

How to apply for entrance examinations using the online system, The Admissions Office (TAO)

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1. Create an account and apply

(1) Please access the website below:

https://admissions-office.net/en/applicant/sign_in



The Admissions Officeは、
Web入試全般を担うコンソーシアム型システムです。



English ▾

Applicant

Recommender / Requestee

Email

Password

Log in

Create a new account

Resend confirmation email

Forgot my password.

(2) Create your account.

English ▾

Applicant

Recommender / Requestee

Email

Password

Log in

Create a new account

Resend confirmation email

Forgot my password.

Click here

Create an Applicant Account English ▾

• Required

Email •

Password •

Password confirmation

Last Name • First Name •

Middle Name

Date of Birth/Gender •

Language •

☐ I agree with the [Terms of Service](#)

Create a new account

Back

Fill in the required fields and click the “Create a new account.”

An e-mail will be sent from "no-reply(at)admissions-office.net" to the registered e-mail address.
Click the link in the email to complete the registration.

(3) Login

https://admissions-office.net/en/applicant/sign_in

The Admissions Officeは、
Web入試全般を担うコンソーシアム型システムです。



English ▾

Applicant **Recommender / Requestee**

Email

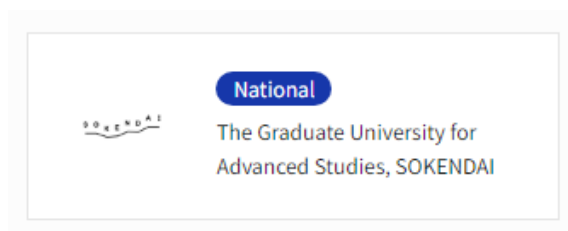
Password

Log in

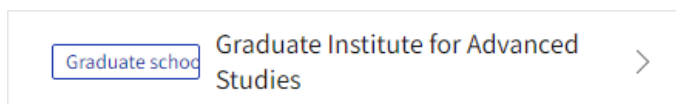
Create a new account

[Resend confirmation email](#) [Forgot my password.](#)

(4) Click “The Graduate University for Advanced Studies, SOKENDAI”.



(5) Select the “Graduate Institute for Advanced Studies”.



(6) Select the Program and the Admission Scheme you want to apply for.

(7) After checking the “Application Guideline”, click “Start application” to begin the application process.

A screenshot of the 'The Admissions Office' website. The header includes the logo and name 'The Admissions Office' on the left, and navigation links 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', and 'Message' on the right. Below the header is a breadcrumb trail: 'Search schools > Details > Department/Course > Program/Major > Admission category'. There are two buttons, 'Open' (red) and 'National' (blue), above a large grey box labeled 'Admission category'. Below this is a section titled 'Application details' which contains a table. The table has five rows with labels: 'Beginning of application', 'Days left before the deadline', 'Maximum quota', 'Examination location', and 'Examination fee (JPY)'. A large grey box labeled 'Information' is positioned to the right of these labels. At the bottom right of the 'Application details' section are two buttons: 'Favorites' (with a star icon) and 'Start my application' (with a plus icon and highlighted by a red rectangle). Below the 'Application details' section is a section titled 'Application Guideline' which contains a large grey box labeled 'Application Guideline'.

(8) Once you have started the application process, please fill out and submit the required documents.

The Admissions Office
Offering the choice of colleges from the world map

Institutions Decision Plans Profile Applications Favorites Messages

Admission Name

Draft Public

Progress
0 / 6

Progress - Required Documents
0 / 5

* is required.

Application Form

1 2 3 4 5

Application forms

Payment

6 Application Fee *

Admission Name

Cancel Applicant's Data メッセージ

Application Details

Opening Date

Deadline

Examination Location

Application Fee (JPY)

Information

Submit

(9) The application fee can be paid in the following ways:

- Credit cards
- PayPal
- Pay-easy

No application fee is required for MEXT Scholarship students. Please contact the Student Affairs Section, Student Affairs Division (gakusei@ml.soken.ac.jp) to receive an application fee waiver code.

Application Fee

Payment method

Application fee is ¥30,000 .
Please complete the payment.

The payment method will be displayed here. Please select one and complete the payment procedure.

Fee Waiver Code

How to Qualify for the Fee Waiver

- If you are a Japanese Government (MEXT) Scholarship Student, there is no examination fee. Please enter the following code on the payment screen.

