

THE ADMISSIONS OFFICE (TAO) APPLICATION MANUAL FOR HUSTEP



✓ **Application Deadline: Oct 25, 2024 (JST)**

✓ **Application Link: https://admissions-office.net/ja/applicant/university_recruitments/8394**

- 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

▪ **P2 – 18 & P30 - 35**

Student's (Applicant's) Manual

How to use TAO system to apply for HUSTEP

▪ **P19 - 29**

Administrator's Manual

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

Students

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

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.

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 *

Date of birth

Male Female Other

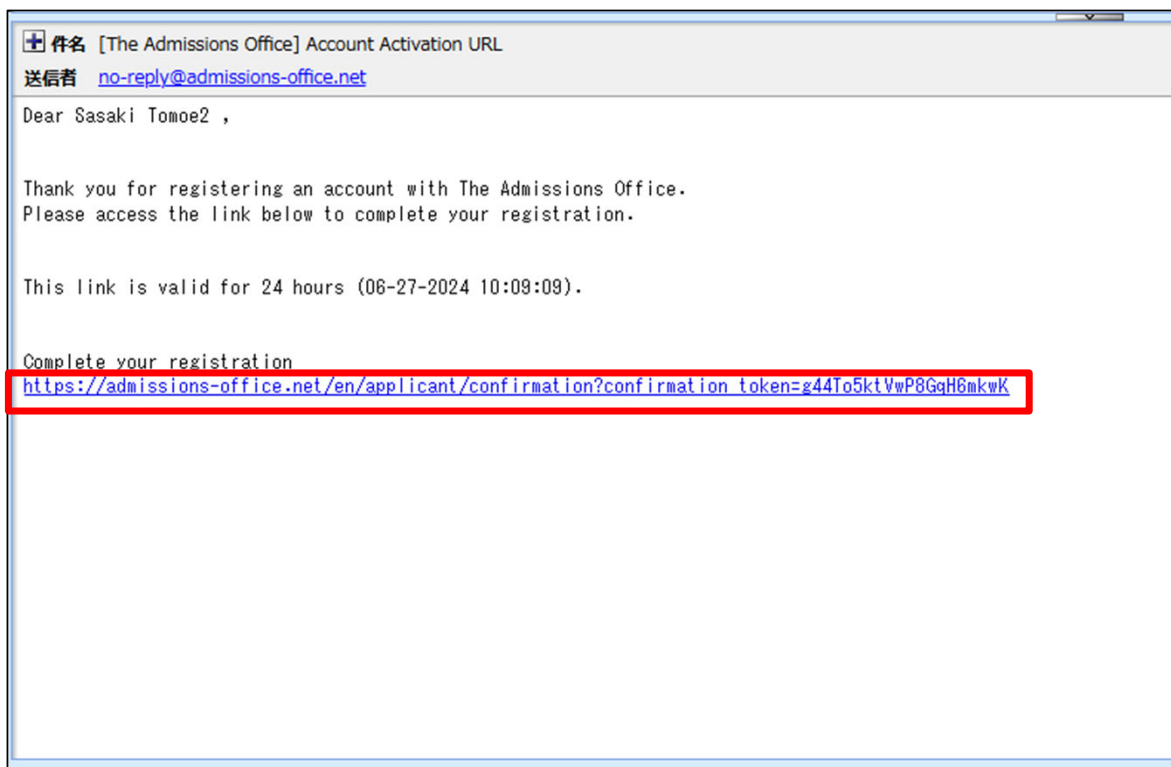
Display language *

日本語 English

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.

