

The Graduate University for Advanced Studies, SOKENDAI

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

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# 1. Create account and apply

(1) Please access the below website.

[https://admissions-office.net/en/applicant/sign\\_in](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

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Email

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Password

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**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** \*

Email

**Password** \*

Password

Password confirmation

**Last Name** \*      **First Name** \*

Last Name       First Name

**Middle Name**

Middle Name

**Date of Birth/Gender** \*

Date of Birth

Male    Female    Other

**Language** \*

Japanese    English

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

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](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**

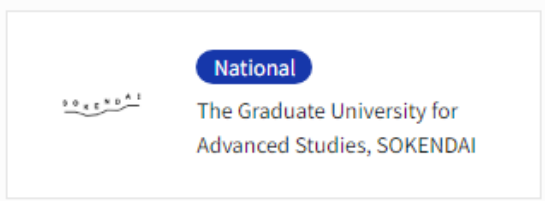
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Email

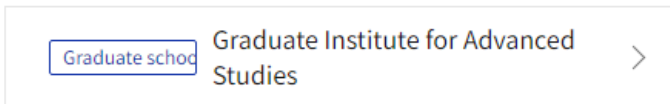
Password

[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 Admissions Office website. At the top, there is a navigation bar with the logo "The Admissions Office" and links for "Search schools", "Admission Schemes", "Profile", "Applications", "Favorites", and "Message". Below the navigation bar, there is a breadcrumb trail: "Search schools &gt; Details &gt; Department/Course &gt; Program/Major &gt; Admission category". A red pill-shaped button with "Open" and a blue pill-shaped button with "National" are visible. A large grey box labeled "Admission category" is centered on the page. Below this, there is a section titled "Application details" with a table. The table has five rows: "Beginning of application", "Days left before the deadline", "Maximum quota", "Examination location", and "Examination fee (JPY)". A large grey box labeled "Information" is overlaid on the right side of the table. At the bottom right of the "Application details" section, there are two buttons: "Favorites" with a star icon and "Start my application" with a plus icon. The "Start my application" button is highlighted with a red border. Below the "Application details" section, there is a section titled "Application Guideline" with a large grey box labeled "Application Guideline" centered on the page.

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

The Admissions Office  
Offering the chance to study here for the world

Institutions Decision Plans Profile Applications Favorites Messages

Draft Public

Admission Name

Cancel Applicant's Data メッセージ

Application Details

Opening Date	Information
Deadline	
Examination Location	
Application Fee (JPY)	

Submit

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

- Credit cards
- Paypal
- Pay-easy

No application fee is required for Japanese Government (Monbukagakusho) 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.

( 1 0 )

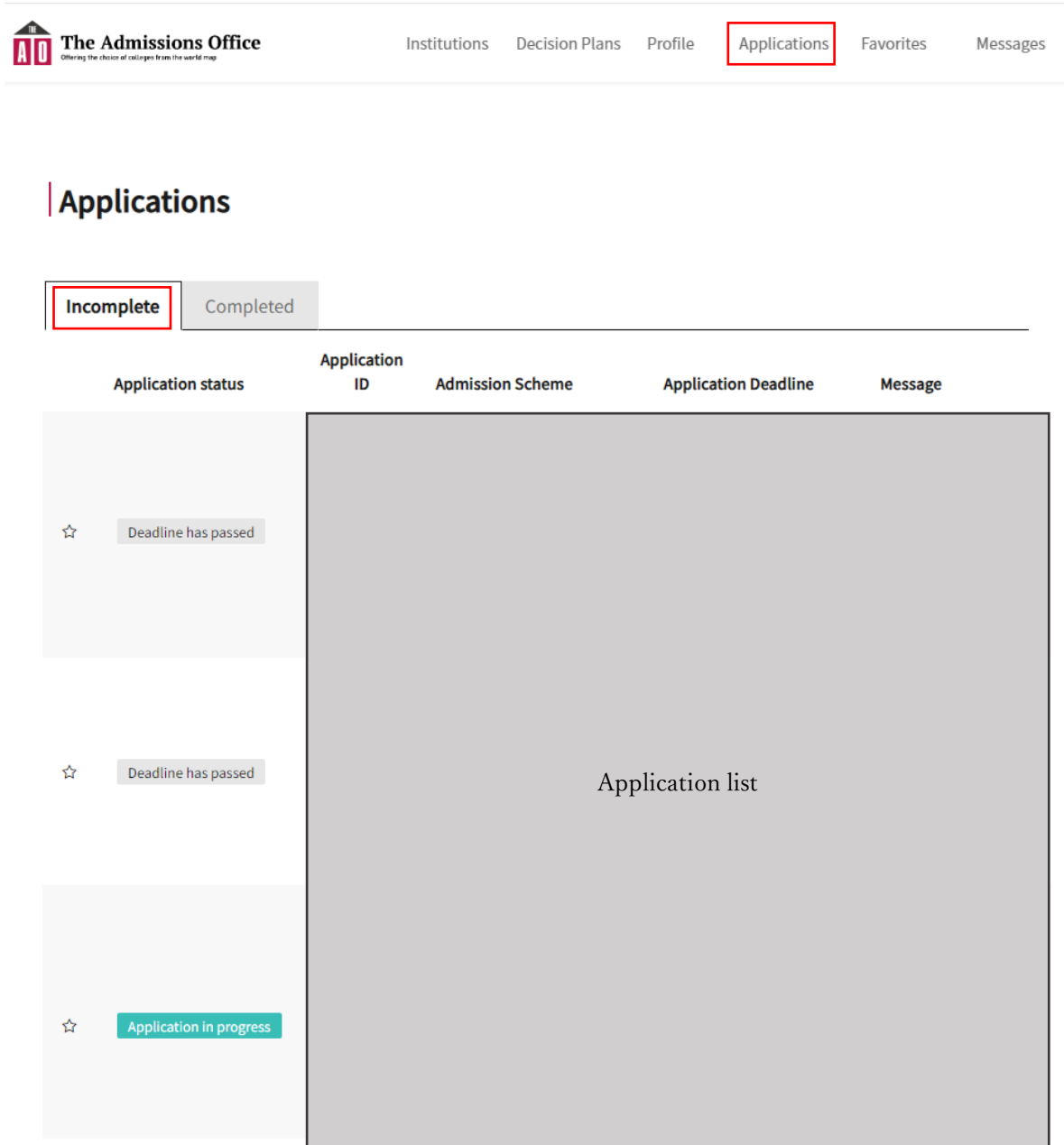
When you have finished entering all the necessary information, click the "Submit" button.

