



HOKKAIDO
UNIVERSITY

SHORT-TERM EXCHANGE PROGRAM

HUSTEP

Live in Japan, Study in English



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

✓ **Application Deadline:** February 6th, 2026 (JST)

✓ **Application Link:** https://admissions-office.net/ja/applicant/university_recruitments/12462

- 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

• P4 – 19 & P31 - 36

How to use TAO system to apply for HUSTEP

Administrator's Manual

• 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 •

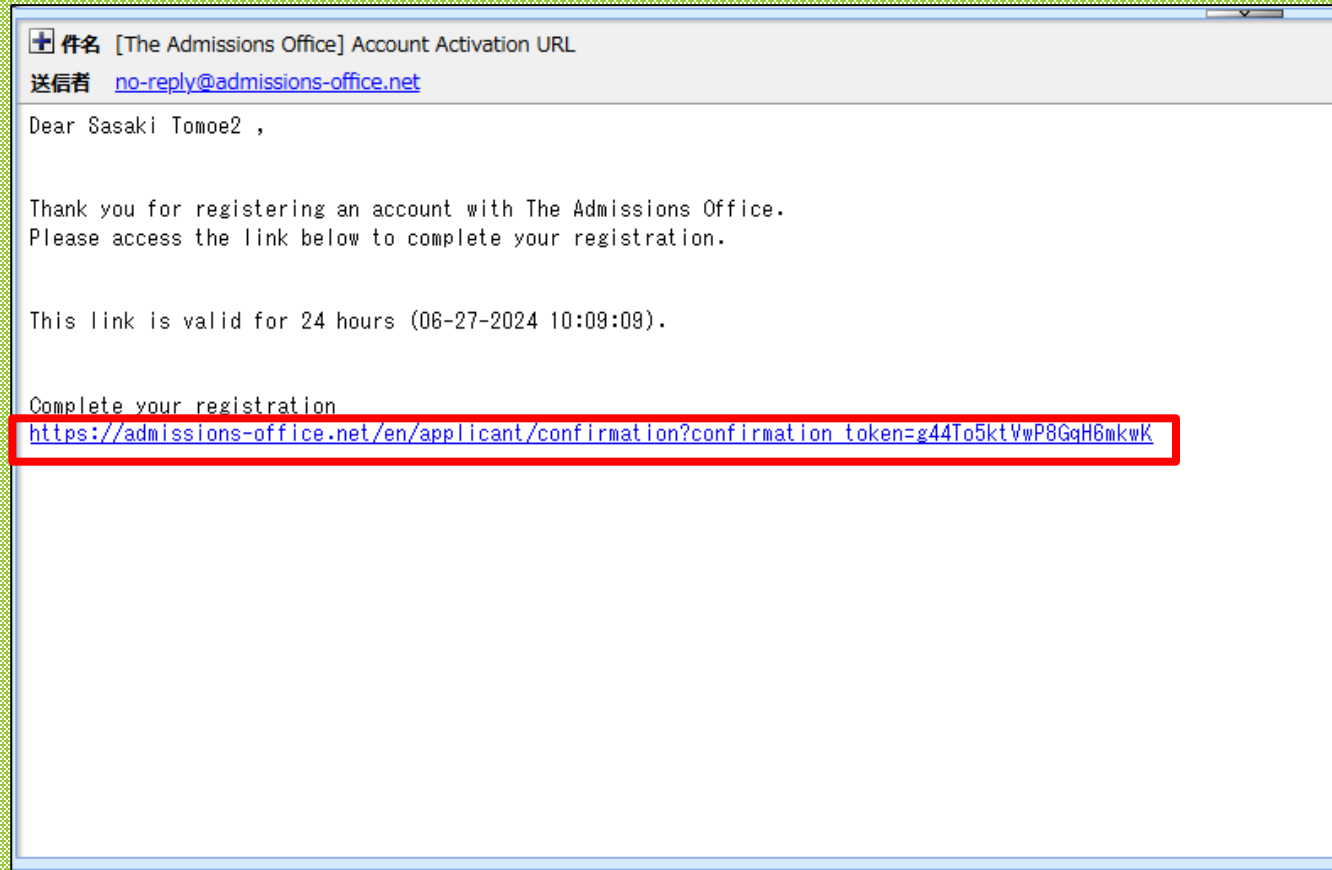
☐ 日本語 ☐ English

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
Fall 2026 - 2027
Application’
at the left side bar.

