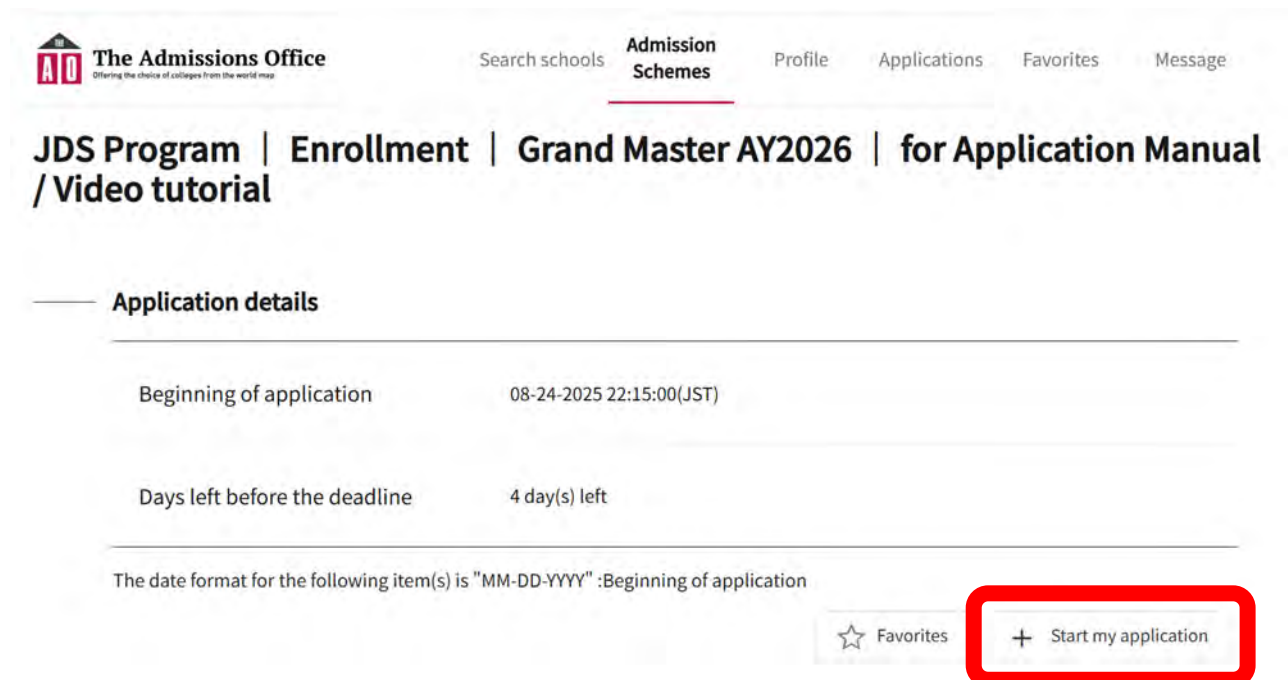
## 2. Application start procedure, screen overview, and key points to note

### 2-1. Start application

Return to the same page, enter your email address and password and click "Login".



Click "Start my application" under "Application details". This button will not be shown after you start the application.



## 2-2. Explanation of the input screen and important notes

This is the top page of the application form.

**[1]** JDS Program | Enrollment | Grand Master AY2026 | for Application Manual / Video tutorial

Progress  
0 / 15

Progress of required fields  
0 / 14

\* indicates a required field.

Prepared by applicant

1. Study Course \*

2. Personal Information \*

3. Educational Background \*

Some field(s) have not been filled in yet.

**[2]** The Admissions Office

Search schools | Admission Schemes | Profile

**[3]** Applications | Favorites | Message

Application in progress | Others

### for Application Manual / Video tutorial

**[Deadline notification]**

- You have **4 day(s)** left before the Application Deadline.
- To start online application by PC, please click the left sidebar. To start online application by smartphone, please click the menu at the top.

**[Important Notices]**

- Login Session Timeout**  
The login session will expire **after 3 hours of inactivity**. If there is no activity for 3 hours, you will be automatically logged out, and **all data that has not been saved up to that point will be lost.**

content confirmation

[1] You can see detailed contents (e.g., “2. Personal Information”) in the above red box on the left sidebar. Please fill in and upload your application materials.

Contents can be filled out in any order and saved separately.

**[2] The gray-shaded tabs above are not used for the JDS Program AY2026 application procedure. Please DO NOT CLICK these tabs.**

[3] Whenever you log in again later, you can come back to the application top page by clicking the “Applications” tab. On the next page below, click the application information shown in the red box.