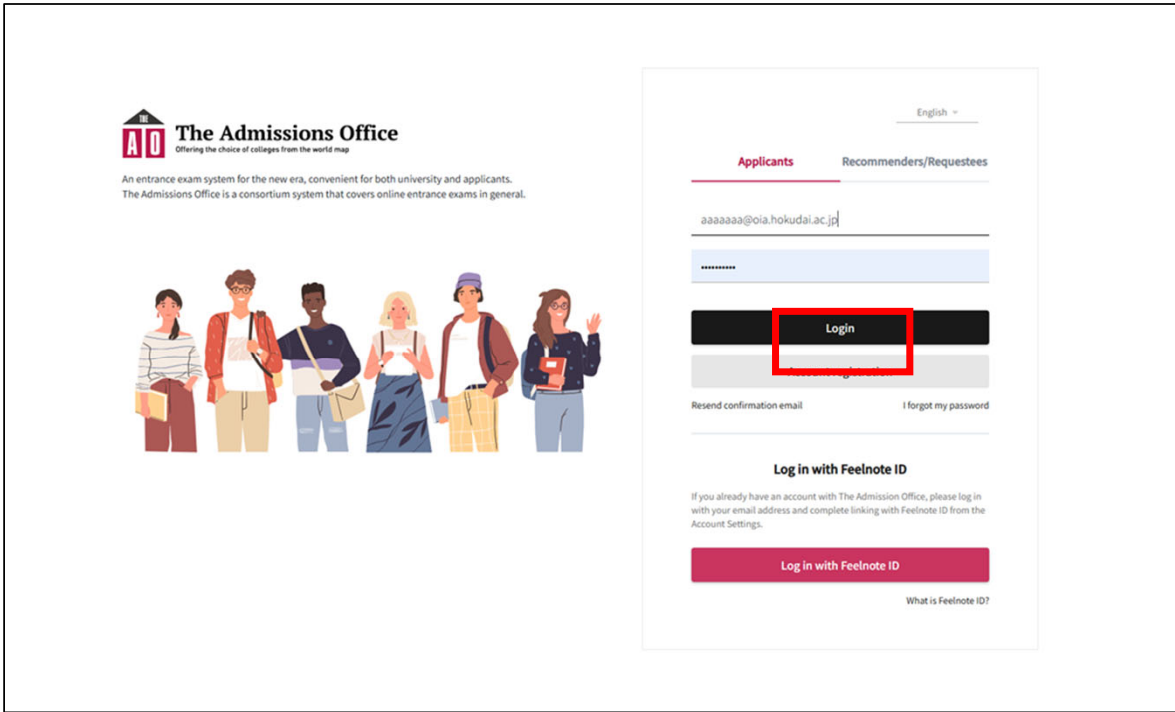
【 ! Attention ! 】

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



The screenshot displays the homepage of The Admissions Office (TAO) on the left and a login page on the right. The homepage features the TAO logo, the text "The Admissions Office", and a tagline "Offering the choice of colleges from the world map". Below this is a description: "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 shown at the bottom of the homepage. The login page on the right has a language selector set to "English". It has two tabs: "Applicants" (selected) and "Recommenders/Requestees". There are input fields for an email address (containing "aaaaaaa@oia.hokudai.ac.jp") and a password field (masked with "*****"). A "Login" button is highlighted with a red box. Below the login fields are links for "Resend confirmation email" and "I forgot my password". There is also a section for "Log in with Feelnote ID" with a "Log in with Feelnote ID" button and a link "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

The screenshot shows the 'The Admissions Office' website. The main heading is 'Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application'. Below this, there is a table of application details:

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

Below the table, there is a note: 'The date format for the following item(s) is "MM-DD-YYYY": Beginning of application'. To the right of this note, there are two buttons: 'Favorites' and '+ Start my application'. The '+ Start my application' button is highlighted with a red box.

At the bottom, under 'HUSTEP Administration office', there is an 'Email' field with the address 'hustep@ola.hokudai.ac.jp' and a right-pointing arrow.

HUSTEP Application
Front page

Click
'Start my application'.

Students

The screenshot shows the 'Applications' page for the HUSTEP Spring 2025 application. The left sidebar contains a list of documents to be prepared by the applicant. The first item, 'HUSTEP Application Form 2025 Spring (updated)', is highlighted with a red box. Below this, there are buttons for 'Cancel my application' and 'Message'. The main content area displays a deadline notification and application details.

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

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

Some document(s) have not been filled yet.

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

Click

1

**'HUSTEP
Application Form
2025 Spring'**
at the left side bar.

*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

The screenshot displays the 'HUSTEP Application Form 2025 Spring (updated)' page. On the left, there is a sidebar with a progress indicator (0/5) and a list of required documents: 1. HUSTEP Application Form 2025 Spring (updated) *, 2. Digital ID photo *, 3. Proof of English Proficiency *, and 4. Study Plan in Hokkaido University *. Below this, it lists documents to be prepared by others: 1. Recommendation Letter, 2. Certificate of Enrollment, 3. Official Transcript of Academic Record, and 4. University Grading System *. A message states 'Some document(s) have not been filled yet.' and a 'content confirmation' button is visible.

The main content area is titled 'HUSTEP Application Form 2025 Spring (updated)'. It features a section 'How we handle your personal data' with a 'Required' label. The text explains that personal information will be collected and handled according to the 'Privacy Policy' and 'Guidelines for Applying to HUSTEP' and 'How We handle Your Personal Data'. There are two links: 'Guidelines for Applying to HUSTEP' and 'Handling your personal data'. Below this, there is a consent section: '1. Personal data handling consent *' with a radio button and the text '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 is 'Please upload the Consent file here. (PDF) *'. It contains a file upload area with a cloud icon and the text 'Drag and drop a file here or click to browse'. Below the upload area, a note states 'Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.' A blue box highlights the link 'Consent to Transfer and Process Personal Data (template)', with a green arrow pointing to it from the text 'Consent form template'.

