The Admissions Office

Application Manual

Pre-application Review

Please read the Application Guidelines and prepare the necessary documents.

The link to **The Admissions Office** (TAO) is located at the bottom of the Graduate Application Page of the official KUAS website (https://www.kuas.ac.jp/en/admission/grad/).

Select "**Division of Mechanical and Electrical Systems Engineering**" from the KUAS Graduate School of Engineering page on TAO.

Please note that relevant links will only appear when application details are made available.

Click on the banner displayed here to enter the program of your choice.

Please log in to TAO, or create an account if this is your first time using TAO.

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

After logging in, click on the "**Start my application**" button. Note that this button is only displayed when applications are open.

Click here.

Click on "①Personal Data" in the "**Prepared by applicant**" section on the left side of the screen and start filling in the form.
Fields marked with an asterisk are required.

When you have finished typing, click "**Save and go to next**" to proceed to the next page.
You can save your progress after completing each page.
Note that pages cannot be saved if they are not complete.

Fill in "② Academic Information", "③ Work Experience", and "④ Research Proposal". The list of professors can be found at: https://www.kuas.ac.jp/en/admission/grad-list/

You can select up to three professors as your potential research supervisors if you are a Master's Program Applicant, and only one if you are a Doctoral Program Applicant.

You may only upload one PDF file. If you have multiple research plans, please combine them into one PDF before uploading.

"I closed my page while I was still typing. What now?"

Click on the "**Applications**" in the top menu, and you will be able to resume filling in your application from the "**Incomplete list**" applications.

Upload your documents to "⑤ Required Documents" and fill in "⑥ Other Required Information".
Please use the format provided by KUAS (https://www.kuas.ac.jp/en/downloads/a-f/) to create the CV to be uploaded in the "Required Documents" section.

Again, only **one** PDF can be uploaded for each section, so please combine all files you want to upload into one PDF.

When you have finished entering everything in sections ① to ⑥, go to "**Prepared by person other than applicant**" section on the left-hand side of the screen and click on "⑦ Pre-application Review Request".
Then, click on "**Request**" in the upper right corner.

Please select the professor you wish to supervise you from the pull-down menu.
Be sure to select the same professor that you selected in "④ Research Proposal".

After you have selected your potential supervisor, click the "**Request**" button in the bottom right corner of the screen to send your request.

If there are more supervisor(s) that you would like to supervise you, after returning to this screen, click on "**Request**" again in the upper right corner and submit your request as you did for the first one.

Master's Program Applicants can select up to three professors. Doctoral Program Applicants can only select one professor.

After completing the selection of your potential academic supervisor(s), click "**content confirmation**" on the bottom left of the screen.

Confirmation of contents

Application form

Please check your application documents again.

- Personal Data
- Academic Information
- Work Experience
- Research Proposal
- Required Documents
- Other Required Information

Documentation Request Form

Please check your application documents again.

- Pre-application Review Request

Please check all the documents again.

☑ Yes, I have checked.

Continue editing **Complete my application** ← Click here.

Please verify that the information you have entered is correct, check the box next to "**Yes, I have checked.**", and click "**Complete my application**" on the bottom right of the screen to complete your registration.

You will be notified the results after KUAS reviews your application.

English ▾

Complete my application

[Note]
All data will become uneditable after the completion of application.
Please check again if all entries are completed.

☑ Apply after you review the above

Cancel   **Yes**   ← Click here.

Confirmation

Application form

Please check your application documents again.

- Personal Data 1
- Personal Data 2
- Academic Information
- English Language Qualifications
- Required Documents

Please check the box next to "**Apply after you review above.**", and click "**Yes**"