Notice English Sasaki Tomoe2

The Admissions Office
Opening the door of study gates 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

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.

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 *

5

Some document(s) have not been filled yet.

content confirmation

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)	

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

*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 shows the HUSTEP Application Form 2025 Spring (updated) page. The page is divided into a left sidebar and a main content area. The sidebar contains 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: 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 button

The main content area contains the following information:

- HUSTEP Application Form 2025 Spring (updated)
- How we handle your personal data * Required
- The personal information provided in this form will be collected and handled as described in "6. Privacy Policy" in "Guidelines for Applying to HUSTEP" and "How We handle Your Personal Data".
- Guidelines for Applying to HUSTEP
- Handling your personal data
- 1. Personal data handling consent *
 - ☐ 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.
- 2. Please upload the Consent 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.
- Consent to Transfer and Process Personal Data (template) (highlighted with a green arrow)
- Save and go to next (highlighted with a red box)

Students

Upload

2

Digital ID photo.
as a JPEG format.

Click on “Save and go to next”

The Admissions Office
Helping the students of colleges from the world step

Notice English Sasaki Tomoe2

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

1. Recommendation Letter, 2. Certificate of Enrollment, 3. Official Transcript of Academic Record, 4. University Grading System *

Some document(s) have not been filled yet.

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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Digital ID photo

Digital ID photo

- 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.

Please upload your digital ID photo here.

Drag and drop a file here or click to browse

Only files with the extension of .png .jpeg .jpg can be uploaded. Files need to be no larger than 20MB.

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

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 'Study Plan in Hokkaido University' application page. The page has a header with 'The Admissions Office' logo and navigation links. The main content area is titled 'Study Plan in Hokkaido University' and includes instructions to fill in the HU Study Plan and upload it. A green arrow points to the 'HU Study Plan (template) *the link under construction' link. Below this is a file upload area with a red border, containing a cloud icon and the text 'Drag and drop a file here or click to browse'. At the bottom right, there is a 'Save and go to next' button, also highlighted with a red box. The left sidebar shows the progress bar and a list of required documents, with 'Proof of English Proficiency' and 'Study Plan in Hokkaido University' highlighted with red boxes.

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. In the main content area, there are three sections, each with a 'Confirmed' button highlighted by a red box: '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 with a red box. The bottom left of the sidebar contains a 'content confirmation' button. A red banner at the bottom of the sidebar states: 'Some document(s) have not been filled yet.'

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

Request status

Completion status Open status Email address

Not submitted Unopened eny14498@elms.hokudai.ac.jp Cancel my request

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.