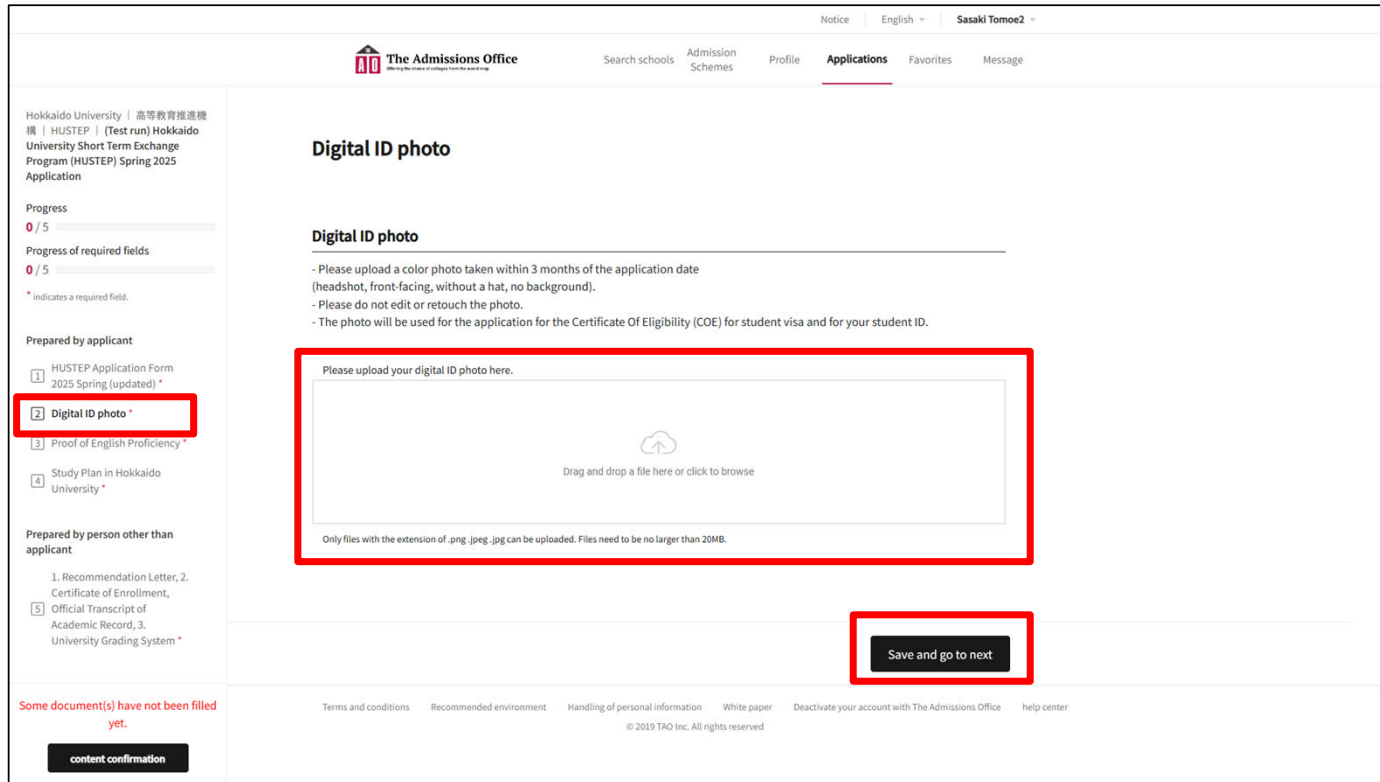
At the bottom of the form, there is a 'Study Period' field and a 'Save and go to next' button, which is highlighted with a red box.

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”

Students



Upload

2

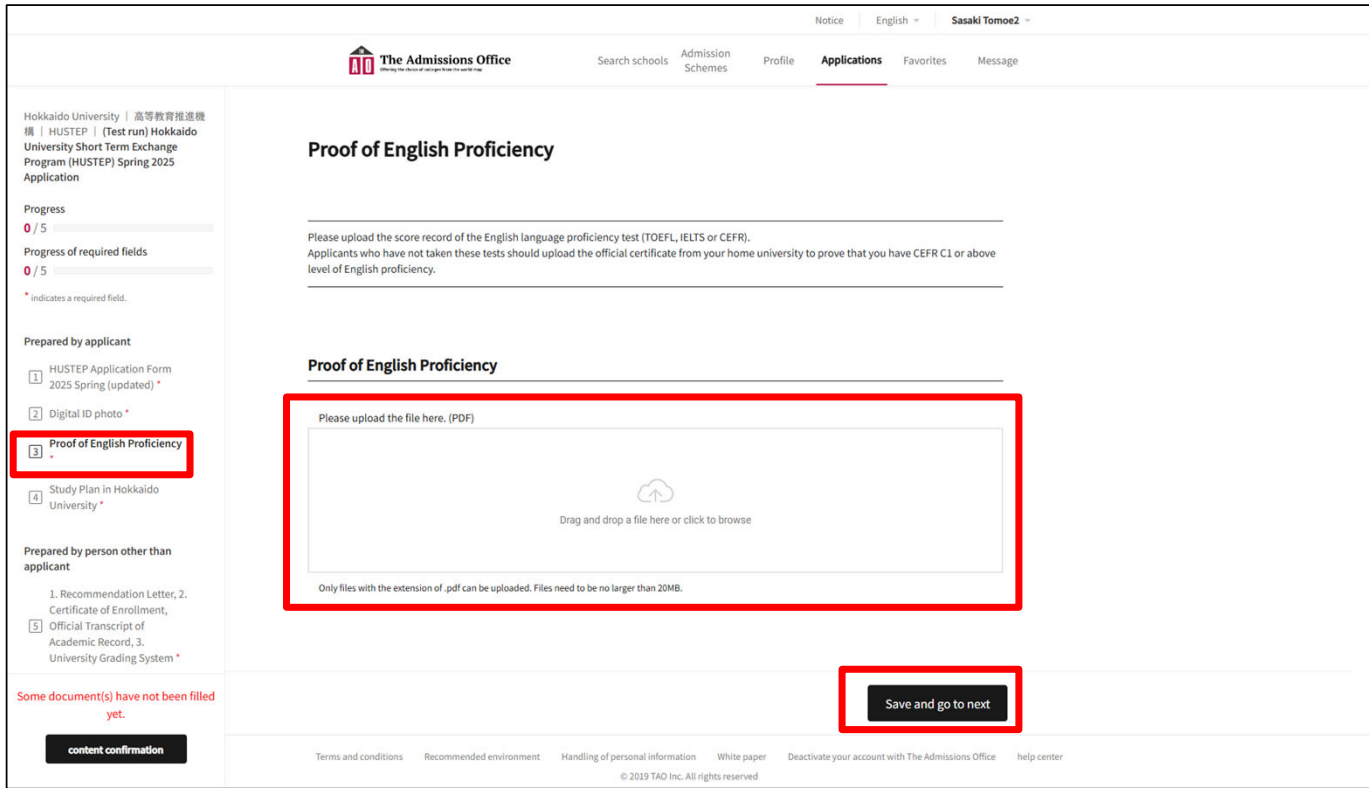
Digital ID photo.
as a JPEG format.

