



HOKKAIDO
UNIVERSITY

SHORT-TERM EXCHANGE PROGRAM

HUSTEP

Live in Japan, Study in English

2027 Spring Application



THE ADMISSIONS OFFICE (TAO)
APPLICATION MANUAL FOR HUSTEP APPLICANTS AND
ADMINISTRATORS.

✓ **Application Deadline:** October the 23rd, 2026 (JST)

✓ **Application Link:** https://admissions-office.net/ja/applicant/university_recruitments/14887

- This link is shared only with partner universities. Please DO NOT share it with other universities.
- Your application will not be completed unless all steps, including the submission of documents by the exchange coordinator at your home university, are finished within the Application period above.

Application System

• [The Admissions Office \(TAO\)](#)

- PC is recommended
- Recommended System Requirements
 - Microsoft Edge Latest Version
 - Google Chrome Latest Version
 - Safari Latest Version
 - Firefox Latest Version

Student's (Applicant's) Manual

Go To → P4 – 19 & P31 - 36

How to use TAO system to apply for HUSTEP

Administrator's Manual

Go To → P20 - 30

How to upload referential documents to TAO system to support student's application.

【For Nationals of the Philippines, Vietnam, and Nepal】
! IMPORTANT NOTICE !

Applicants from countries subject to the Pre-Entry Tuberculosis (TB) Screening requirement (Philippines, Vietnam and Nepal) must submit a TB Clearance for CoE application.

For more details, please refer to the following link.

Link: [Notice on Japan Pre Entry Tuberculosis Screening \(JPETS\)](#)

Students



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

aaaaaaa@oia.hokudai.ac.jp

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?

Go to
[The Admissions Office \(TAO\).](#)

Create your account
from **Applicants** tab by
registering your
personal email address.



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

Create an applicant's account

English ▾

• Required fields

Email address •

Email address

Password •

Password

Please enter the new password again

Last name •

Last name

First name •

First name

Middle name

Middle name

Date of birth/gender •

Date of birth

☐ Male ☐ Female ☐ Other

Display language •

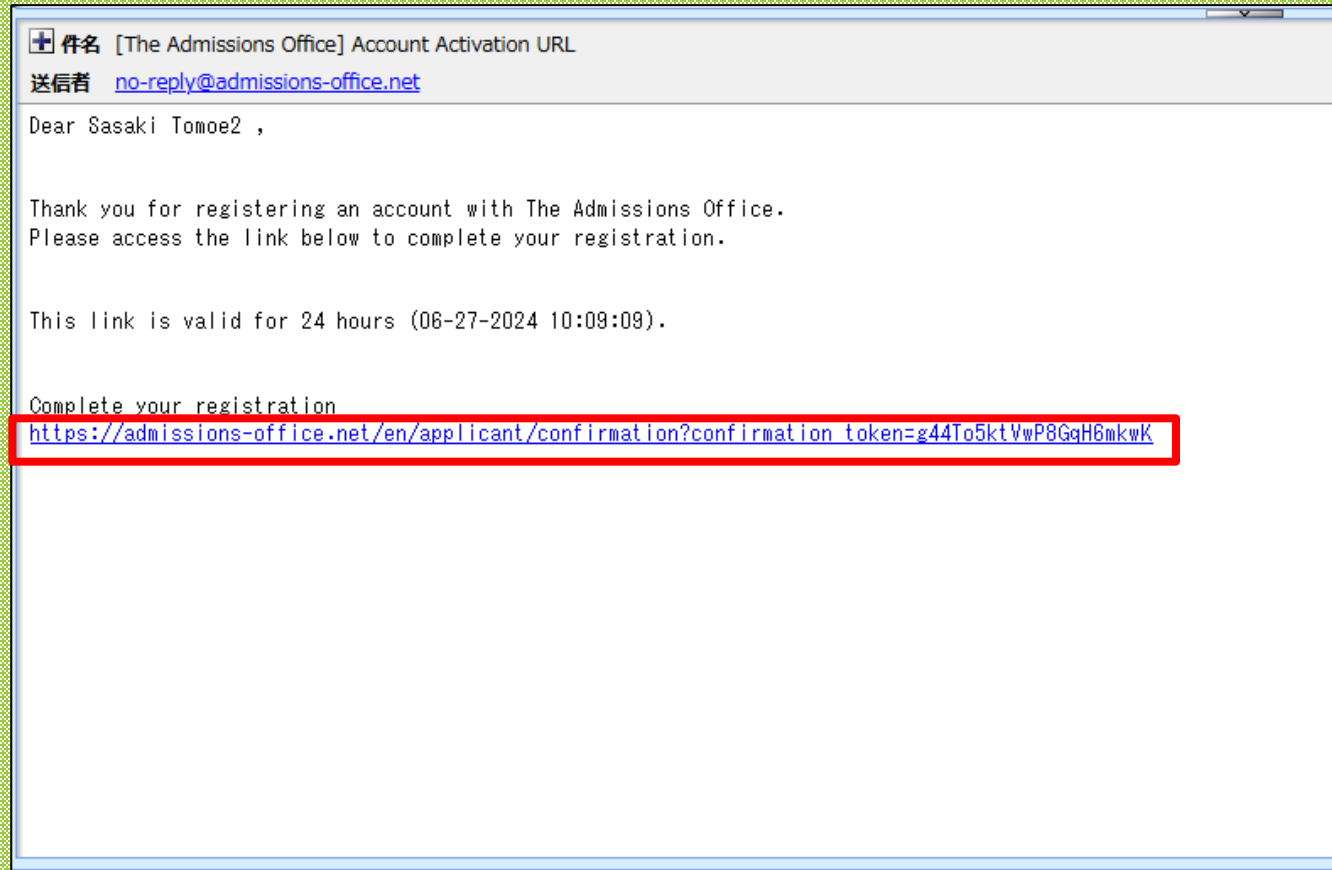
☐ 日本語 ☐ English

Students

Create your account by
registering your
personal email address.

***Make sure to register
frequently used email address.**

Students



Check your registered
email inbox
to complete the
registration.

【 ! Attention ! 】

The account activation email may be recognized as a spam mail. If you do not receive the email, please check your spam folder as well.