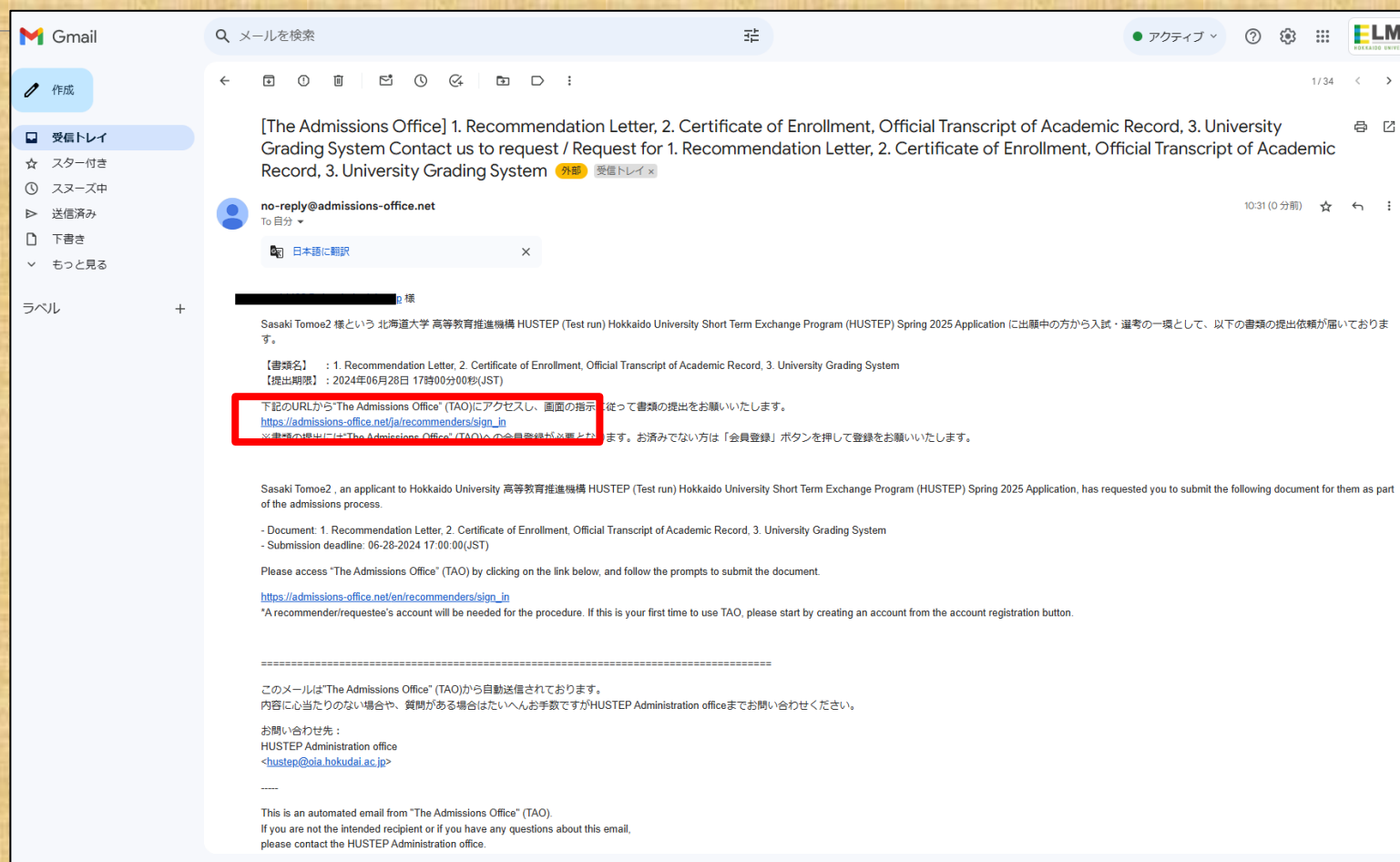
***Students, please jump to P. 29 for next steps.
This is not the end of the application, you still have steps to complete the whole application.**

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.



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

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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