Click on “Save and go to next”

【 ! 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

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.)

Click on “Save and go to next”

Students

Upload

4

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”

The screenshot shows the ATU Admissions Office application interface. The main heading is "Study Plan in Hokkaido University". Below this, there is a text prompt: "Please fill in the HU Study Plan and upload it here. *You need to list at least 7 classes." A blue box highlights a link: "▶ HU Study Plan (template) *the link under construction", with a green arrow pointing to it labeled "Template link". Below the link is a file upload area with the text "Please upload the file here. (PDF)" and a cloud icon with the instruction "Drag and drop a file here or click to browse". A red box highlights this upload area. At the bottom right, a "Save and go to next" button is also highlighted with a red box. On the left sidebar, a list of documents is shown, with "Study Plan in Hokkaido University" highlighted by a red box. The progress bar at the top left shows 0/5.

Q+ lnj #l

The screenshot shows the 'HUSTEP Application Guidelines' page. On the left sidebar, the 'Checklist before submission' item is highlighted with a red box. The main content area has three sections, each with a 'Confirmed' button highlighted in red: 'Review of Application Guidelines', 'Completion of Application', and 'Contents after completion of application'. At the bottom right, a 'Save and go to next' button is also highlighted in red. The top navigation bar includes 'The Admissions Office' logo and links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', and 'Message'. The top right corner shows 'Notice', 'English', and '佐々木 友恵'.

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'

Students

Hokkaido University | 高等教育推進機構 | HUSTEP | (学毛★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

The Admissions Office

Search schools Admission Schemes Profile **Applications** Favorites Message

Notice English 佐々木 友恵

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

Go to the

6

'Prepared by person other than applicant' section.

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

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

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

The screenshot shows the 'Applications' page on The Admissions Office website. The user is logged in as 'Sasaki Tomoe2'. The page title is '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. The progress bar indicates 4/5 completion. The 'Prepared by applicant' section has several checked items: Digital ID photo, Proof of English Proficiency, Study Plan in Hokkaido University, and HUSTEP Application Form. The 'Prepared by person other than applicant' section lists the required documents: 1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System. A red box highlights the 'Request' button. A message at the bottom states 'Some document(s) have not been filled yet.' and there is a 'content confirmation' button.

Click 'Request'.

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

Students

The screenshot shows the Admissions Office website interface. At the top, there is a navigation bar with 'The Admissions Office' logo and links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', and 'Message'. The user is logged in as 'Sasaki Tomoe2'. The main content area is titled '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. A progress indicator shows '4 / 5' for both 'Progress' and 'Progress of required fields'. A list of requirements is shown with checkboxes for 'HUSTEP Application Form 2025 Spring (updated)', 'Digital ID photo', 'Proof of English Proficiency', and 'Study Plan in Hokkaido University', all of which are checked. A table titled 'Requirements set by the university' lists 'Type of Recommender / Requestee' as 'Exchange coordinator at home university', 'Required number' as '1', and 'Maximum number allowed' as '1'. Below this is a 'Request status' table with columns for 'Completion status', 'Open status', and 'Email address'. The 'Request status' header is circled in red. A blue arrow points from a red-bordered text box to the 'Request status' table. A green notification box at the top says 'Request completed.' A 'content confirmation' button is at the bottom left. A red text box at the bottom left of the screenshot says 'Some document(s) have not been filled yet'.

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

Progress: 4 / 5
Progress of required fields: 4 / 5

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, yet
- 3. University Grading System

content confirmation

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

"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.