Before starting your HUSTEP application

- ✓ Make sure to prepare information and documents at hand.
- ✓ Always **'Save'** information before moving to the next section.
- ✓ After you finished filling in your sections, you still need to make a request to your home university administrator to upload official documents. After the administrator uploaded the documents, you also need to finalize the whole application.
- ✓ You can only make application **ONCE**.
- ✓ You **CANNOT** amend or replace information after completion, make sure all the information is correct before submission.

Students



Offering the choice of colleges from the world map

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English -

Applicants Recommenders/Requestees

aaaaaaa@oia.hokudai.ac.jp

Login

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?

Enter the email address and password you registered and log in to TAO from the link sent by the university exchange coordinator.

Students

Notice English Sasaki Tomoe2

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

Search schools Admission Schemes Profile Applications Favorites Message

Search schools > Details > Department/Course > Program/Major > Admission category

Open National

Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Application details

Beginning of application	06-24-2024 12:00:00(JST)
Days left before the deadline	2 days left
Maximum quota	50
Month and year of entrance	2025/04

The date format for the following item(s) is "MM-DD-YYYY": Beginning of application

☆ Favorites + Start my application

HUSTEP Administration office

Email

hustep@oia.hokudai.ac.jp

HUSTEP Application
Front page

Click
'Start my application'.

Students

Click

1

**‘HUSTEP
Application Form
Spring 2027
Application’**
at the left side bar.

Notice

English

Sasaki Tomoe2

The Admissions Office

Opening the doors of education from the world wide

Search schools

Admission Schemes

Profile

Applications

Favorites

Message

Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress

0 / 5

Progress of required fields

0 / 5

* indicates a required field.

Prepared by applicant

1

HUSTEP Application Form 2025 Spring (updated) *

2

Digital ID photo *

3

Proof of English Proficiency *

4

Study Plan in Hokkaido University *

Prepared by person other than applicant

5

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System *

Application in progress

National

(Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Deadline notification

You have 2 days left before the Application Deadline.

To start online application by PC, please click the left sidebar.

To start online application by smartphone, please click the menu at the top.

Cancel my application

Message

Application details

Beginning of application

06-24-2024 12:00:00(JST)

Application Deadline

06-28-2024 17:00:00(JST)

Month and year of entrance

2025/04

Examination fee (JPY)

Some document(s) have not been filled yet.

content confirmation

*Temporary saving is not available on this page. We recommend preparing all the required information in advance before you begin filling in the form.

Students

Fill in the form and upload required forms.

As for “Handling of Personal Information”, please download the template, fill in, and upload it.

After filling all the information, click on “Save and go to next”

The screenshot displays the HUSTEP Application Form 2025 Spring (updated) page. The top navigation bar includes links for Notice, English, and the user's name, Sasaki Tomoe2. The main header shows the Admissions Office logo and navigation tabs for Search schools, Admission Schemes, Profile, Applications (selected), Favorites, and Message.

On the left sidebar, the user's progress is shown as 0/5. Below this, a list of documents prepared by the applicant is shown, including the HUSTEP Application Form 2025 Spring (updated), Digital ID photo, Proof of English Proficiency, and Study Plan in Hokkaido University. A note indicates that some documents have not been filled yet.

The main content area is titled "HUSTEP Application Form 2025 Spring (updated)". It includes a section for "How we handle your personal data" with a link to "Guidelines for Applying to HUSTEP" and "Handling your personal data". Below this, there is a section for "1. Personal data handling consent" with a radio button for "I understand the purpose of collecting and using my personal information, and hereby consent to the handling and use of my personal information as described above.".

Section "2. Please upload the Consent file here. (PDF)" contains a large upload area with a cloud icon and the text "Drag and drop a file here or click to browse". Below this, a note states "Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB." A green arrow points to the link "Consent to Transfer and Process Personal Data (template)".

At the bottom right, a red box highlights the "Save and go to next" button.

Students

Upload

2

Digital ID photo.
as a JPEG format.

Click on “Save and go to next”

The screenshot shows the 'Applications' section of 'The Admissions Office' website. The user is logged in as 'Sasaki Tomoe2'. The main heading is 'Digital ID photo'. Below it, instructions state: 'Please upload a color photo taken within 3 months of the application date (headshot, front-facing, without a hat, no background). Please do not edit or retouch the photo. The photo will be used for the application for the Certificate Of Eligibility (COE) for student visa and for your student ID.' A large red rectangle highlights the upload area, which contains the text 'Please upload your digital ID photo here.' and a 'Drag and drop a file here or click to browse' instruction. Below this, a note specifies: 'Only files with the extension of .png .jpeg .jpg can be uploaded. Files need to be no larger than 20MB.' On the left sidebar, a progress bar shows '0 / 5' and a list of required fields. The second field, '2 Digital ID photo *', is highlighted with a red rectangle. At the bottom right, a 'Save and go to next' button is also highlighted with a red rectangle. A footer message states: 'Some document(s) have not been filled yet.' with a 'content confirmation' button.

【 ! Attention ! 】

Please upload a color photo taken within 3 months of the application date (headshot, front-facing, without a hat, no background). Please do not upload the same photo as your passport.

Students

Upload

3

Study Plan in HU.

Download the template of “Study Plan in Hokkaido University”.

Fill out the form and upload the PDF format of it.

***When converting to PDF, please make sure to check carefully for any cut-off sections.**

Click on “Save and go to next”

Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress
0 / 5

Progress of required fields
0 / 5

* indicates a required field.

Prepared by applicant

- 1 HUSTEP Application Form 2025 Spring (updated) *
- 2 Digital ID photo *
- 3 Proof of English Proficiency *
- 4 Study Plan in Hokkaido University *

Prepared by person other than applicant

1. Recommendation Letter, 2. Certificate of Enrollment, 3. Official Transcript of Academic Record, 3. University Grading System *

Some document(s) have not been filled yet.

content confirmation

Study Plan in Hokkaido University

Please fill in the HU Study Plan and upload it here.
*You need to list at least 7 classes.

Study Plan in Hokkaido University

▶ HU Study Plan (template) *the link under construction

Please upload the file here. (PDF)

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 and go to next

Terms and conditions Recommended environment Handling of personal information White paper Deactivate your account with The Admissions Office help center

Students

Upload

4

Proof of English Proficiency

(If you have not taken TOEFL, IELTS or any other CEFR based test, ask your supervisor to make the Certificate of English language proficiency, and upload it.)