Terms and conditions

Recommended environment

Handling of personal information

White paper

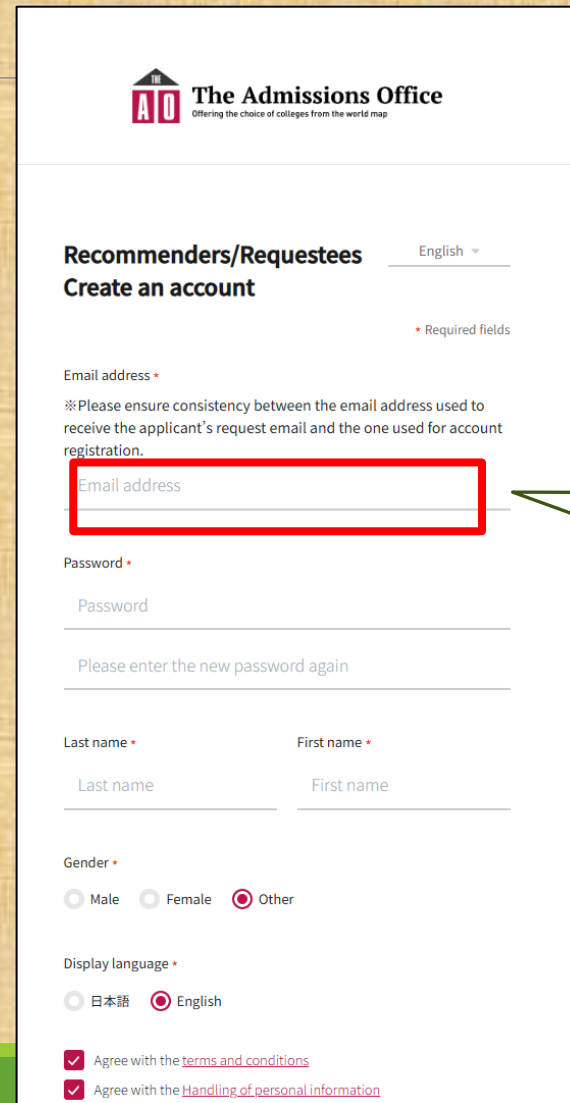
Deactivate your account with The Admissions Office

help center

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Administrator

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



The screenshot shows the 'Create an account' page for 'The Admissions Office'. The page has a header with the logo and tagline 'Offering the choice of colleges from the world map'. Below the header, there's a section titled 'Recommendations/Requestees' with a language dropdown set to 'English'. The main heading is 'Create an account'. A red asterisk indicates required fields. The 'Email address' field is highlighted with a red box and contains a red asterisk. Below it, a note states: '※Please ensure consistency between the email address used to receive the applicant's request email and the one used for account registration.' The 'Password' field is also marked with a red asterisk. Below it, there's a field for 'Please enter the new password again'. The 'Last name' and 'First name' fields are marked with red asterisks. Below them, there are radio buttons for 'Gender' (Male, Female, Other) and 'Display language' (日本語, English). At the bottom, there are two checkboxes for 'Agree with the terms and conditions' and 'Agree with the Handling of personal information'.

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

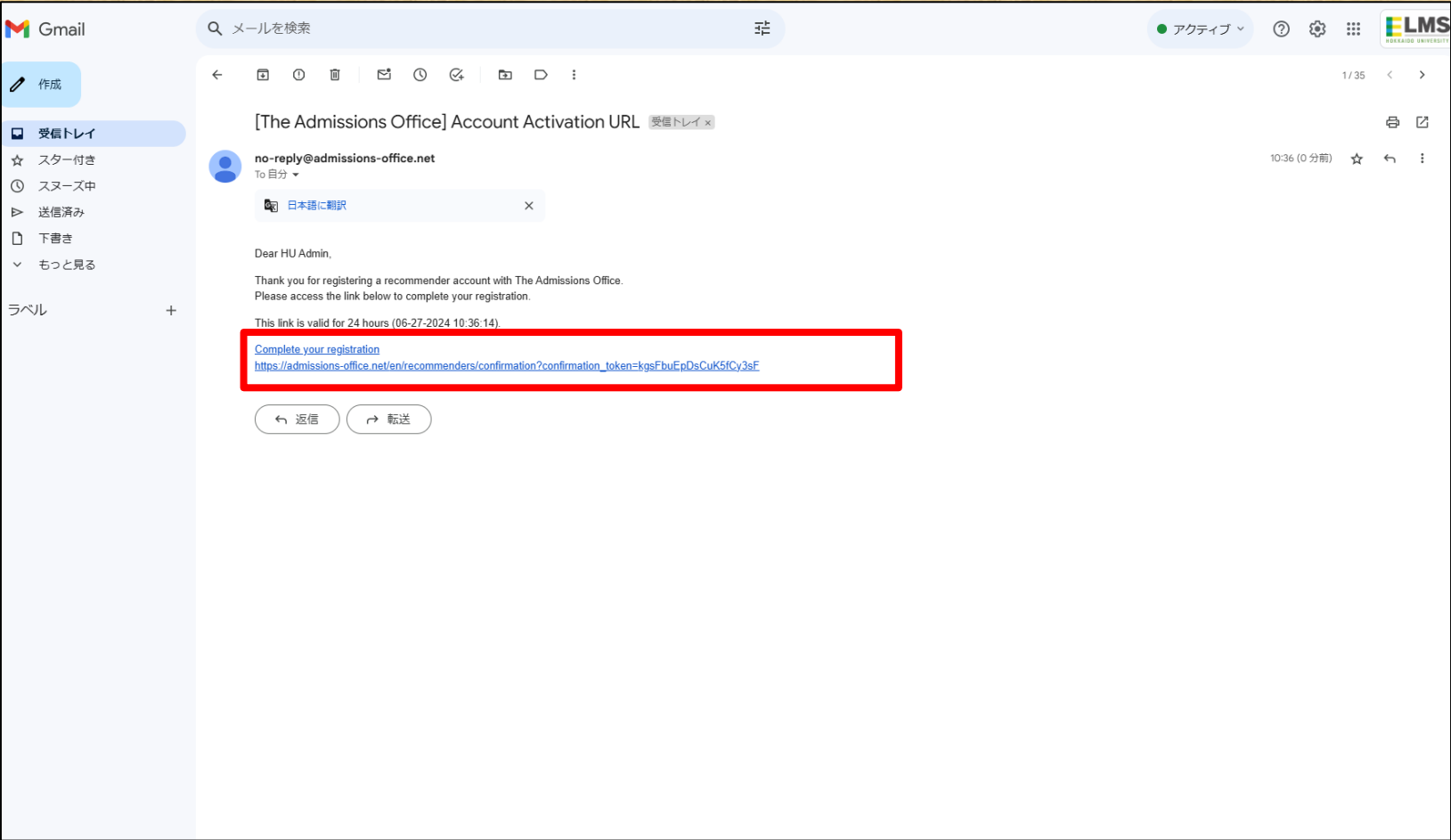
☒ Agree with the [terms and conditions](#)