The screenshot shows the 'The Admissions Office' website interface. The top navigation bar includes 'Institutions', 'Decision Plans', 'Profile', 'Applications', 'Favorites', and 'Messages'. The main content area is titled 'Application Fee' and is mostly obscured by a large grey rectangle. On the left sidebar, there are progress indicators: 'Application Name' (5/6) and 'Progress - Required Documents' (5/5). Below these are sections for 'Application Form' (with four checked items and a list icon) and 'Payment' (with 'Application Fee' checked). A red box highlights a 'Submit' button in the bottom right corner of the main content area. Below the screenshot, the text 'Click on the "Submit" button' is written in red.

The screenshot shows a confirmation dialog box with the following text: 'Submit this application form.', 'Are you sure?', and 'Application details cannot be changed once submitted.' At the bottom, there are two buttons: 'Cancel' and 'Submit'. A red box highlights the 'Submit' button.

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.



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


### 3. Check and send messages

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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.

- (i) Log in to "The Admissions Office"
- (ii) Select "Messages"
- (iii) Select the application.



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

The screenshot displays the 'The Admissions Office' website interface. At the top, the navigation menu includes 'Institutions', 'Decision Plans', 'Profile', 'Applications', 'Favorites', and 'Messages'. The 'Messages' tab is highlighted with a red box. Below the navigation, there is a filter section with a dropdown menu containing the text '募集名を選択してください' (Select an application), which is also highlighted with a red box. Other filter options include 'Last Receive Date', 'Last Sent Date', and '状態' (Status). A 'Filter with this setting' button is located to the right of these filters. A red arrow labeled 'Click' points to the 'Messages' tab. The main content area is divided into two columns. The left column contains a 'Message' dropdown menu and an 'Application List' placeholder. The right column features a 'Selected application Name' header and a message preview area. The message preview shows a date '2020/06/24' and a message body with five dots. A red box highlights the message preview area. Below the preview, a red text label reads 'A message will be displayed here.' At the bottom of the interface, there is a text input field with a paperclip icon on the left and a send button on the right. The input field contains the text 'メッセージを入力' (Enter message). A red box highlights the entire input area. A red text label below the input field reads 'To send a message, please enter it here.'


#### 4. Examinee slip


- (1) When the examinee slip is issued, SOKENDAI office will inform you via The Admissions OFFICE. You will receive an email from "no-reply@admissions-office. net" to the email address you have registered with The Admissions Office. Please click on "Check messages" in the email.
- (2) You can check your admission ticket in the following ways.
  - (i) Log in to “The Admissions Office”
  - (ii) Click the “Applications”
  - (iii) Click the “Completed” tab.
  - (iv) Select the application
  - (v) Click the “Show examinee slip”


The screenshot shows the user interface of 'The Admissions Office'. At the top, there is a navigation bar with the logo and the text 'The Admissions Office' followed by the tagline 'Offering the choice of colleges from the world map'. To the right of the logo are links for 'Institutions', 'Decision Plans', 'Profile', 'Applications' (highlighted with a red box), 'Favorites', and 'Messages'. Below the navigation bar, there are 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 the following headers: 'Application status', 'Application ID', 'Admission Scheme', 'Application Deadline', and 'Message'. The table content is mostly obscured by a large grey rectangular area. On the left side of this area, there are two rows, each starting with a star icon and the text 'Application completed'. In the center of the grey area, the word 'Applications' is written. A red arrow points to the bottom center of the grey area with the text 'Select the application'.

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

### Examinee slip

 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 campus, and letters of acceptance will be mailed to successful applicants. The results will also be available in The Admissions Office at the time of the announcement.
- (2) You can check your result in the following ways.
  - (i) Log in to “The Admissions Office”
  - (ii) Select “Applications”
  - (iii) Select the application in the “Completed” tab
  - (iv) Click “View my screening results”

The screenshot shows the user interface of 'The Admissions Office'. At the top, there is a navigation bar with the logo and the text 'The Admissions Office' followed by the tagline 'Offering the choice of colleges from the world map'. To the right of the logo are links for 'Institutions', 'Decision Plans', 'Profile', 'Applications' (highlighted with a red box), 'Favorites', and 'Messages'. Below the navigation bar, there are two tabs: 'Incomplete' and 'Completed' (highlighted with a red box). Underneath the tabs is a table with the following headers: 'Application status', 'Application ID', 'Admission Scheme', 'Application Deadline', and 'Message'. The table content is mostly obscured by a large grey rectangular area. On the left side of this area, there are two rows, each starting with a star icon and a dark button labeled 'Application completed'. The word 'Applications' is centered in the grey area. A red arrow points upwards from the text 'Select the application' at the bottom of the image to the word 'Applications' in the table.

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.