Native English speakers can obtain an official letter from your home university as a proof document to upload.

Click on “Save and go to next”

The screenshot shows the 'The Admissions Office' application portal. The user is logged in as 'Sasaki Tomoe2'. The main heading is 'Proof of English Proficiency'. Below it, instructions state: 'Please upload the score record of the English language proficiency test (TOEFL, IELTS or CEFR). Applicants who have not taken these tests should upload the official certificate from your home university to prove that you have CEFR C1 or above level of English proficiency.'

The application progress is shown on the left sidebar:

- Progress: 0 / 5
- Progress of required fields: 0 / 5
- * indicates a required field.
- Prepared by applicant:
 - 1 HUSTEP Application Form 2025 Spring (updated) *
 - 2 Digital ID photo *
 - 3 Proof of English Proficiency *
 - 4 Study Plan in Hokkaido University *
- Prepared by person other than applicant:
 - 1. Recommendation Letter, 2. Certificate of Enrollment,
 - 5 Official Transcript of Academic Record, 3. University Grading System *

A red box highlights the 'Study Plan in Hokkaido University' item in the sidebar and the corresponding upload area. The upload area contains a large box with a cloud icon and the text 'Please upload the file here. (PDF)' and 'Drag and drop a file here or click to browse'. Below this, it states: 'Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.'

At the bottom right, a red box highlights the 'Save and go to next' button. At the bottom left, there is a 'content confirmation' button. A red message at the bottom left states: 'Some document(s) have not been filled yet.'

The footer includes links for Terms and conditions, Recommended environment, Handling of personal information, White paper, Deactivate your account with The Admissions Office, and help center. It also states '© 2019 TAO Inc. All rights reserved.'

Students

Click

5

‘Checklist before submission’ on the left side bar.

After reviewing all the contents written on this page, click on “Confirmed”.

Click ‘Save and go next’

The screenshot shows the 'HUSTEP Application Guidelines' page. On the left sidebar, under 'Prepared by applicant', item 5 'Checklist before submission' is highlighted with a red box. The main content area has three sections: 'HUSTEP Application Guidelines', 'Completion of Application', and 'Contents after completion of application'. Each section has a 'Confirmed' button highlighted with a red box. At the bottom right, a 'Save and go to next' button is also highlighted with a red box. The bottom left has a 'content confirmation' button.

Hokkaido University | 高等教育推進機構 | HUSTEP | (マニュアル作成用)
Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress
0 / 6
Progress of required fields
0 / 6
* indicates a required field.

Prepared by applicant

- 1 HUSTEP Application Form 2025 Spring *
- 2 Digital ID photo *
- 3 Proof of English Proficiency *
- 4 Study Plan in Hokkaido University *
- 5 Checklist before submission *

Prepared by person other than applicant

1. Recommendation Letter, 2. Certificate of Enrollment, 3. Official Transcript of Academic Record and University Grading System *

Some document(s) have not been filled yet.

content confirmation

HUSTEP Application Guidelines * Required

Have you reviewed all the contents of the 'Guidelines for Applying to HUSTEP' before applying?

▶ Guidelines for Applying to HUSTEP

Review of Application Guidelines * Confirmed

Completion of Application * Required

To finalize your application, you need to click on the "Complete my application" button on the page "Confirmation of contents" after entering all your application information and submission of documents by the exchange coordinator of your university (Recommendation letter, Certificate of Enrollment, Official transcript and grading system) otherwise the application will not be finalized.

Completion of Application * Confirmed

Contents after completion of application * Required

Once the "Complete my application" button is clicked on, any further change or replacement of updated documents or information cannot be made. When you proceed to finalize your application, please make sure to carefully review the contents beforehand.

Contents after completion of application * Confirmed

Save and go to next

Students

Go to

6

'Prepared by person other than applicant' section.

Press 'Request' button to make an uploading request to your home university administrator.

Notice

English

佐々木 友恵

The Admissions Office

Offering the chance of exchange from the world wide

Search schools

Admission Schemes

Profile

Applications

Favorites

Message

Hokkaido University | 高等教育推進機構 | HUSTEP | (デモ★2) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress

5 / 6

Progress of required fields

5 / 6

* indicates a required field.

Prepared by applicant

☒ HUSTEP Application Form 2025 Spring *

☒ Digital ID photo *

☒ Proof of English Proficiency *

☒ Study Plan in Hokkaido University *

☒ Checklist before submission *

Prepared by person other than applicant

1. Recommendation Letter,

2. Certificate of Enrollment,

6 3. Official Transcript of Academic Record and University Grading System *

Some document(s) have not been filled yet.

content confirmation

1. Recommendation Letter, 2. Certificate of Enrollment, 3. Official Transcript of Academic Record and University Grading System

Request

Requirements set by the university

Type of Recommender / Requestee	Exchange coordinator at home university
Required number	1
Maximum number allowed	2

Request status

Completion status	Open status	Email address	
Not submitted	Unopened	rkouryu@oia.hokudai.ac.jp	Cancel my request

Next

Terms and conditions

Recommended environment

Handling of personal information

White paper

Deactivate your account with The Admissions Office

help center

Students

Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress
4 / 5

Progress of required fields
4 / 5

* Indicates a required field.

Prepared by applicant

- ☒ Digital ID photo *
- ☒ Proof of English Proficiency *
- ☒ Study Plan in Hokkaido University *
- ☒ HUSTEP Application Form 2025 Spring (updated) *

Prepared by person other than applicant

- 1. Recommendation Letter,
- 2. Certificate of Enrollment,
- 3. Official Transcript of Academic Record,
- 3. University Grading System *

Some document(s) have not been filled yet.

content confirmation

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System

Type of Recommender / Requestee *
Exchange coordinator at home university

Email address of the requestee *

Request

Terms and conditions Recommended environment Handling of personal information White paper Deactivate your account with The Admissions Office help center

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Fill in your home university administrator/coordinator's email address.

Make sure it's correctly typed in.

【 ! Attention ! 】

This email address should be your exchange coordinator's address. Please ensure you have confirmed with your exchange coordinator which email address should be entered.

Students

Notice English Sasaki Tomoe2

The Admissions Office
Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Search schools Admission Schemes Profile Applications Favorites Message

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System * Required

Progress 4 / 5

Progress of required fields 4 / 5

* indicates a required field.