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

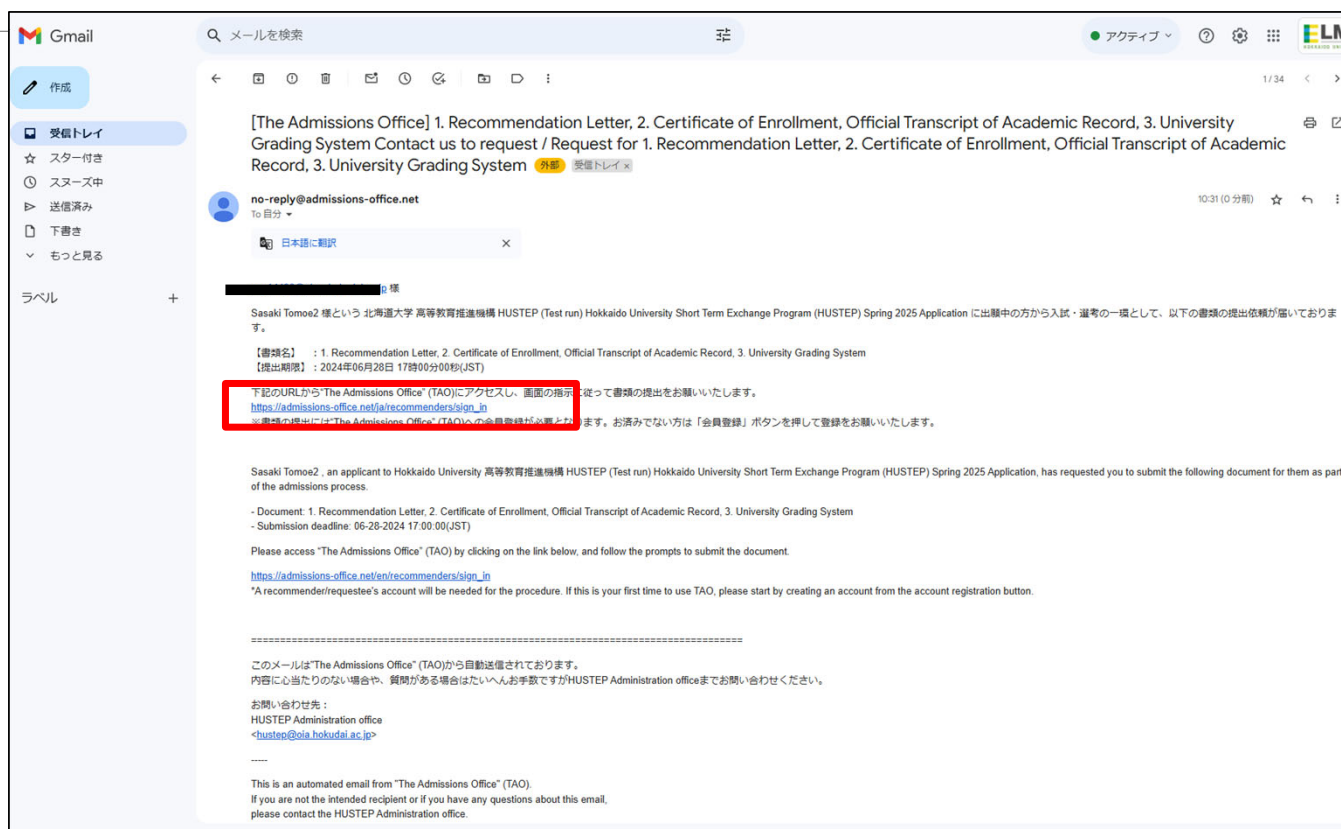
***Students, please jump to P. 29 for next steps.**

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.



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

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

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

Recommenders/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

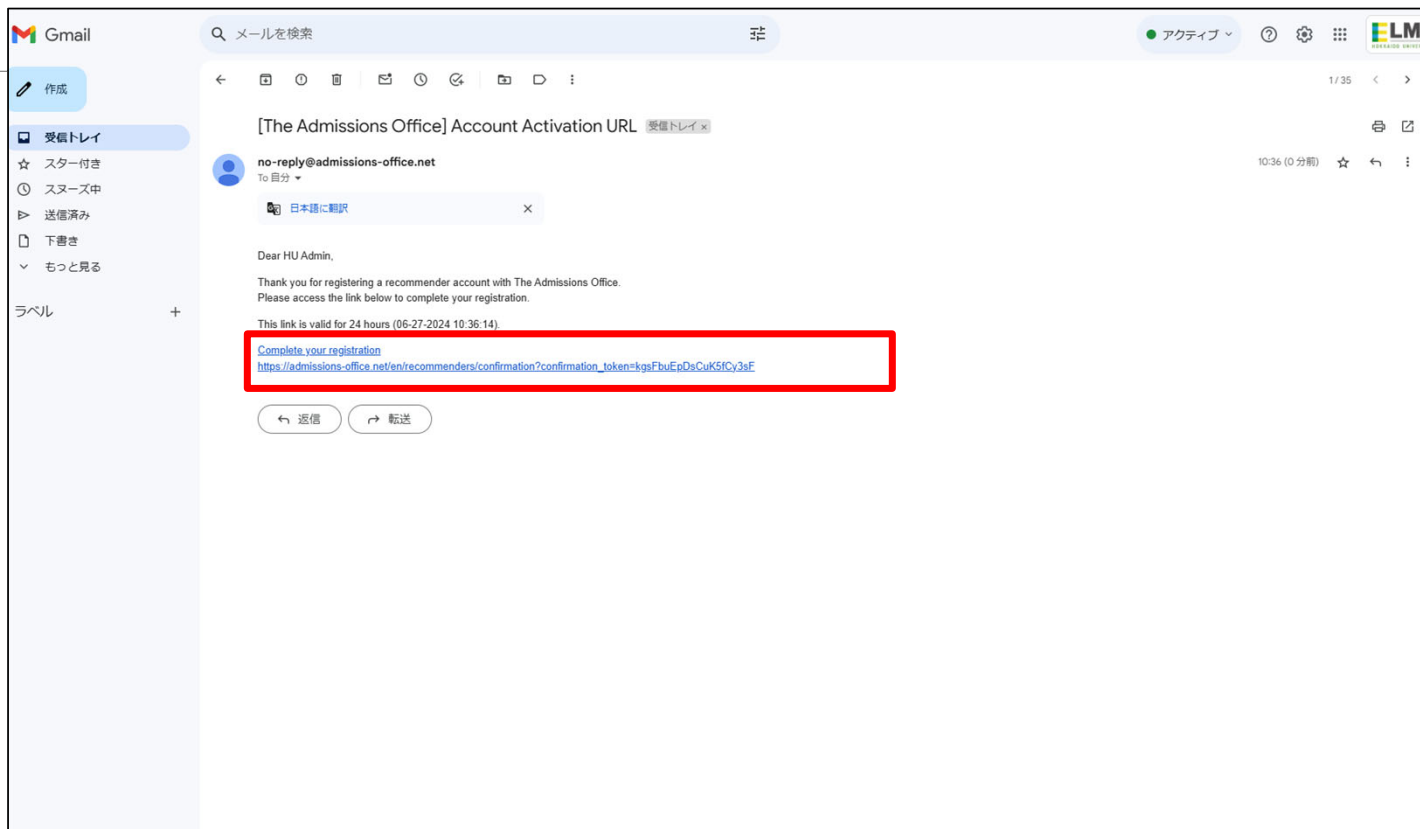
Display language •
 日本語 English

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.
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](#)

