

SOKENDAI

How to Apply Using the Online Application System (The Admissions Office)

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1. How to Create an Account and Submit Your Application

(1) Please access the following website:

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



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](#)

Log in with Feelnote ID

If you already have an account with The Admission Office, please log in with your email address and complete linking with Feelnote ID from the Account Settings.

Log in with Feelnote ID

[What is Feelnote ID?](#)

(2) Create an account.

English ▾

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Log in with Feelnote ID

[What is Feelnote ID?](#)



Click the “Account registration”

Create an applicant's account English ▾

• Required fields

Email address •

Password •

 Please enter the new password again

Last name • First name •

Middle name

Date of birth/gender •

☐ Male ☐ Female ☐ Other

Display language •
☐ 日本語 ☐ English

☐ Enable two-factor authentication

☐ Agree with the [terms and conditions](#)
☐ Agree with the [handling of personal information](#)

Create an account

Back

Enter the required information and click “Create an Account.”

An email will be sent to the registered email address from no-reply@admissions-office.net

(3) Log in using the account you created via the following website.

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

English ▾

Applicants **Recommenders/Requestees**

Email address

Password

Login

Account registration

Resend confirmation email I forgot my password

Log in with Feelnote ID

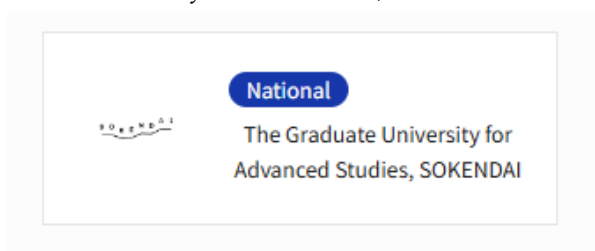
If you already have an account with The Admission Office, please log in with your email address and complete linking with Feelnote ID from the Account Settings.

Log in with Feelnote ID

What is Feelnote ID?

Click the “Login”

- (4) On the university selection screen, select “The Graduate University for Advanced Studies (SOKENDAI).



- (5) Select the “Department / Course” for which you wish to apply (“SOKENDAI Special Research Program”).
- (6) The application screen will appear. After reviewing the application guidelines and related information, click “Continue Filling Out” to begin the application process.

A screenshot of an application interface. At the top, there are two tabs: 'Application in progress' (highlighted in green) and 'National' (highlighted in blue). Below them is a dark grey header with the text 'Application Program'. Underneath is a section titled 'Application details' with a table. The table has two rows: 'Beginning of application' and 'Days left before the deadline', both with corresponding data fields. Below the table, there is a note: 'The date format for the following item(s) is "MM-DD-YYYY" :Beginning of application'. At the bottom, there are three buttons: 'Favorites' (with a star icon), 'Cancel my application' (with a minus icon), and 'Continue Filling Out' (with a document icon). The 'Continue Filling Out' button is highlighted with a red rectangle.

Click the “Continue Filling Out”

- (7) When you click the “Continue Filling Out” button, the application process will begin as shown below. Please complete each of the application documents.

The screenshot shows the 'Basic Information' section of an application form. On the left, a sidebar titled 'Application Program' displays progress bars for 'Progress' (0/2) and 'Progress of required fields' (0/2). Below these are checkboxes for 'Prepared by applicant' with items '1 Basic Information *' and '2 Application Documents *'. A red message states 'Some field(s) have not been filled in yet.' and a 'content confirmation' button is at the bottom. The main form area has a title 'Basic Information' and fields for 'Name *', 'Age as of April 1, 2026', 'E-Mail 1', 'E-Mail 2', and 'E-Mail 3'. Each email field has a character count (0/200) and a note: 'Should be in the format of an email address. Only single-byte alphanumeric characters and some symbols can be used.' A 'Save and go to next' button is at the bottom right.

- (8) Once you have completed all required entries, click the “Submit” button.