Prepared by applicant

- ☒ Digital ID photo *
- ☒ Proof of English Proficiency *
- ☒ Study Plan in Hokkaido University *
- ☒ HUSTEP Application Form 2025 Spring (updated) *

Prepared by person other than applicant

- 1. Recommendation Letter,
- 2. Certificate of Enrollment,
- 5 Official Transcript of Academic Record, 3. University Grading System *

Some document(s) have not been filled yet.

content confirmation

Type of Recommender / Requestee * Exchange coordinator at home university

Email address of the requestee *

Request

Terms and conditions Recommended environment Handling of personal information White paper Deactivate your account with The Admissions Office help center

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Click 'Request'.

Your request email to upload necessary documents will be sent to your home university administrator/coordinator

Students

Notice English Sasaki Tomoe2

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

Search schools Admission Schemes Profile Applications Favorites Message

Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress
4 / 5

Progress of required fields
4 / 5

* indicates a required field.

Prepared by applicant

☒ HUSTEP Application Form 2025 Spring (updated) *

☒ Digital ID photo *

☒ Proof of English Proficiency *

☒ Study Plan in Hokkaido University *

Prepared by person other than applicant

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System

You have submitted a request. If you have submitted a request, you must cancel one of the current requests.

✓ Request completed.

Requirements set by the university

Type of Recommender / Requestee	Exchange coordinator at home university
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status	Email address
Not submitted	Unopened	eny14498@elms.hokudai.ac.jp

Cancel my request

Some document(s) have not been filled yet.

content confirmation

Request is sent to your home university administrator/coordinator's email address that you input on the previous page.

"Completion status" and "Open status" tell you whether your exchange coordinator has opened or completed your request or not. If the completion status has not changed for a few days, we recommend you remind them.

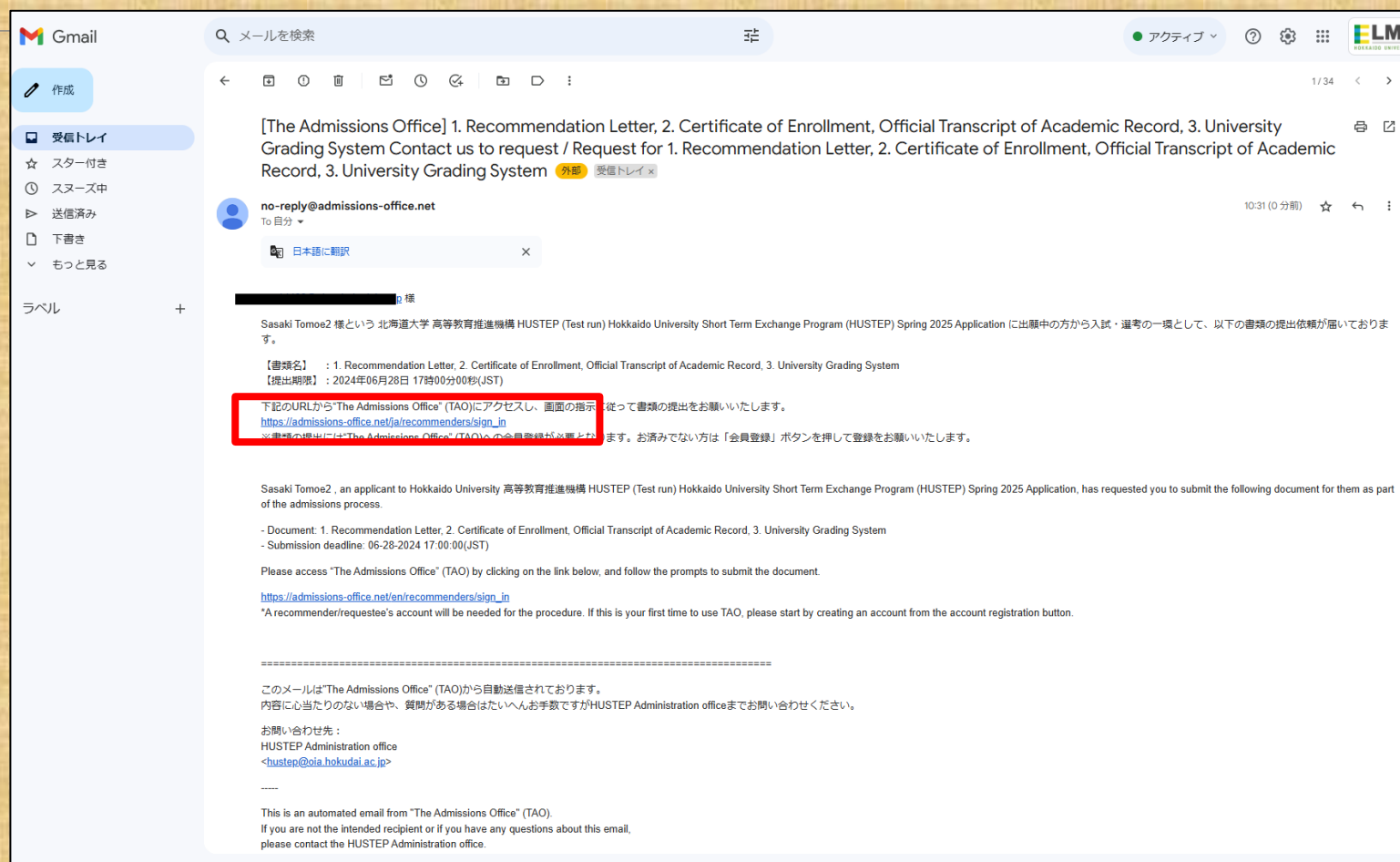
***Students, please jump to P. 31 for next steps.
This is not the end of the application, you still have steps to complete the whole application.**

Administrator

After your students filled in their parts, they will send you a request email through the TAO system to ask you upload official documents.

Click the link in the request email, then create your home university's Administration account.

* The request email may be recognized as a spam email. If you do not receive the email, please check your spam folder as well.



Administrator

From the **Recommenders/Requestees** tab on [The Admissions Office \(TAO\)](#), create your administrative account.