Fee Waiver Code

Apply

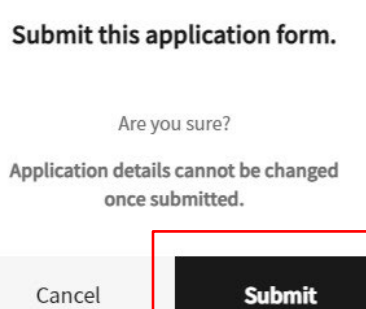
If you are a Japanese Government Scholarship student, please contact the Student Affairs Section and enter the waiver code.

*The application fee payment form is not available for the following admission categories because no application fee is required:

- University Recommendation / University Recommendation - PGP -
- NIG Global Scholar (NIG-GS) Selection

(10) When you have finished entering all the necessary information, click the "Submit" button.

The screenshot shows the 'The Admissions Office' website. The top navigation bar includes links for Institutions, Decision Plans, Profile, Applications, Favorites, and Messages. The main content area is titled 'Application Fee' and contains a large grey placeholder. On the left sidebar, there are progress bars for 'Application Name' (5/6) and 'Required Documents' (5/5). Below these are checkboxes for 'Application Form' (all checked), 'Application Fee' (checked), and 'Application forms' (all checked). A red box highlights the 'Submit' button at the bottom right of the page.

A screenshot of a web form. At the top, the text "Submit this application form." is displayed in a large, bold, black font. Below this, the text "Are you sure?" is shown in a smaller, italicized, gray font. Further down, the text "Application details cannot be changed once submitted." is displayed in a bold, black font. At the bottom of the form, there are two buttons: a light gray "Cancel" button on the left and a dark gray "Submit" button on the right. A red rectangular box is drawn around the "Submit" button, with a red line extending from its right side towards the right edge of the image. The background of the form is white, and the overall layout is clean and modern.

2. To resume the application process

(1) After logging in, click “Applications”. “Incomplete” tab contains the applications that have not been submitted. After submitting your application, you can view the process in the “Completed” tab.

 **The Admissions Office**
Offering the choice of colleges from the world map

[Institutions](#) [Decision Plans](#) [Profile](#) [Applications](#) [Favorites](#) [Messages](#)

Applications

[Incomplete](#) [Completed](#)

Application status	Application ID	Admission Scheme	Application Deadline	Message
☆ Deadline has passed	Application list			
☆ Deadline has passed				
☆ Application in progress				

(2) From the application list, click the application name you wish to resume.

3. Check and send messages

(1) SOKENDAI Office will contact you via the Admissions Office. In this case, you will receive an email from "no-reply@admissions-office.net" to the email address you have registered with The Admissions Office. If you click on the "Check messages " link in the email, the notification screen will appear.

no-reply@admissions-office.net



Mr/Ms



You received new message from the college you are applying to.
Please check the message from the following link.

[Check messages](#)

Alternatively, you can also follow the steps below.

- (1) Log in to "The Admissions Office"
- (2) Select "Messages"
- (3) Select the application.

(2) To send a message to SOKENDAI office, please use the message box.



The Admissions Office
Offering the choice of colleges from the world map

Institutions

Decision Plans

Profile

Applications

Favorites

Messages

Click

募集名を選択してください

Last Receive Date

Last Sent Date

状態

Filter with this setting

Select an application

Message



Application List

Selected application Name

2020/06/24

...

2013

A message will be displayed

To send a message, please enter it

メッセージを入力

4. Examinee slip

(1) When the Examinee slip is issued, the SOKENDAI Admissions Office will notify you via email. You will receive an email from "no-reply@admissions-office.net" at the email address you registered with the Admissions Office. Please click "Check messages" in that email.

(2) You can check your admission ticket in the following ways:

- (1) Log in to "The Admissions Office"
- (2) Click the "Applications"
- (3) Click the "Completed" tab.
- (4) Select the application
- (5) Click the "Show examinee slip"

The screenshot shows the 'The Admissions Office' website. The top navigation bar includes 'Institutions', 'Decision Plans', 'Profile', 'Applications' (highlighted with a red box), 'Favorites', and 'Messages'. Below this, a red arrow points to the 'Applications' link with the text 'Click'. The main content area has two tabs: 'Incomplete' and 'Completed' (highlighted with a red box). A red arrow points to the 'Completed' tab with the text 'Click'. Below the tabs is a table with columns: 'Application status', 'Application ID', 'Admission Scheme', 'Application Deadline', and 'Message'. The table contains two rows, both with a star icon and a 'Application completed' status. A large grey box labeled 'Applications' is overlaid on the table. A red arrow points to the bottom of this box with the text 'Select the application'.