☒ 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.
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.

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

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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, the main header shows 'List of requests you have received' and 'List of documents requested'. A red 'Not submitted' tag is visible. The main content area lists three required documents: '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. An 'Attention' box states: '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 box highlights the table and the 'View prepared by applicant' button at the bottom right. 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 'Recommendation Letter' page in the 'The Admissions Office' system. The page has a header with 'Notice', 'English', and 'HU Admin' dropdowns. The main content area includes a breadcrumb trail: 'List of requests you have received > List of documents requested > Prepare documents requested'. Below this, the title 'Recommendation Letter' is displayed. A text box instructs the user to 'Please upload the recommendation letter. You can either use the template or free format from your university.' Below this, there is a section titled 'Recommendation Letter' with a link '▶ Recommendation Letter (template)' highlighted by a blue box and a green arrow pointing to it from the text 'Template link'. Below the link, another text box says 'Please upload the file here, (PDF)'. This is followed by a large red-bordered 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 by 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 shows the 'The Admissions Office' web interface. At the top, there's a navigation bar with 'Notice', 'English', and 'HU Admin さん'. Below this, a header section includes the logo and a link to 'List of requests you have received'. The main content area is titled 'List of requests you have received > List of documents requested' and features a 'Not submitted' status indicator. A message box states: 'This form is not yet submitted. "Submit" button must be clicked on.' Below this is a table with two columns: 'Document name' and 'Completion Status'. The table lists three documents: 'Recommendation Letter', 'Certificate of Enrollment', and 'Official Transcript of Academic Record & University Grading System', all with a status of 'Entered'. At the bottom of the table, there are three buttons: 'Decline this request', 'View prepared by applicant', and a '+ 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 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

Buttons: Decline this request, View prepared by applicant, + Submit

Footer: 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

Click ‘Yes’ to submit the requested official documentations.

The Admissions Office

Offering the choice of colleges from the world map

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

Submit documentation request form

Are you sure?

No

Yes

Notice

English

HU Admin さん

List of requests you have received

have received > List of documents requested

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

Requested documents are safely uploaded.