The screenshot displays the homepage of The Admissions Office (TAO). On the left, the TAO logo is shown with the tagline "Offering the choice of colleges from the world map". Below this, a brief description states: "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." An illustration of six diverse students is positioned below the text. On the right, a login and registration form is visible. The form includes a language selector set to "English", a tabbed interface with "Applicants" and "Recommenders/Requestees" (the latter is highlighted with a red box), and a note: "※ The login email address must match the one to which the applicant's request email was sent." The form contains fields for "Email address" and "Password", followed by "Login" and "Account registration" buttons (the latter is also highlighted with a red box). At the bottom of the form are links for "Resend confirmation email" and "I forgot my password". The footer contains links for "Terms and conditions", "Recommended environment", "Handling of personal information", "White paper", "Deactivate your account with The Admissions Office", and "help center", along with the copyright notice "© 2019 TAO Inc. All rights reserved".

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

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**

※ The login email address must match the one to which the applicant's request email was sent.

Email address

Password

Login

Account registration

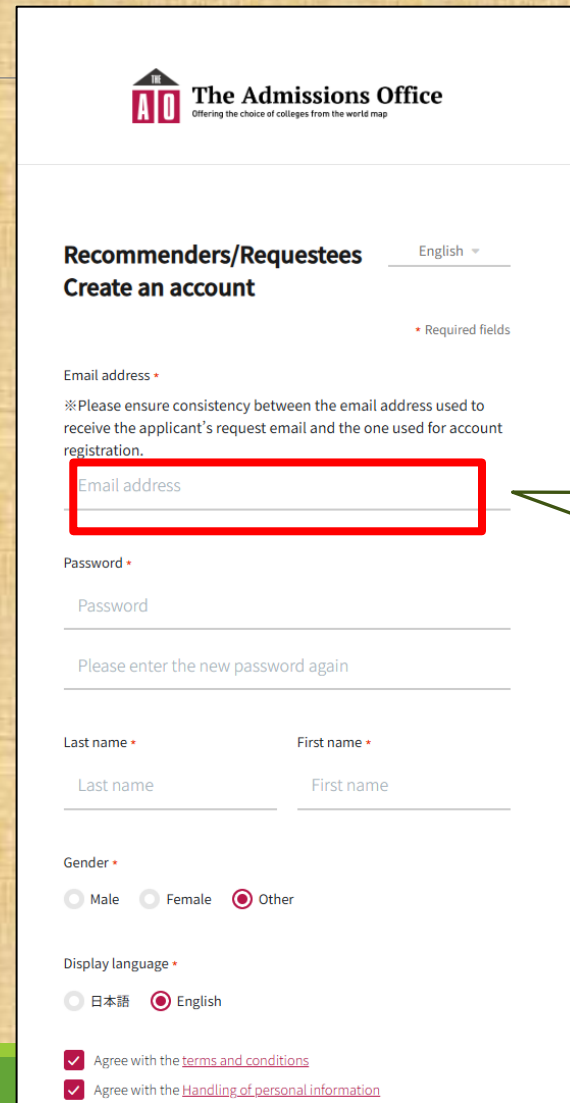
Resend confirmation email I forgot my password

Terms and conditions Recommended environment Handling of personal information White paper Deactivate your account with The Admissions Office help center

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Administrator

Create your account by registering the home university's administrative email address.



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

Recommendations/Requestees English ▾
Create an account

* Required fields

Email address *

※Please ensure consistency between the email address used to receive the applicant's request email and the one used for account registration.

Email address

Password *

Password

Please enter the new password again

Last name * First name *

Last name First name

Gender *

☐ Male ☐ Female ☒ Other

Display language *

☐ 日本語 ☒ English

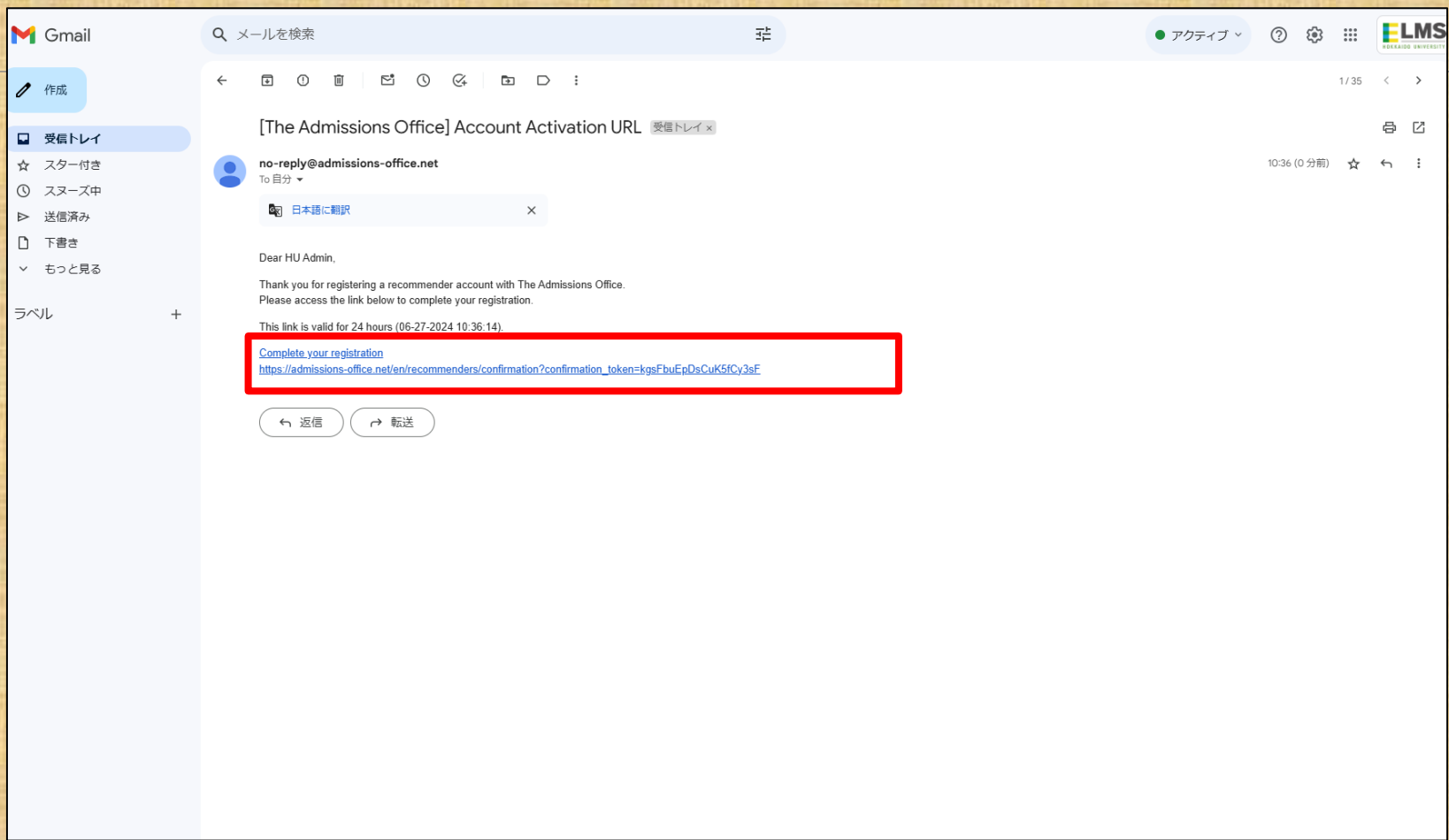
☒ Agree with the [terms and conditions](#)