Administrator

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

Notice | English | HU Admin 3/4

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

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 conditions | Recommended environment | Handling of personal information | White paper | Deactivate your account with The Admissions Office | help center
© 2019 TAO Inc. All rights reserved

Administrator

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

The screenshot shows the administrator interface for The Admissions Office. At the top, there is a navigation bar with 'Notice', 'English', and 'HU Admin さん'. Below this, the header includes 'The Admissions Office' logo and 'List of requests you have received'. The main content area displays a 'Not submitted' status and a list of requested documents: '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. An attention box notes that the 'Submit' button will appear once all forms are 'Entered'. A table lists the documents with their completion status, all marked as 'Incomplete'. A red box highlights the table and the 'View prepared by applicant' button at the bottom right of the table.

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

Buttons: 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

Notice | English | HU Admin さん

The Admissions Office
Offering the choice of our origins from the world map

List of requests you have received

List of requests you have received > List of documents requested > Prepare documents requested

Recommendation Letter

Please upload the recommendation letter. You can either use the template or free format from your university.

Recommendation Letter

▶ Recommendation Letter (template)

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

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

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")

Notice | English | HU Admin さん

The Admissions Office

List of requests you have received

List of requests you have received > List of documents requested

Not submitted

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**

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

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Then click 'Submit'

Administrator

Click 'Yes' to submit the requested official documentations.

The screenshot shows the 'The Admissions Office' website interface. A modal dialog titled 'Submit documentation request form' is displayed, asking 'Are you sure?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box. The background page shows a 'Not submitted' status and a list of documents to be submitted: Recommendation Letter, Certificate of Enrollment, and Official Transcript of Academic Record & University Grading System. All three are listed with a status of 'Entered'. At the bottom of the page, there are navigation 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	Entered
Certificate of Enrollment	Entered
Official Transcript of Academic Record & University Grading System	Entered

Administrator

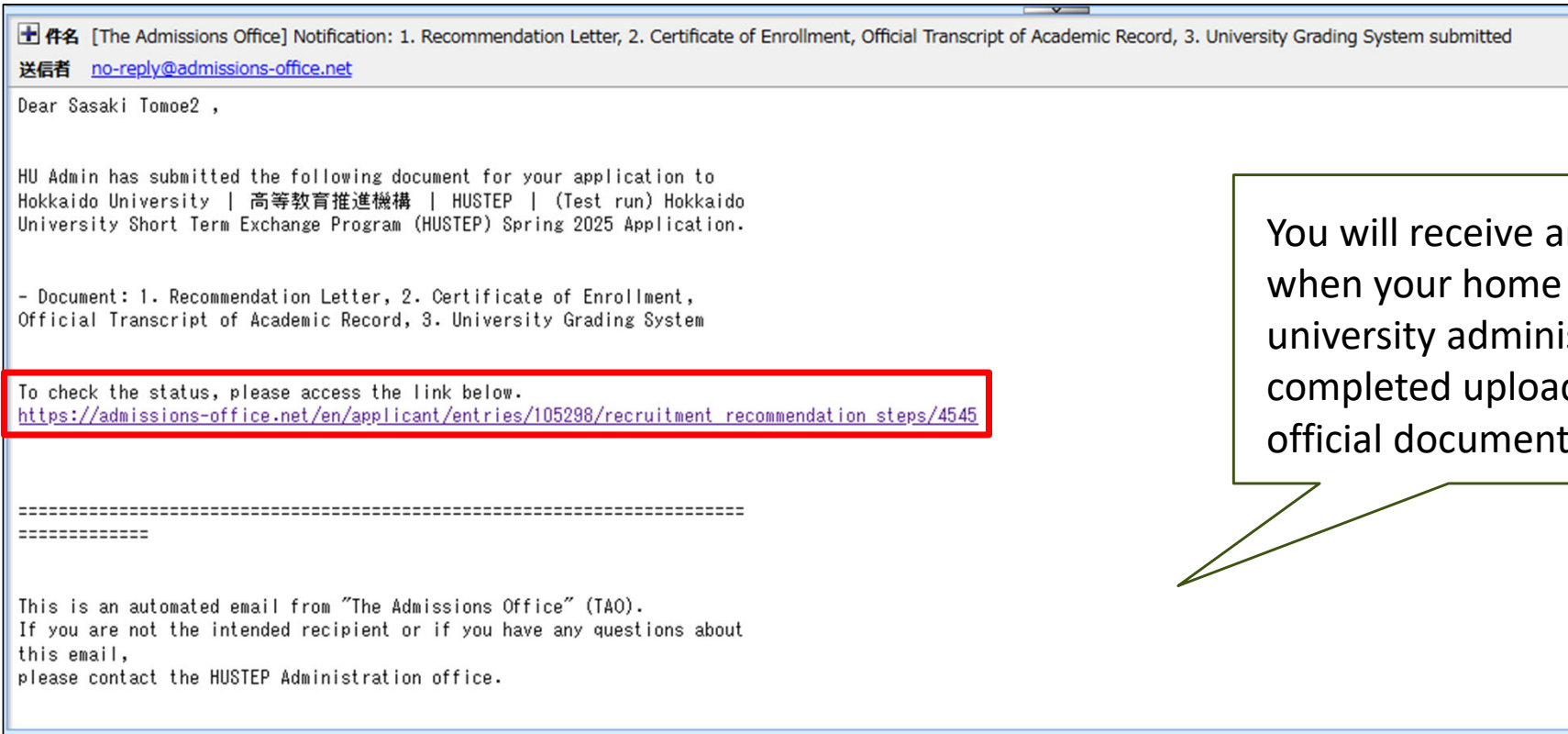
Requested documents are safely uploaded.