NoticeEnglishHU Admin さん

The Admissions Office

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

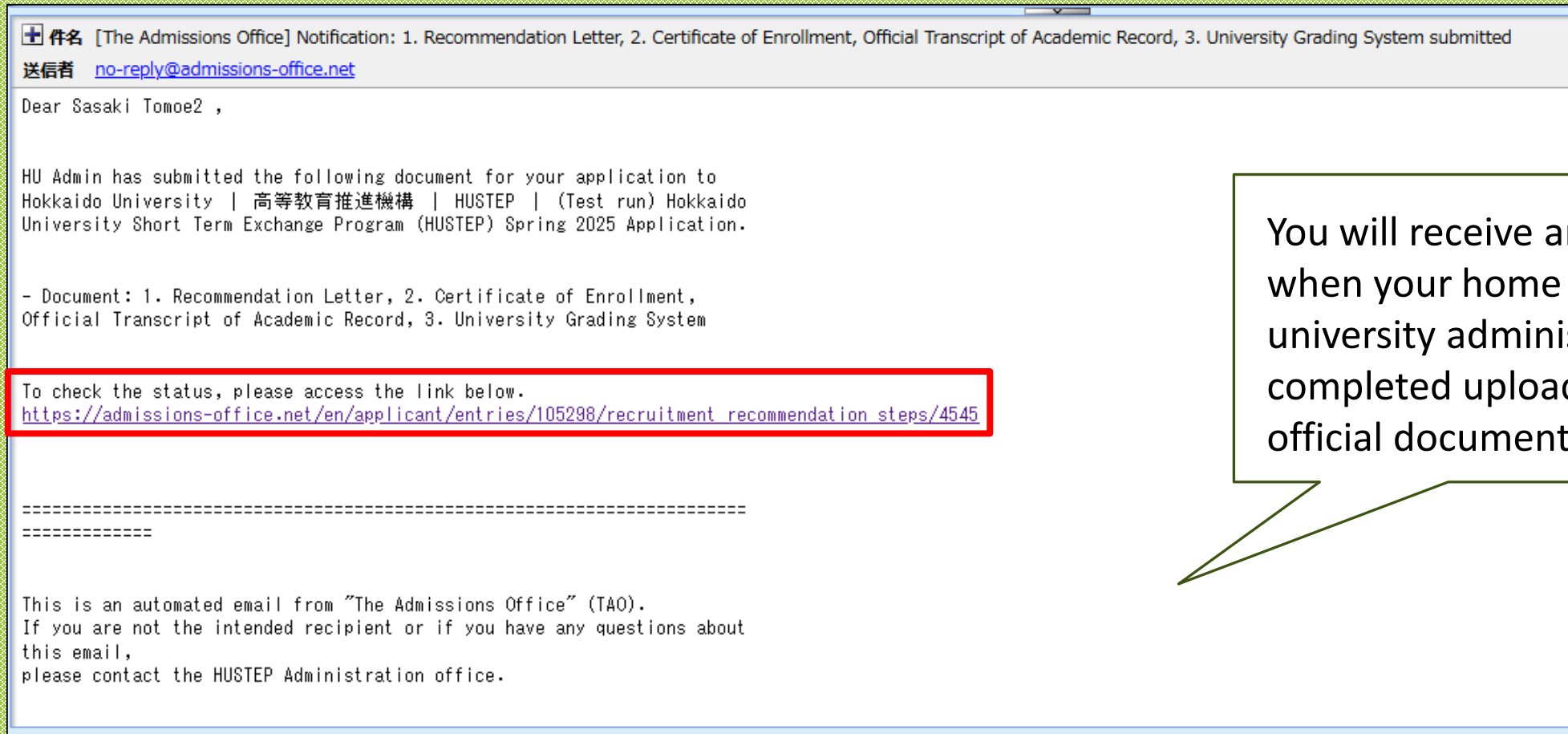
Terms and conditionsRecommended environmentHandling of personal informationWhite paperDeactivate your account with The Admissions Officehelp center

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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

Notice

English

Sasaki Tomoe2

The Admissions Office

Offering the choice of universities 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

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

☒ 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

Notice English Sasaki Tomoe2

The Admissions Office
Helping you check college readiness

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
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 *

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

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

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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 the 'Confirmation of contents' page for the HUSTEP application. A modal dialog box titled 'Complete my application' is overlaid on the page. 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, there 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 box. The background page shows progress bars for 'Progress' and 'Progress of required fields', both at 5/5. It lists documents prepared by the applicant and by others, all with checkboxes. At the bottom of the page, there are links for 'Continue editing' and 'Complete my application'.