☒ Agree with the [Handling of personal information](#)

The Email address you enter here should be the same one used to receive the applicant's request email.

Administrator

Check the registered email inbox to complete the registration.



Administrator

Log in to TAO with your newly created account from the link written on the request email you received.



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

An entrance exam system for the new era, convenient for both university and applicants.
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English ▾

Applicants **Recommenders/Requestees**

※ The login email address must match the one to which the applicant's request email was sent.

Email address

Password

Login

Account registration

[Resend confirmation email](#) [I forgot my password](#)

Administrator

Click the part in red to proceed to the upload screen.

NoticeEnglishHU Admin さん

The Admissions Office
Offering the course of challenge from the world stage

List of requests you have received

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	Hokkaido University 高等教育推進機構 HUSTEP (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application Read more	1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System	Sasaki Tomoe2	06-26-2024 10:31:28	2024/06/28 17:00(JST)(2 days left)

The date format for the following item(s) is "MM-DD-YYYY":When the request was made

Terms and conditionsRecommended environmentHandling of personal informationWhite paperDeactivate your account with The Admissions Officehelp center

© 2019 TAO Inc. All rights reserved

Administrator

You are requested to upload necessary documents.
Please click one by one to upload.

The screenshot displays the 'The Admissions Office' administrator interface. At the top, there is a navigation bar with 'Notice', 'English', and a user profile 'HU Admin さん'. Below this, a breadcrumb trail shows 'List of requests you have received > List of documents requested'. A red 'Not submitted' tag is visible. The main heading reads: '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. An 'Attention' box contains a note: 'The "Submit" button will appear once all forms have a status of "Entered".' Below this is a table with two columns: 'Document name' and 'Completion Status'. The table lists three documents, all with a status of 'Incomplete'. A red rectangle highlights the entire table area. At the bottom of the table, there are two buttons: 'Decline this request' and 'View prepared by applicant', with the latter also highlighted by a red rectangle. A speech bubble on the right points to the 'View prepared by applicant' button, containing the text: 'Please review the documents your students submitted by clicking "View prepared by applicant" before uploading all the official requested documents.' The footer contains links for 'Terms and conditions', 'Recommended environment', 'Handling of personal information', 'White paper', 'Deactivate your account with The Admissions Office', and 'help center', along with a copyright notice for 2019 TAO Inc.

Document name	Completion Status
Recommendation Letter	Incomplete
Certificate of Enrollment	Incomplete
Official Transcript of Academic Record & University Grading System	Incomplete

Decline this request View prepared by applicant

Please review the documents your students submitted by clicking "View prepared by applicant" before uploading all the official requested documents.

Administrator

Drag and upload the files.

Only PDF files are valid for uploading.

Remember to 'Save' it.

Repeat the same for Certificate of Enrollment and Official Transcript + Grading System

The screenshot shows the 'The Admissions Office' web interface. At the top, there is a navigation bar with 'Notice', 'English', and 'HU Admin' (with a dropdown arrow). Below this is the header with the logo and 'The Admissions Office' text, and a link to 'List of requests you have received'. The main content area has a breadcrumb trail: 'List of requests you have received > List of documents requested > Prepare documents requested'. The section title is 'Recommendation Letter'. Below this, a text box says 'Please upload the recommendation letter. You can either use the template or free format from your university.' There is a link 'Recommendation Letter (template)' which is highlighted with a blue box and a green arrow pointing to it from the text 'Template link'. Below this, another text box says 'Please upload the file here, (PDF)'. This is followed by a large red rectangular box containing a cloud upload icon and the text 'Drag and drop a file here or click to browse'. Below the red box, a note states 'Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.' At the bottom right, there is a 'Save' button highlighted with a red box. The footer contains links for 'Terms and conditions', 'Recommended environment', 'Handling of personal information', 'White paper', 'Deactivate your account with The Admissions Office', and 'help center', along with the copyright notice '© 2019 TAO Inc. All rights reserved'.

Administrator

Make sure all are securely uploaded.

- ✓ Recommendation Letter
- ✓ Certificate of Enrollment
- ✓ Official Transcript of Academic Record & University Grading System

Any document will not be submitted until you click on the "+Submit". (Students will not be able to complete their applications until you click on the "+Submit")

The screenshot displays the 'The Admissions Office' web interface. At the top, there are links for 'Notice', 'English', and a user profile 'HU Admin さん'. A breadcrumb trail shows 'List of requests you have received' > 'List of documents requested'. A red 'Not submitted' tag is present. The main heading reads: '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. Below this, an 'Attention' box states: 'This form is not yet submitted. "Submit" button must be clicked on.' A table lists the documents and their completion status:

Document name	Completion Status
Recommendation Letter	Entered
Certificate of Enrollment	Entered
Official Transcript of Academic Record & University Grading System	Entered

At the bottom, there are three buttons: 'Decline this request', 'View prepared by applicant', and a red '+ Submit' button. A green arrow points to the '+ Submit' button with the text 'Then click \'Submit\''. The footer contains links for 'Terms and conditions', 'Recommended environment', 'Handling of personal information', 'White paper', 'Deactivate your account with The Admissions Office', and 'help center', along with the copyright notice '© 2019 TAO Inc. All rights reserved'.

