



## The Admissions Office (TAO) Manual for Teachers (Recommenders)

### How to Submit Recommendation Letters

no-reply@admissions-office.net  
宛先: [redacted]

[redacted] 様

[redacted] 様という 京都先端科学大学 Undergraduate (Faculty of Engineering) Department of Mechanical and Electrical Engineering KUAS Application Entry for September International Enrollment に出願中の方から入試・選考の一環として、以下の書類の提出依頼が届いております。

【書類名】: A Letter of recommendation

下記のURLから"The Admissions Office" (TAO)にアクセスし、画面の指示に従って書類の提出をお願いいたします。  
[https://admissions-office.net/recommenders/sign\\_in](https://admissions-office.net/recommenders/sign_in)

※お使いのメールソフトでリンクをクリックできない場合は、リンクをコピーしてWebブラウザのアドレスバーに貼り付け、Enterキーを押してください。  
※書類の提出には"The Admissions Office" (TAO)への会員登録が必要となります。お済みでない方は「会員登録」ボタンを押して登録をお願いします。

[redacted] an applicant to Kyoto University of Advanced Science Undergraduate (Faculty of Engineering) Department of Mechanical and Electrical Engineering KUAS Application Entry for September International Enrollment, has requested you to submit the following documents in the selection process.

- Document: A Letter of recommendation

Please access "The Admissions Office" (TAO) by clicking on the link below, and follow the prompts to submit the document.  
[https://admissions-office.net/recommenders/sign\\_in](https://admissions-office.net/recommenders/sign_in)

\*If your email client does not allow you to click the link, please copy and paste the link into your web browser address bar and press the Enter key.  
\*To begin the submission procedure, you will firstly need to create an account with "The Admissions Office" (TAO). Please click on the "Sign Up" button and follow the prompts to create an account and log in to use TAO.

When an applicant to KUAS requests a letter of recommendation from you, you will receive an e-mail from **The Admissions Office (TAO)**.

Please check this e-mail as soon as you receive it, and follow the link inside to access TAO.

Click here to go to TAO

English ▾

**Applicants**   **Recommenders/Requestees**


Email address

Password

**Login**

Account registration

Resend confirmation email   I forgot my password



Terms and conditions   Recommended environment   Handling of personal information   help center

Please log in to TAO, or create an account if this is your first time using TAO. **\*Please make sure to create an account as recommenders.**

If you have any questions about creating a TAO account, please refer to the help section here: <https://admissions-office.net/en/faq/top>

Notice   English ▾

**The Admissions Office**  
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List of requests you have received

Notice | TAO Support Desk- Notice of Summer Holidays   07-14-2023

### 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	Kyoto University of Advanced Science   Undergraduate (Faculty of Engineering)   Department of Mechanical and Electrical Systems Engineering   KUAS Application Entry for September International Enrollment	A Letter of recommendation		07-27-2023 08:54:32	

Close

After logging in, click on the text under “School and Admission Scheme”.

Notice | English

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Please select the country code for the phone number below.


Phone Number \*  Length of characters: 0 / 25

Do not include the country code here.  
Should be 25 characters or less  
Should be in the format of a phone number. Only single-byte alphanumeric characters and plus and minus symbols (+, -) can be used.

Please upload your recommendation letter for the applicant. There are no specific requirements for letter's formatting, length, etc., but please note the following.

1. The letter must be typed in English.
2. The letter must be signed by the recommender.
3. The letter must include the recommender's institution's letterhead (if available).

Letter of Recommendation \*

  
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.

**Save**

Enter your information and upload a letter of recommendation\*. Please upload the letter as a PDF. After you have finished, click **“Save”**.

**\*Note that you must sign the letter by hand.**

Notice | English

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List of requests you have received > List of documents requested

**Not submitted**

### A Letter of recommendation

Attention

- This form is not yet submitted. “Submit” button must be clicked on.

Document name	Completion Status
Recommendation Letter	<b>Please submit</b>

[- Decline this request](#) **+ Submit**

**Click here.**

The submission is not yet finished. When you return to this screen, be sure to click the **“Submit”** button in the lower right corner to submit.

Notice | English

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### List of requests you have received

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Close

When the “Submission status” is displayed as **“Submitted”**, your submission is complete. The applicant will be notified that you have sent your recommendation.

If you have any questions about TAO, please refer to the help page here: <https://admissions-office.net/en/faq/top>

\*For other cases, please contact the International Admissions Office at [admission@kuas.ac.jp](mailto:admission@kuas.ac.jp).