### | My applications

Incomplete

Completed

Application status	Application ID	Admission Scheme	Application Deadline	Message
<div>☆</div> <div>Application in progress</div>	171295	JDS Program   Enrollment   Grand Master AY2026   for Application Manual / Video tutorial	08/30/2025 00:00(JST)(4 day(s) left)	Unread: 0 message(s)

## 2-3. Attention for returning to previous page

When you go back to a previous page (for instance, changing content before saving), please click the title of the application in the red box in the following image. Do not use your browser's Back button.

The screenshot shows the 'The Admissions Office' website. In the top navigation bar, 'Applications' is highlighted. On the left sidebar, a red box highlights the link 'JDS Program | Enrollment | Grand Master AY2026 | for Application Manual / Video tutorial'. Below this, the progress bar shows '0 / 15' for 'Progress' and '0 / 14' for 'Progress of required fields'. A notification box on the right states: 'Application in progress. Others' and 'for Application Manual / Video tutorial'. Below this, a 'Deadline notification' box says: 'You have 4 day(s) left before the Application Deadline. To start online application by PC, please click the left sidebar. To start online application by smartphone, please click the menu at the top.'

## 3. Education Background Sheet and Work Experience Sheet

Please download the Excel file from each country's JDS Program website. Cells highlighted in yellow are mandatory, and you should fill in only the fields that apply to you. By entering the start and end dates, the duration will be calculated automatically. After completing the file, convert it to PDF and upload it to TAO. Once submitted, the file cannot be resubmitted or changed.

JDS Program AY2026 Enrollment

### Educational Background Sheet

Name: \_\_\_\_\_

Educational Level	Name of School / University *1	Location (country)	Department / Faculty	Period (YYYY / MM)			Degree *2 *3
				From	To	Total	
(e.g.) Higher Education (University Level)	(e.g.) ABC University	(e.g.) Japan	(e.g.) Faculty of Science and Engineering	2012/10	2016/9	4 year(s) 0 month(s)	Bachelor of (e.g.) Engineering
Primary Education							
Lower Secondary Education							

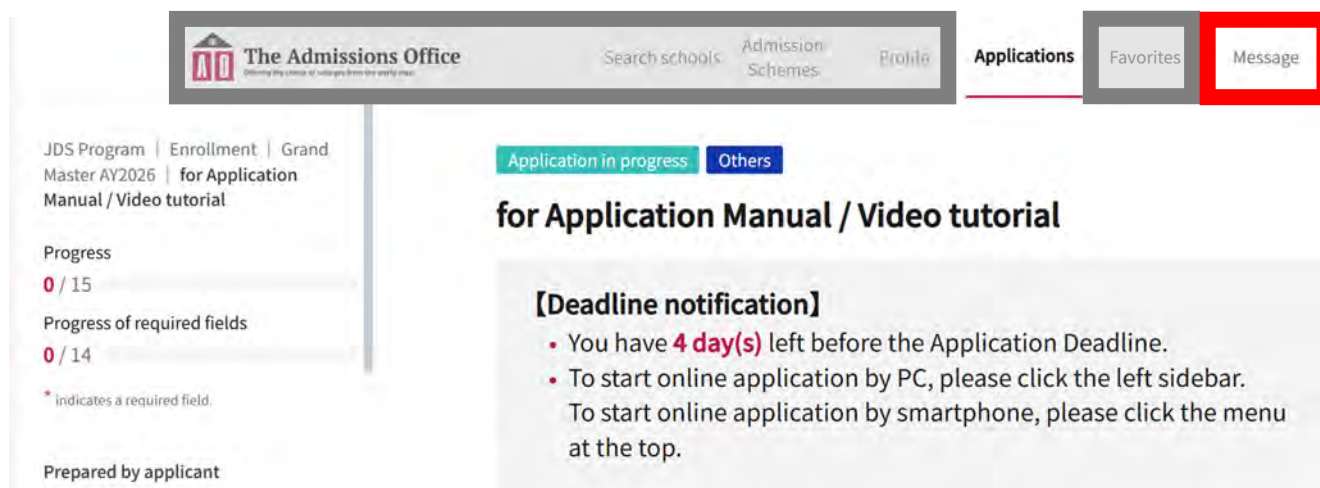
If you're unsure how to convert an Excel file to PDF, please refer to the video below.

