

The Admission Office (TAO) Application Manual

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1. Create 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

Resend confirmation email I forgot my password

After filling in the necessary information, a registration confirmation email will be sent by TAO system. 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

Middle name

Middle name

Middle 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

Back

2. Application

2-1. Login

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



The Admissions Office

Offering the choice of colleges from the world map

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English

Applicants

Recommenders/Requestees

Email address



Password



Login

Account registration

Resend confirmation email

I forgot my password

2-2. Start application

Click "Start my application" under "Application details".

Search schools > Details > Department/Course > Program/Major > Admission category

Open Others

JDS Program AY2025 | Enrollment | India | Application Form *name of country*

Application details

Beginning of application 10-04-2024 16:50:00(JST)

Days left before the deadline 87 days left

The date format for the following item(s) is "MM-DD-YYYY" :Beginning of application

☆ Favorites

+ Start my application

This is the top page of the application form.

[2]

[3]

JDS Program AY2025 | Enrollment | India | Application Form *name of country*

Application in progress Others

Application Form *name of country*

- 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 entered data will be lost**. For long entries, we recommend typing your text in a notepad and pasting it into the form.
- Browser Function Usage**
Do not use the browser's back button or bookmark function, as this may result in

Progress 0 / 18 [1]

Progress of required fields 0 / 15

* indicates a required field.

Prepared by applicant

1. Study Course(India) *

2. Personal Information *

Some document(s) have not been filled yet.

3. (10) Social Group (India and Nepal)

4. 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] Tabs in gray shade above are not used for the JDS Program AY2025 application procedure. Please DO NOT touch these tabs.

[3] Whenever you login again later, you can come back to the application top page by clicking the "Applications" tab. In the next page below, click the application information showed in the red box.

My applications

Incomplete		Completed		
Application status	Application ID	Admission Scheme	Application Deadline	Message
☆ Application in progress	120697	JDS Program AY2025 Enrollment India Application Form *name of country*	2024/12/31 00:00(JST)(87 days left)	Unread: 0 message(s) >

2-3. Attention for returning to previous page

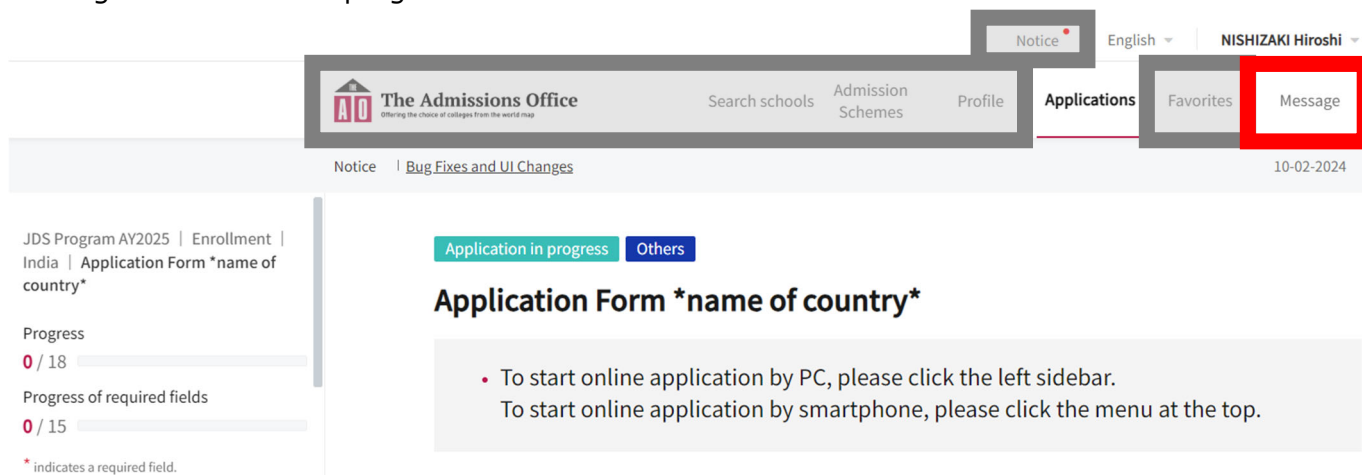
When you go back to a previous page (for instance, changing content before saving), please click the title of the application in red box in the following image. Do not use back button on your browser.

The screenshot shows the user interface for the JDS Program AY2025 application. At the top, there is a navigation menu with tabs for 'Search schools', 'Admission Schemes', 'Profile', 'Applications' (which is active), 'Favorites', and 'Message'. The user's name 'NISHIZAKI Hiroshi' and language 'English' are visible. A notice banner at the top indicates 'Bug Fixes and UI Changes' on 10-02-2024. On the left sidebar, the application title 'JDS Program AY2025 | Enrollment | India | Application Form *name of country*' is highlighted with a red box. Below the sidebar, there are progress indicators: 'Progress' at 0/18 and 'Progress of required fields' at 0/15. A callout box contains instructions: 'To start online application by PC, please click the left sidebar. To start online application by smartphone, please click the menu at the top.'