Administrator

Click 'Yes' to submit the requested official documentations.

The screenshot displays the TAO administrator interface. A modal dialog titled 'Submit documentation request form' is open, asking 'Are you sure?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box. The background interface shows a 'Not submitted' status and a list of documents with completion status 'Entered'.

Submit documentation request form

Are you sure?

No Yes

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System

Attention

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

Document name	Completion Status
Recommendation Letter	Entered >
Certificate of Enrollment	Entered >
Official Transcript of Academic Record & University Grading System	Entered >

Decline this request View prepared by applicant Submit

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Administrator

Requested documents are safely uploaded.

Notice | English | HU Admin さん

The Admissions Office
Helping you achieve your dreams

List of requests you have received

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
✓ Response to documentation request form completed.					
Submitted	Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application Read more	Official Transcript of Academic Record, 3. University Grading System	Sasaki Tomoe2	06-26-2024 10:31:28	06-26-2024 17:00(JST)(2 days left)

The date format for the following item(s) is "MM-DD-YYYY" :When the request was made

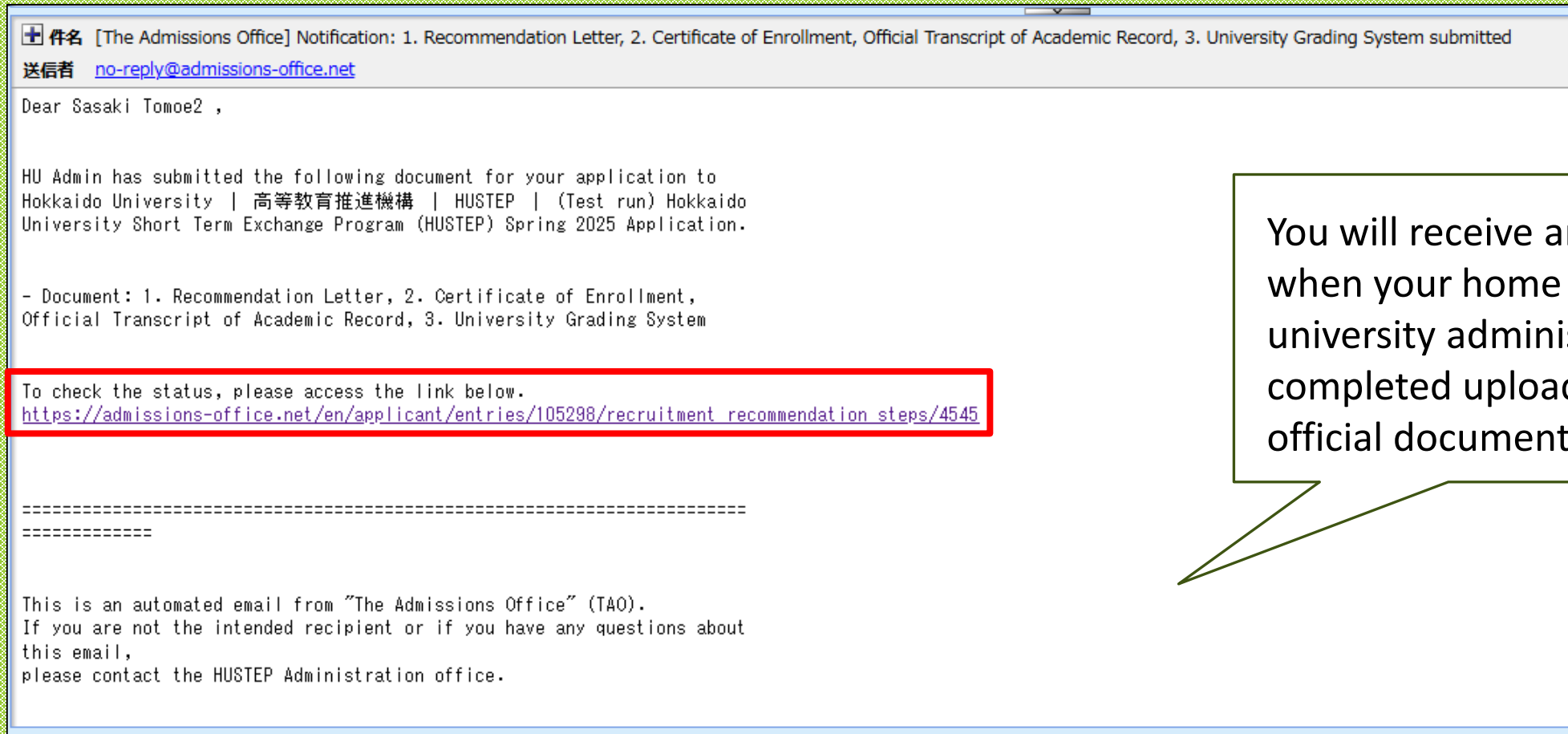
Terms and conditions | Recommended environment | Handling of personal information | White paper | Deactivate your account with The Admissions Office | help center

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Just in case, inform your students that you have uploaded all the required documents to TAO so that they know they can complete their applications.

*After you upload all the documents, automated email will be sent to students to let them know exchange coordinator (you) have completed the required process.

Students



You will receive an email
when your home
university administrator
completed uploading the
official documents.

Students

The Admissions Office

Offering The Admissions Office to the world

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Message

Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress

5 / 5

Progress of required fields

5 / 5

* indicates a required field.

Prepared by applicant

☒ HUSTEP Application Form 2025 Spring (updated) *

☒ Digital ID photo *

☒ Proof of English Proficiency *

☒ Study Plan in Hokkaido University *

Prepared by person other than applicant

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System *

☒

You are able to submit your application.

content confirmation

1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System

Requirements set by the university

Type of Recommender / Requestee	Exchange coordinator at home university
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status	Email address
Submitted	Opened	eny14498@elms.hokudai.ac.jp

Next

Terms and conditions

Recommended environment

Handling of personal information

White paper

Deactivate your account with The Admissions Office

help center

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Confirm requested documents are all securely submitted, then click **'Next'**.

Students

Notice English Sasaki Tomoe2

The Admissions Office
Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

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Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress
5 / 5

Progress of required fields
5 / 5

* indicates a required field.