<https://www.youtube.com/watch?v=5hD5xqokDeQ>

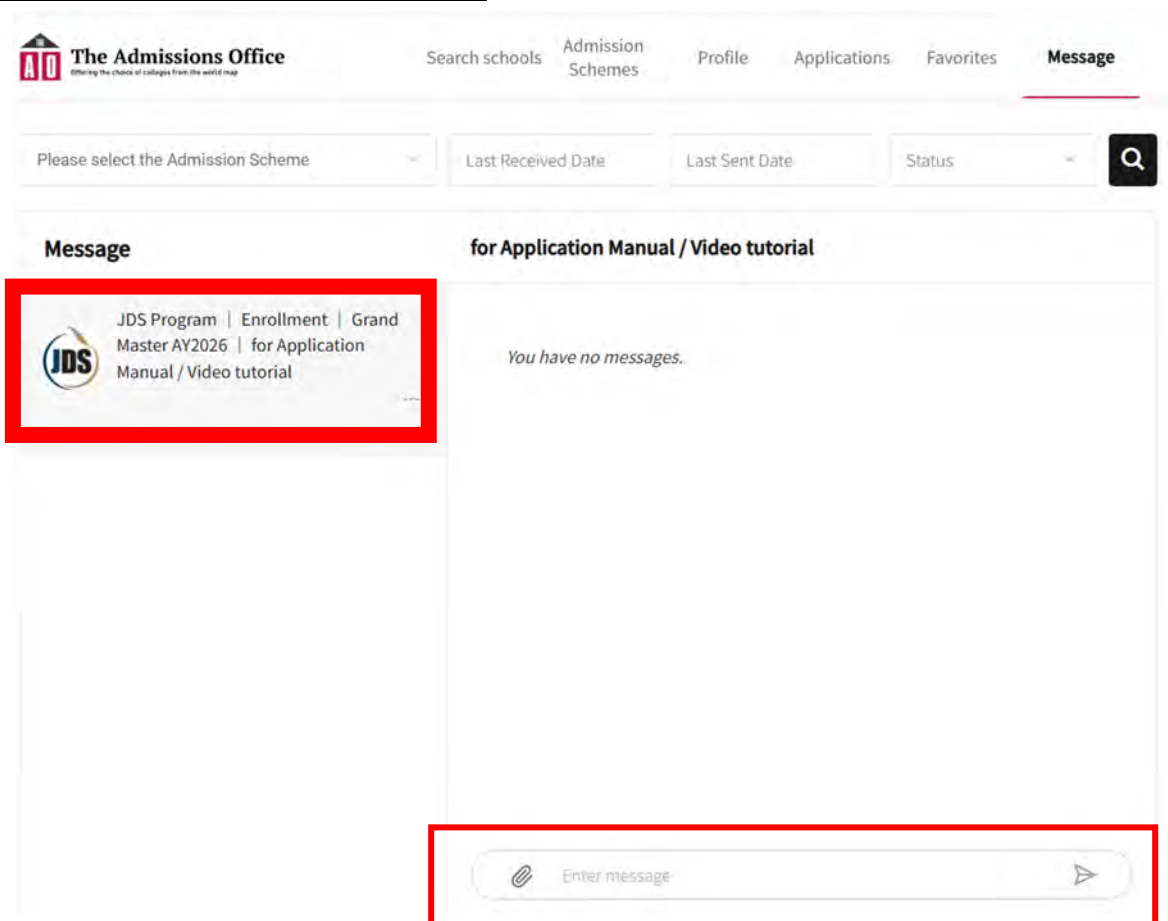
## 4. Contact with JDS Project Office through TAO Message

TAO has a messaging function that enables you to exchange messages with JDS Project Office just like WhatsApp. If you have any questions about your application, please contact the JDS Project Office via message.

The “Message” tab is located in the top-right corner.



On the next screen, click the application title on the left and send your message in the message box. When you receive a reply from JDS Project Office, an automated email will be sent to the email address registered to your account.



## 5. Request your Confidential Statement (Prescribed Form 1) to your recommender

**NOTE: This procedure is ONLY FOR India / Nepal applicants.**

### 5-1. Request procedure

To request your Prescribed Form 1 to recommender, please click "Prescribed Form 1" from left sidebar and make your request from the "Request" tab.

**Prescribed Form1 : Confidential Statement**

Requirements set by the university

Type of Recommender / Requestee	Recommender
Required number	1
Prepared by person other than applicant	Number allowed
	1

Confirmation of the Applicant Form

Prescribed Form1 : Confidential Statement \*

Some document(s) have not been filled yet.

content confirmation

Request

Next

Enter your recommender's email address and click "Request" to send an email to your recommender.

### Prescribed Form1 : Confidential Statement

\* Required

Type of Recommender / Requestee \*

Email address of the requestee \*

Request

After the recommender receives the request email and logs into TAO, the request status will change from "Unopened" to "Opened". If the status does not change, please contact your recommender directly for confirmation.

### Requirements set by the university

Type of Recommender / Requestee	Recommender
Required number	1
Maximum number allowed	1

### Request status

Completion status	Open status	Email address	
Not submitted	<div> <div>Unopened</div> <div>→</div> <div>Opened</div> </div>	nishizaki@jds21.com	Cancel my request

## 5-2. Confirmation of request completion

When the recommender submits the requested document on the TAO system, an email with the following Subject/content will be automatically sent to your account email address.