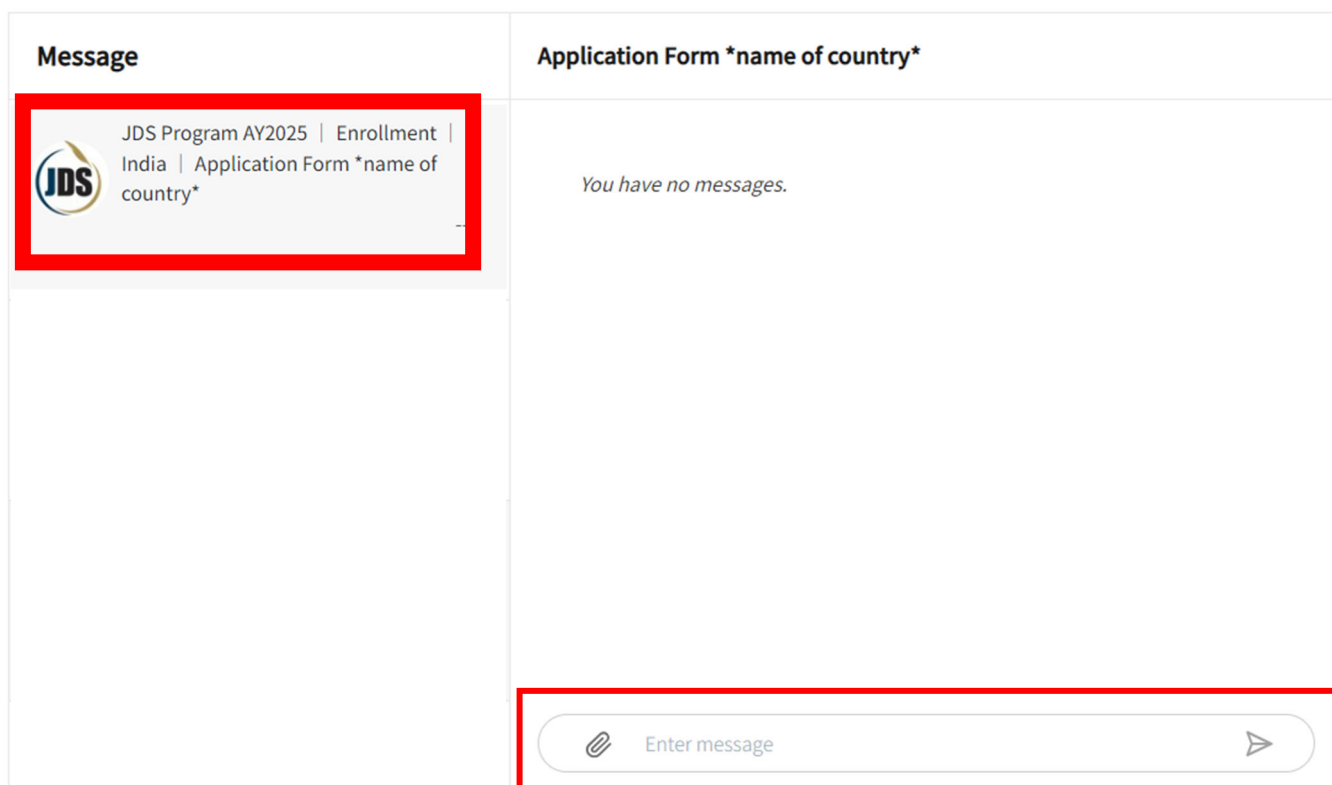
3. Contact with JDS Project Office through TAO Message

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

Message tab is on 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.



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

NOTE: This procedure is ONLY FOR India/Nepal applicants.
For El Salvador, Ghana, Papua New Guinea and Solomon applicants, please go to 5.

4-1. 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
Number allowed	1

Prepared by person other than applicant

Confirmation of the Application Form 1

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 *

Recommender

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		nishizaki@jds21.com	<input type="button" value="Cancel my request"/>

4-2. 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>
 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>

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□
 びー.

- Document: Confirmation of the application form

SAMPLE

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>

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

5. Request JDS Project Office for Confirmation of Application Form

For applicants from India and Nepal, please skip and go to 6.

5-1. Request procedure

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

Confirmation of the Application Form

Prepared by person other than applicant

Confirmation of the Application Form *

Prescribed Form1 : Confidential Statement *

Some document(s) have not been filled yet.

content confirmation

Requirements set by the university

Type of Recommender / Requestee	JDS
Required number	1
Number allowed	1

Status

Status	Open status	Email address
No data to display		

Next

Request

After selecting the type "JDS Project Office", the email address of each country's JDS Project Office will come up. Click on "Request" to send an email to the Project Office.

Confirmation of the Application Form

* Required

Type of Recommender / Requestee * JDS Project Office

 Email address of the requestee *

Request

After the Project Office receives the request and logs into TAO, the request status will change from “Unopened” to “Opened”. After the request, if your other forms are fulfilled, you can proceed to completion of application.

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. If everything is OK, check “Yes, I have checked” and click “Complete my application” button. After clicking the button, final re-confirmation popup will appear. Choose “Submit” to complete your application.

Application form

Please check your application documents again.

- 1.Study Course
- 2.Personal Information
- 3.Educational Background
- 4.Work Experience
- 5.Responsibilities of Your Work
- 6.Future Contribution
- 7.Reserch Plan
- 8. Declaration
- 9. Attachment

Please check all the documents again.
 Yes, I have checked.

Continue editing
Complete my application

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 document as many times as you like until you press "Complete my application".