

The Admission Office (TAO) Application Manual

For Recommenders

1. Create TAO Account

A registration email will be sent to you via TAO automatically once an applicant registers your email. Please click the URL link in the email and create a TAO account as “Recommenders/Requestees” from “Account registration”.



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, registration confirmation email will be sent. Please complete the account registration process by clicking the link sent by TAO system 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

Last name * First name *

Last name First name

Gender *

Male Female Other

Display language *

日本語 English

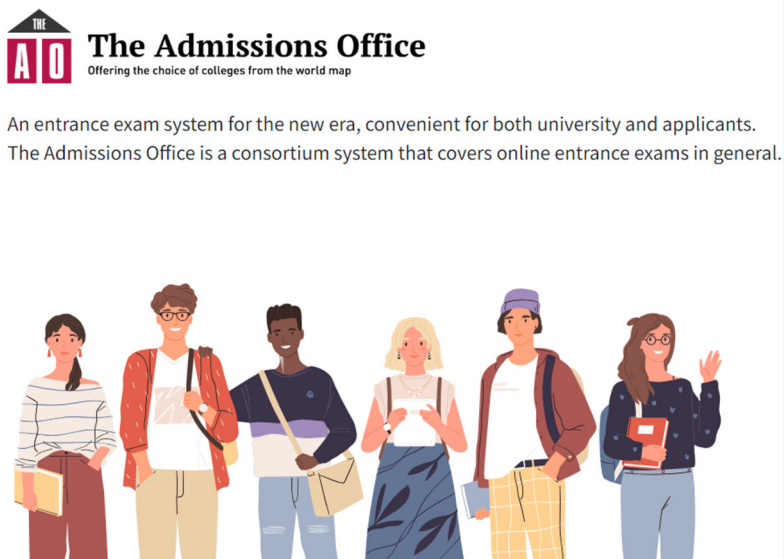
Agree with the [terms and conditions](#)

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

Create an account

Back

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



English ▾

Applicants **Recommenders/Requestees**

Email address

Password

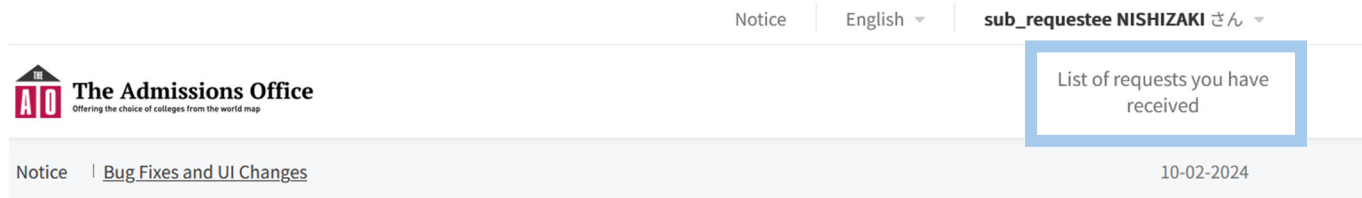
Login

Account registration

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

2. Uploading Prescribed Form 1

This is the top page of the recommender/requestee form, where you can confirm all request information and status. You can come back to this page by clicking "List of requests you have received", highlighted box in blue.



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	JDS Program AY2025 Enrollment India Application Form (Final draft)	Prescribed Form1 : Confidential Sample	2nd Appl: NISHIZAKI roshi	10-10-2024 12:44:30	2024/12/31 00:00(JST)(81 days left)
Submitted	JDS Program AY2025 Enrollment Ghana Application Form ver3のコピー	Confirmation of the Application Form	ALBAHRI IMAD	10-07-2024 16:26:56	2024/10/31 00:00(JST)(20 days left)

The date format for the following item(s) is "MM-DD-YYYY":When the request was made

After clicking a 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 Form1 in PDF format 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

When "Completion Status" changes from "Incomplete" to "Entered", please click "Submit".

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](#)

Once the Completion Status changes from "Entered" to "Completed", the procedure has been 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