Subject: *[The Admissions Office] Notification: Confirmation of the application form submitted*

From: <[no-reply@admissions-office.net](mailto:no-reply@admissions-office.net)>  
 Date: 2024年9月17日(火) 18:06  
 Subject: [The Admissions Office] Notification: Confirmation of the application form submitted  
 To: <[hiroshi.nishizaki@gmail.com](mailto:hiroshi.nishizaki@gmail.com)>

Dear NISHIZAKI Hiroshi,

NISHIZAKI Hiroshi Requestee has submitted the following document for your application to JDS Programme | Enrollment | Nepal | ver.3検証用Grand master Ver.2のコーナー.

- Document: Confirmation of the application form

[https://admissions-office.net/en/applicant/entries/119005/recruitment\\_recommendation\\_steps/5076](https://admissions-office.net/en/applicant/entries/119005/recruitment_recommendation_steps/5076)

This is an automated email from "The Admissions Office" (TAO).  
 If you are not the intended recipient or if you have any questions about this email,  
 please contact the JDS.

Inquiries should be directed to:  
 JDS  
 <[albite@jds21.onmicrosoft.com](mailto:albite@jds21.onmicrosoft.com)>

Be sure to click the link in the email and check if the completion status has been changed from “Not submitted” to “Submitted”. To prevent your application being disqualified due to the lack of Form 1 submitted by the deadline, be sure to regularly check the status and contact your recommender if needed.

### Request status

Completion status	Open status	Email address
Submitted	Not submitted	nishizaki@jds21.com
	Opened	

## 6. Final confirmation before submission and completion of application

Once you have filled out the entire contents, you will be ready to click “Complete application” in the “Content Confirmation” page below.

JDS Program | Enrollment | Grand Master AY2026 | for Application Manual / Video tutorial

Progress  
15 / 15

Progress of required fields  
14 / 14

\* indicates a required field.

Prepared by applicant

- ☒ 1. Study Course \*
- ☒ 2. Personal Information \*
- ☒ 3. Educational Background \*
- ☒ Educational Background Sheet \*
- ☒ 4. Work Experience \*
- ☒ Work Experience Sheet \*
- ☒ 5. Research Plan \*
- ☒ Declaration \*
- ☒ Attachment (Prescribed Form 2 or Appointment Letter)
- ☒ Attachment (University Certificate)
- ☒ Attachment (Official Academic Transcript)
- ☒ Attachment (Passport, National ID, etc.)
- ☒ Attachment (Documents for Exemption for English Test / Prescribe Form 4)

Who can now submit your application?

**content confirmation**

### Confirmation of contents

#### Application form

You can check the application documents here.

- 1. Study Course
- 2. Personal Information
- 3. Educational Background
- Educational Background Sheet
- 4. Work Experience
- Work Experience Sheet
- 5. Responsibilities of Your Work
- 6. Future Contribution
- 7. Research Plan
- 8. Declaration
- Attachment (Prescribed Form 2 or Appointment Letter)
- Attachment (University Certificate)
- Attachment (Official Academic Transcript)
- Attachment (Passport, National ID, etc.)
- Attachment (Documents for Exemption for English Test / Prescribe Form 4)

All data will become uneditable once you complete your application.

\* Documents added after submission are not included. However, if the added documents require resubmitting other documents, you will not be able to make the request.

If everything is OK, check "Yes, I have checked" and click "Complete my application" button.

All data will become uneditable once you complete your application.

\* Documents added after submission are not included. However, if the added documents require requesting other documents, you will not be able to make the request.

Please ensure once again that all of the fields are filled in properly.

Once you are absolutely sure, go ahead and press the "Complete my application" button.

☒ Yes, I have checked.

Continue editing **Complete my application**

After clicking the button, final re-confirmation pop-up will appear. check "Apply after you review the above" and click on "Yes" to complete your application.

**The Admissions Office**  
Offering the chance of studying with the world class

- 4. Work Experience
- Work Experience Sheet
- 5. Responsibilities of Your V
- 6. Future Contribution
- 7. Research Plan
- 8. Declaration
- Attachment (Prescribed Fo
- Attachment (University Cer
- Attachment (Official Acade
- Attachment (Passport, Nati
- Attachment (Documents fo

**Complete my application**

[Note]

All data will become uneditable after the completion of application.

\* Documents added after submission are not included. However, if the added documents require requesting other documents, you will not be able to make the request.

Please check again if all entries are completed.

☒ Apply after you review the above

Cancel **Yes**

### ATTENTION

**Once you press "Complete my application" button, you will NOT be able to modify your application.**

**Requests for modifications shall be discussed with JDS office if necessary.**

However, even if you have temporarily saved your application, you can modify your application as many times as you like until you press "Complete my application".