The screenshot shows the 'The Admissions Office' portal. At the top, there is a navigation bar with 'Notice', 'English', and 'HU Admin さん'. Below this, the page title is 'List of requests you have received'. The main content area features a table with the following columns: 'Submission status', 'School and Admission Scheme', 'What has been requested', 'Who has requested', 'When the request was made', and 'Application Deadline'. A notification banner at the top of the table reads 'Response to documentation request form completed.' with a checkmark icon. The first row in the table has a 'Submitted' status in a red box. The row details are: School and Admission Scheme: Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application; What has been requested: Official Transcript of Academic Record, 3. University Grading System; Who has requested: Sasaki Tomoe; When the request was made: 06-26-2024 10:31:28; Application Deadline: 17:00(JST)(2 days left). At the bottom of the page, there are links for 'Terms and conditions', 'Recommended environment', 'Handling of personal information', 'White paper', 'Deactivate your account with The Admissions Office', and 'help center'. The footer text reads '© 2019 TAO Inc. All rights reserved.'

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

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 *

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

You are able to submit your application.

content confirmation

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

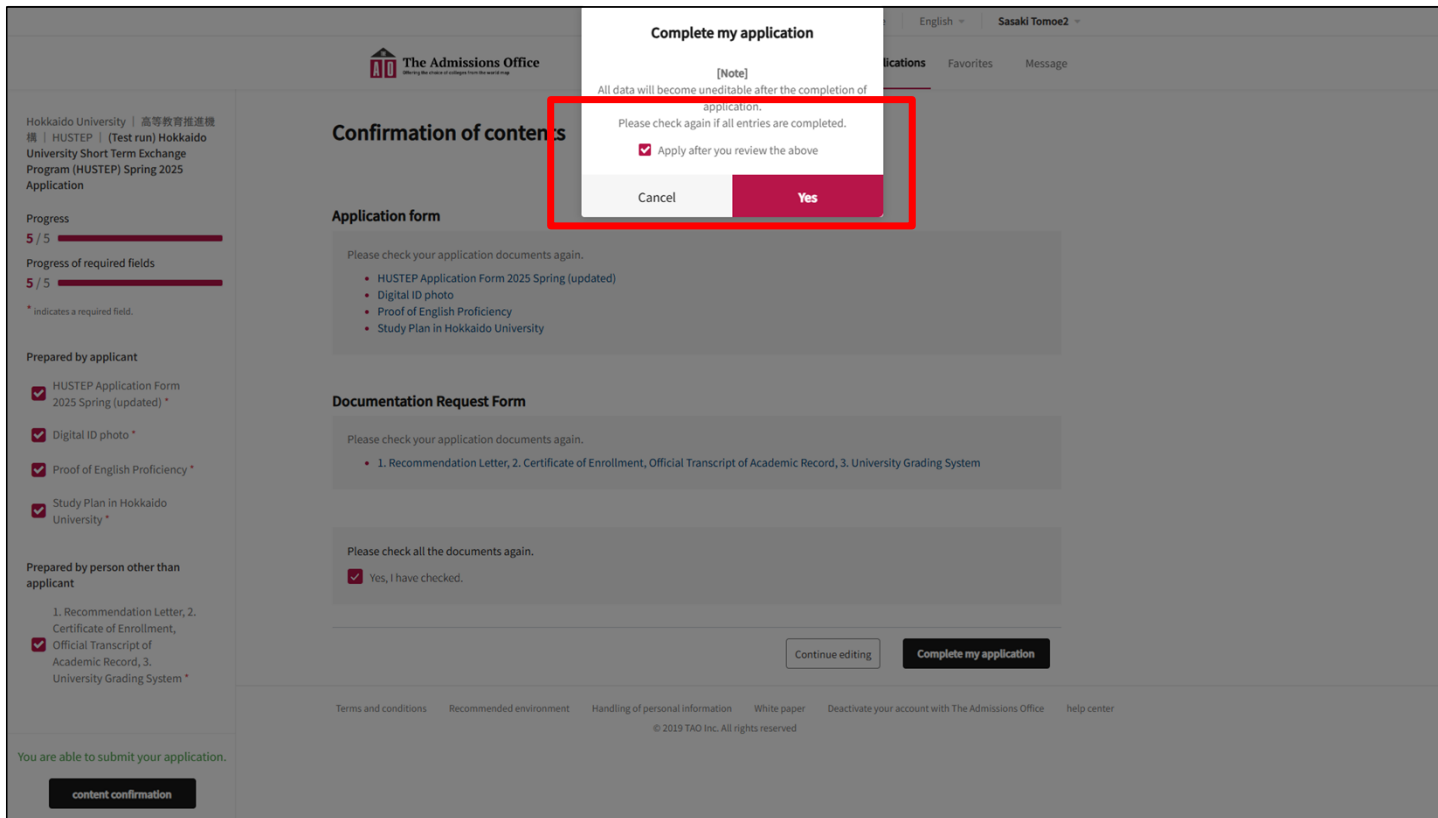
The screenshot shows the 'Confirmation of contents' page for the HUSTEP 2025 Spring application. The page is divided into several sections:

- Header:** The Admissions Office logo and navigation links (Search schools, Admission Schemes, Profile, Applications, Favorites, Message).
- Left Sidebar:** Progress indicators (5/5) and a checklist of required documents, all marked as complete with red checkmarks.
- Main Content:**
 - Application form:** A section titled 'Please check your application documents again.' listing: HUSTEP Application Form 2025 Spring (updated), Digital ID photo, Proof of English Proficiency, and Study Plan in Hokkaido University.
 - Documentation Request Form:** A section titled 'Please check your application documents again.' listing: 1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System.
 - Confirmation:** A section titled 'Please check all the documents again.' with a checked checkbox 'Yes, I have checked.'
- Buttons:** 'Continue editing' and 'Complete my application' buttons are located at the bottom of the main content area.
- Footer:** Terms and conditions, Recommended environment, Handling of personal information, White paper, Deactivate your account with The Admissions Office, help center, and copyright information (© 2019 TAO Inc. All rights reserved).

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

Then click 'Complete the application'

Students



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

The screenshot shows the Admissions Office website interface. At the top, there is a navigation bar with 'Notice', 'English', and 'Sasaki Tomoe2'. Below this is the 'The Admissions Office' logo and a search bar. The main content area is titled '(Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application'. A green notification box at the top of the main content area says 'Application completed.' with a checkmark icon. Below this, there are buttons for 'View my screening results', 'Download my application documents', and 'Message'. The 'Application details' section contains a table with the following information:

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)	

Below the table, there is a note: 'The date format for the following item(s) is "MM-DD-YYYY": Beginning of application, Application Deadline'. At the bottom, there is a section for 'HUSTEP Administration office' with an 'Email' field containing 'hustep@oia.hokudai.ac.jp' and a right-pointing arrow.

On the left side of the page, there is a sidebar with the following information:

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:

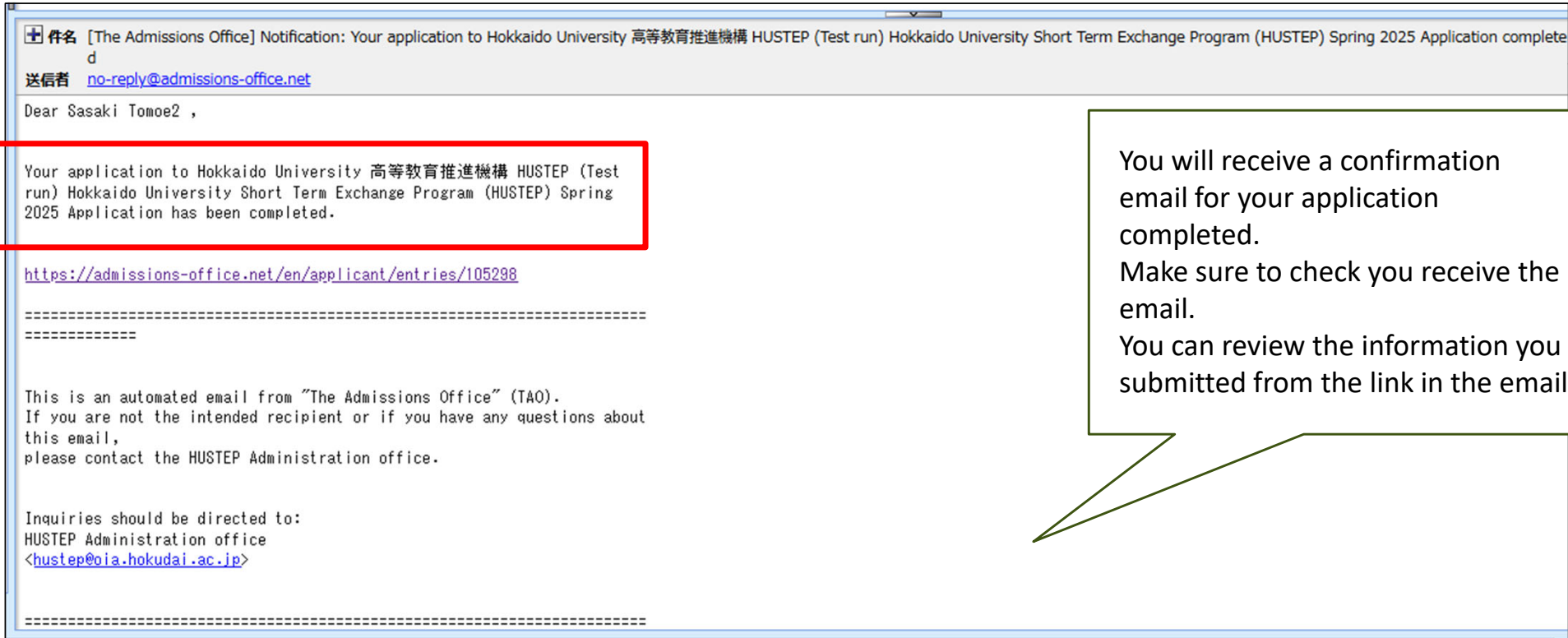
- HUSTEP Application Form 2025 Spring (updated) *
- Digital ID photo *
- Proof of English Proficiency *
- Study Plan in Hokkaido University *

Prepared by person other than applicant:

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

Your application is completed!!

Students



You will receive a confirmation email for your application completed.
Make sure to check you receive the email.
You can review the information you submitted from the link in the email.

Thank you for your application for HUSTEP!