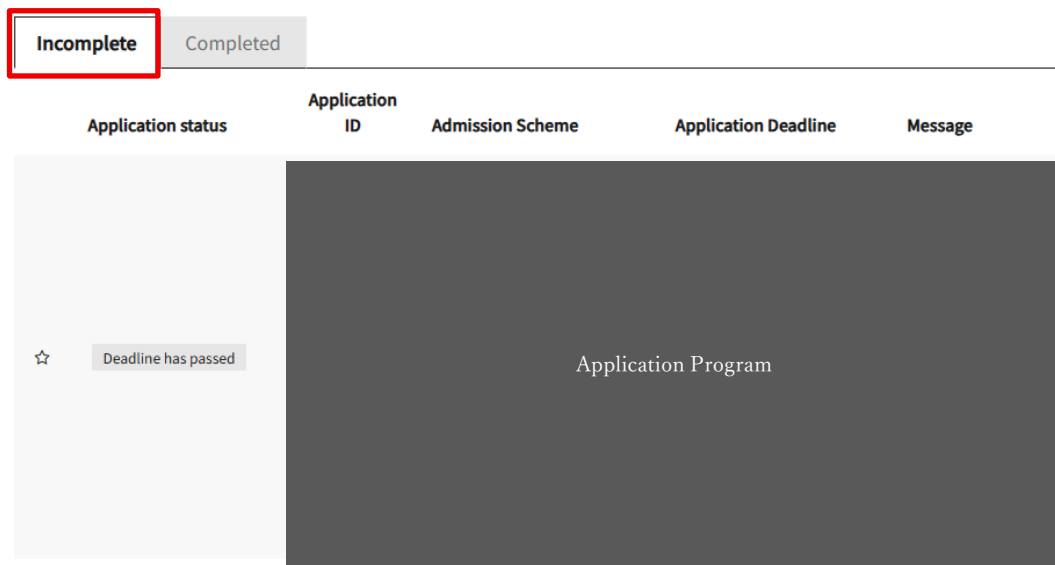
The screenshot shows the 'Confirmation of contents' section. The sidebar on the left shows progress bars for 'Progress' (2/2) and 'Progress of required fields' (2/2), both fully filled. The 'Prepared by applicant' section shows checked boxes for 'Basic Information *' and 'Application Documents *'. The main form area has a title 'Confirmation of contents' and a section 'Application form' with the text 'You can check the application documents here.' and a list of 'Basic Information' and 'Application Documents'. Below this, a red message states: 'After the application is submitted, all data will become non-editable (except for certain documents). 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.' A checkbox 'Yes, I have checked.' is checked. At the bottom, there are two buttons: 'Continue editing' and 'Complete my application'. A red arrow points to the 'Complete my application' button with the word 'Click' written next to it.

2. Resuming an Application

- (1) After logging in, click “Applications”

Applications that are in progress are displayed under the “Incomplete” tab.

After submission, you can view them under the “Complete” tab.



- (2) From the list displayed, click the **program name** of the application you wish to resume.
The application will open in the last saved state, allowing you to continue completing it.

3. Viewing and Sending Messages

1. When the Admissions Office sends notifications, they will be delivered via The Admissions Office system. In such cases, an email will be sent to the email address registered with The Admissions Office from no-reply@admissions-office.net. Click “View Message” in the email to open the notification screen.

Alternatively, you can view messages by following the steps below:

- (i) Log in to The Admissions Office
 - (ii) Select “Message”
 - (iii) Choose the message.
2. To send a message to the Admissions Office, enter your message in the “Enter Message” field and submit it.

The screenshot displays the 'The Admissions Office' website interface. At the top, a navigation bar includes links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', and a 'Message' button highlighted with a red box. Below the navigation bar, a notice banner reads 'Notice | Notice of postponement of maintenance' with a date of '12-18-2025'. The main content area is divided into two columns. The left column, titled 'Message', contains a large dark grey placeholder box labeled 'Application Program Name'. The right column, titled 'SOKENDAI特別研究員 - 2026年4月採用 - デモ', contains a red-bordered box with the text 'You have no messages.' Below this, red text states 'Messages will be displayed here.' At the bottom of the right column, red text says 'Enter your message here to send it.' Below this text is a red-bordered input field with a paperclip icon, the placeholder text 'Enter message', and a send button (a right-pointing triangle).

4. Checking Application Results

- (1) The application results will be notified individually by email. In addition, once the results are announced, you can also check them within The Admissions Office system.
- (2) How to check the results in The Admissions Office
 - (i) Log in to The Admissions Office
 - (ii) Select “Applications”
 - (iii) Select the program name
 - (iv) Click “View my screening results”