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

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

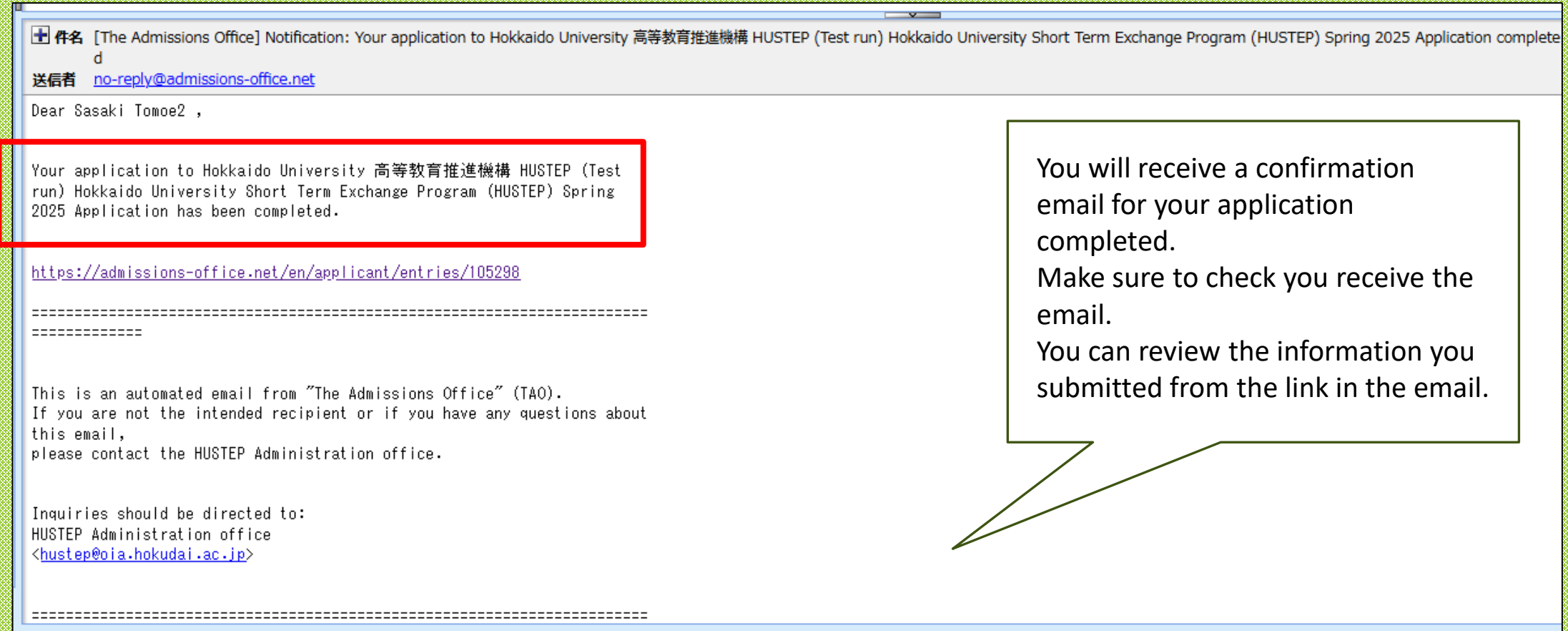
The date format for the following item(s) is "MM-DD-YYYY": Beginning of application, Application Deadline

HUSTEP Administration office

Email
hustep@oia.hokudai.ac.jp

Your application is completed!!

Students



Thank you for your application for HUSTEP!