Prepared by applicant

☒ HUSTEP Application Form 2025 Spring (updated) *

☒ Digital ID photo *

☒ Proof of English Proficiency *

☒ Study Plan in Hokkaido University *

Prepared by person other than applicant

1. Recommendation Letter, 2. Certificate of Enrollment, 3. Official Transcript of Academic Record, 3. University Grading System *

☒ Official Transcript of Academic Record, 3. University Grading System *

Confirmation of contents

Application form

Please check your application documents again.

- HUSTEP Application Form 2025 Spring (updated)
- Digital ID photo
- Proof of English Proficiency
- Study Plan in Hokkaido University

Documentation Request Form

Please check your application documents again.

- 1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System

Please check all the documents again.

☒ Yes, I have checked.

Continue editing Complete my application

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You are able to submit your application.

content confirmation

After you checked the Checklist, also tick 'Yes, I have checked' to confirm you checked everything

Then click 'Complete the application'

Students

The screenshot shows a web interface for 'The Admissions Office' with a modal dialog titled 'Complete my application'. The dialog contains a note: 'All data will become uneditable after the completion of application. Please check again if all entries are completed.' Below this is a checkbox labeled 'Apply after you review the above' which is checked. At the bottom of the dialog are 'Cancel' and 'Yes' buttons. The 'Yes' button is highlighted with a red rectangle. The background page shows progress bars for 'Progress' and 'Progress of required fields', both at 5/5. It also lists documents prepared by the applicant and by others, and a 'content confirmation' button at the bottom left.

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

Confirmation of contents

Application form

Please check your application documents again.

- HUSTEP Application Form 2025 Spring (updated)
- Digital ID photo
- Proof of English Proficiency
- Study Plan in Hokkaido University

Documentation Request Form

Please check your application documents again.

- 1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System

Please check all the documents again.

☒ Yes, I have checked.

Continue editing Complete my application

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You are able to submit your application.

content confirmation

Tick the box and press 'Yes' to complete your application.

*Once you complete the application, you will not be able to resubmit your documents. Please double-check your documents for any errors before completing this step. If you fail to press the "Yes" button here by the deadline, the application will not be submitted.

Students

NoticeEnglishSasaki Tomoe2

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

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Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

Progress
5 / 5

Progress of required fields
5 / 5

* indicates a required field.

Prepared by applicant

- ☒ HUSTEP Application Form 2025 Spring (updated) *
- ☒ Digital ID photo *
- ☒ Proof of English Proficiency *
- ☒ Study Plan in Hokkaido University *

Prepared by person other than applicant

- 1. Recommendation Letter, 2. Certificate of Enrollment, ☒ Official Transcript of Academic Record, 3. University Grading System *

Application completedNational

(Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application

☒ View my screening results

✓ Application completed.

Application details

Beginning of application	06-24-2024 12:00:00(JST)
Application Deadline	06-28-2024 17:00:00(JST)
Month and year of entrance	2025/04
Examination fee (JPY)	

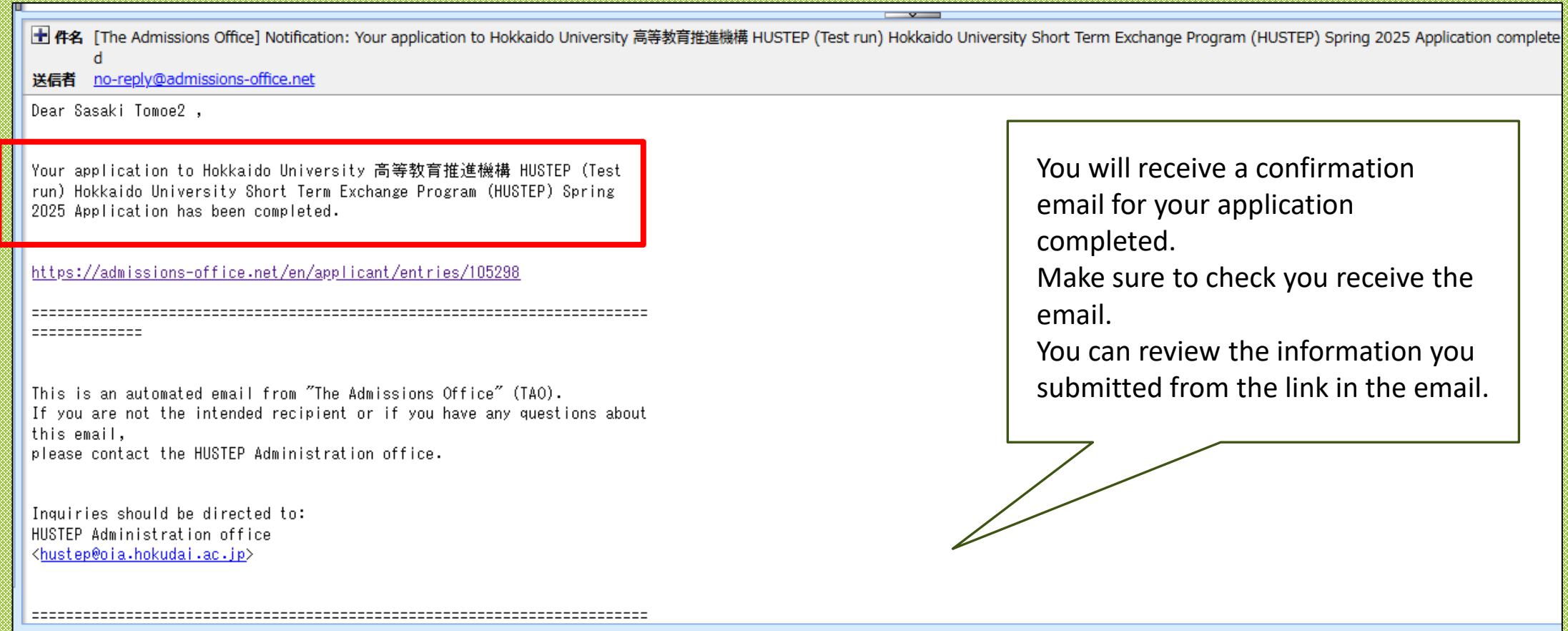
The date format for the following item(s) is "MM-DD-YYYY": Beginning of application, Application Deadline

HUSTEP Administration office

Email
hustep@oia.hokudai.ac.jp

Your application is completed!!

Students



Thank you for your application for HUSTEP!