The Admissions Office
Offering the choice of colleges from the world map

[Search schools](#)
[Admission Schemes](#)
[Profile](#)
[Applications](#)
[Favorites](#)
[Message](#)

Application completed
National

Application Name

Show examinee slip

View my screening results

Download my application documents

Message

Click

Examinee slip

Applications > Application Flow > Admission Ticket

Print

College Name	Application information
Department or Course / Program or Major	
Decision Plan	
Application Number	
Applicant	
Examination Date	
Examination Location	
Remarks	

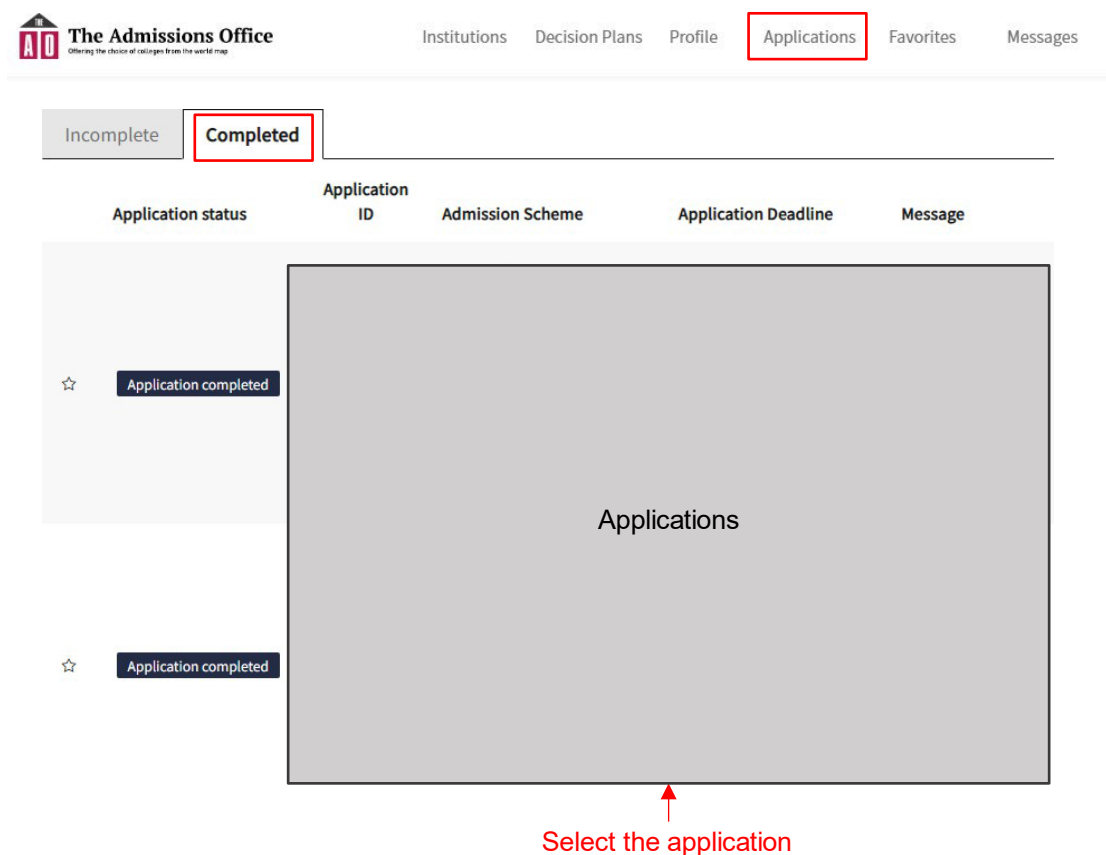
A separate message will be sent to you with the details of the examination time and location. Please check there.

5. Screening results

(1) The results will be posted on the Hayama Campus, and letters of acceptance will be mailed to successful applicants. The results will also be available at the Admissions Office at the time of the announcement.

(2) You can check your result in the following ways.

- (1) Log in to "The Admissions Office"
- (2) Select "Applications"
- (3) Select the application in the "Completed" tab
- (4) Click "View my screening results"



Application completed

National

Application Name



Show examinee slip



View my screening results



Download my application documents



Message

Click

Application flow > Screening results

Screening results

Screening results

Announced on

Notes

Screening results

Screening results will be displayed here.