



SHORT-TERM EXCHANGE PROGRAM

HUSTEP

Live in Japan, Study in English



THE ADMISSIONS OFFICE (TAO)
APPLICATION MANUAL FOR HUSTEP

✓ **Application Deadline: Feb 7th, 2025 (JST)**

✓ **Application Link: https://admissions-office.net/ja/applicant/university_recruitments/9419**

- 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



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 •

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 •

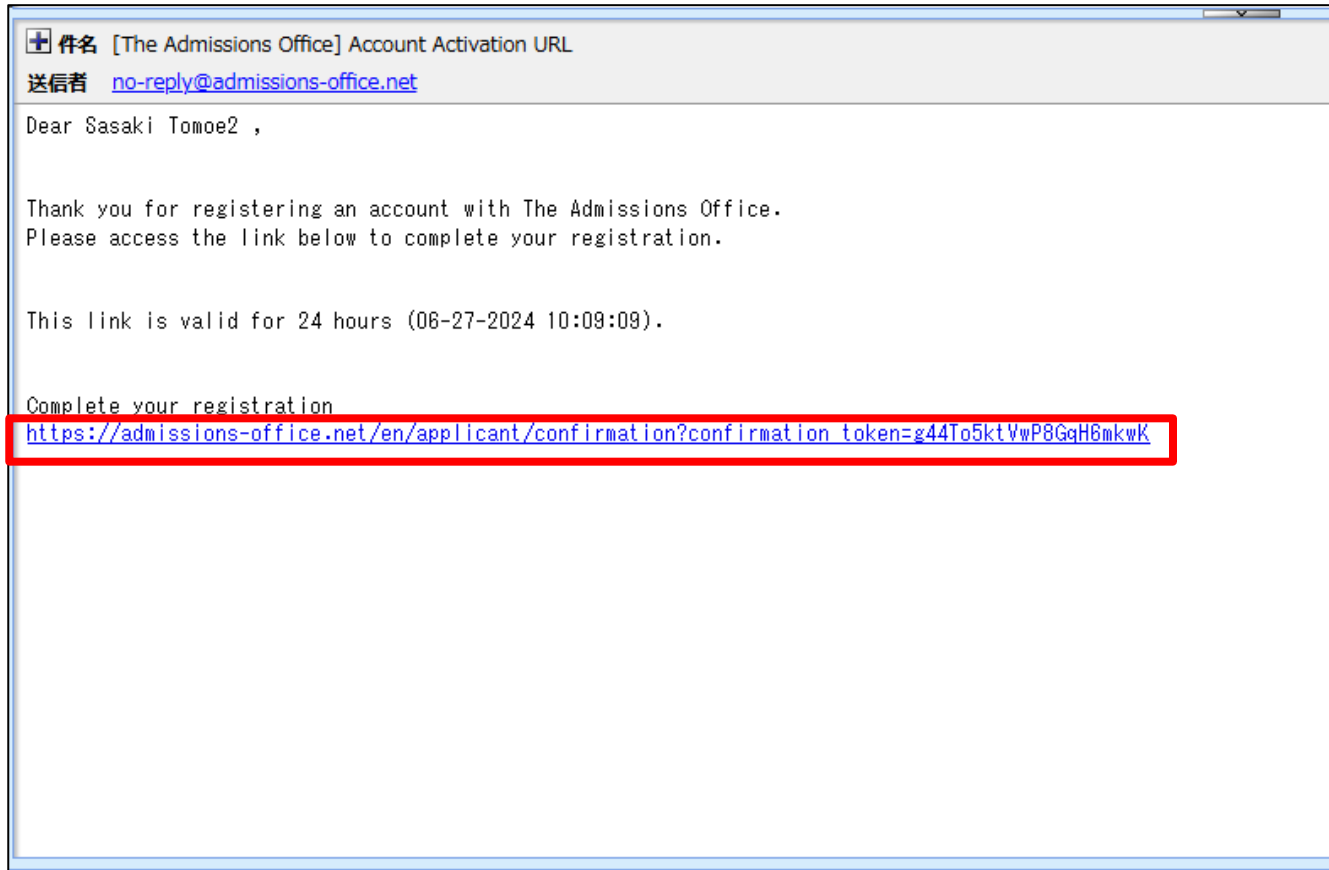
日本語 English

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.



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

aaaaaaaa@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

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 section titled 'Application details' with a table of key information:

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'. At the bottom of the application details section, there are two buttons: 'Favorites' and '+ Start my application'. The '+ Start my application' button is highlighted with a red box.

Below the application details, there is a section titled 'HUSTEP Administration office' with an 'Email' field containing 'hustep@oia.hokudai.ac.jp' and a right-pointing arrow.

HUSTEP Application
Front page

Click
'Start my application'.

Students

Click

1

‘HUSTEP Application Form 2025-2026 Fall Application’ at the left side bar.

The screenshot shows the 'The Admissions Office' website for Hokkaido University. The main heading is '(Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application'. A 'Deadline notification' box states: '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.' Below this are buttons for 'Cancel my application' and 'Message'. The 'Application details' table shows: 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), and Examination fee (JPY). A note at the bottom says 'The date format for the following item(s) is "MM-DD-YYYY": Beginning of application, Application Deadline'. On the left sidebar, under 'Prepared by applicant', the first item '1 HUSTEP Application Form 2025 Spring (updated) *' is highlighted with a red box. Other items include '2 Digital ID photo *', '3 Proof of English Proficiency *', and '4 Study Plan in Hokkaido University *'. Below that, under 'Prepared by person other than applicant', item '5' lists '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System *'. A red message at the bottom left says 'Some document(s) have not been filled yet.' and a 'content confirmation' button is at the bottom.

*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

Notice | English | Sasaki Tomoe2

The Admissions Office

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, 3. University Grading System *

Some document(s) have not been filled yet.

content confirmation

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)

Study Period

Save and go to next

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

The screenshot shows the 'Digital ID photo' upload page on the Admissions Office website. The page title is 'Digital ID photo'. Below the title, there are instructions: '- 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.', and '- 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 box 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 area, it states 'Only files with the extension of .png, .jpeg, .jpg can be uploaded. Files need to be no larger than 20MB.' A 'Save and go to next' button is highlighted with a red box at the bottom right of the main content area. On the left sidebar, a list of application steps is shown, with '2 Digital ID photo' highlighted in a red box. At the bottom left, there is a 'content confirmation' button and a message: 'Some document(s) have not been filled yet.'

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

Study Plan in HU.

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

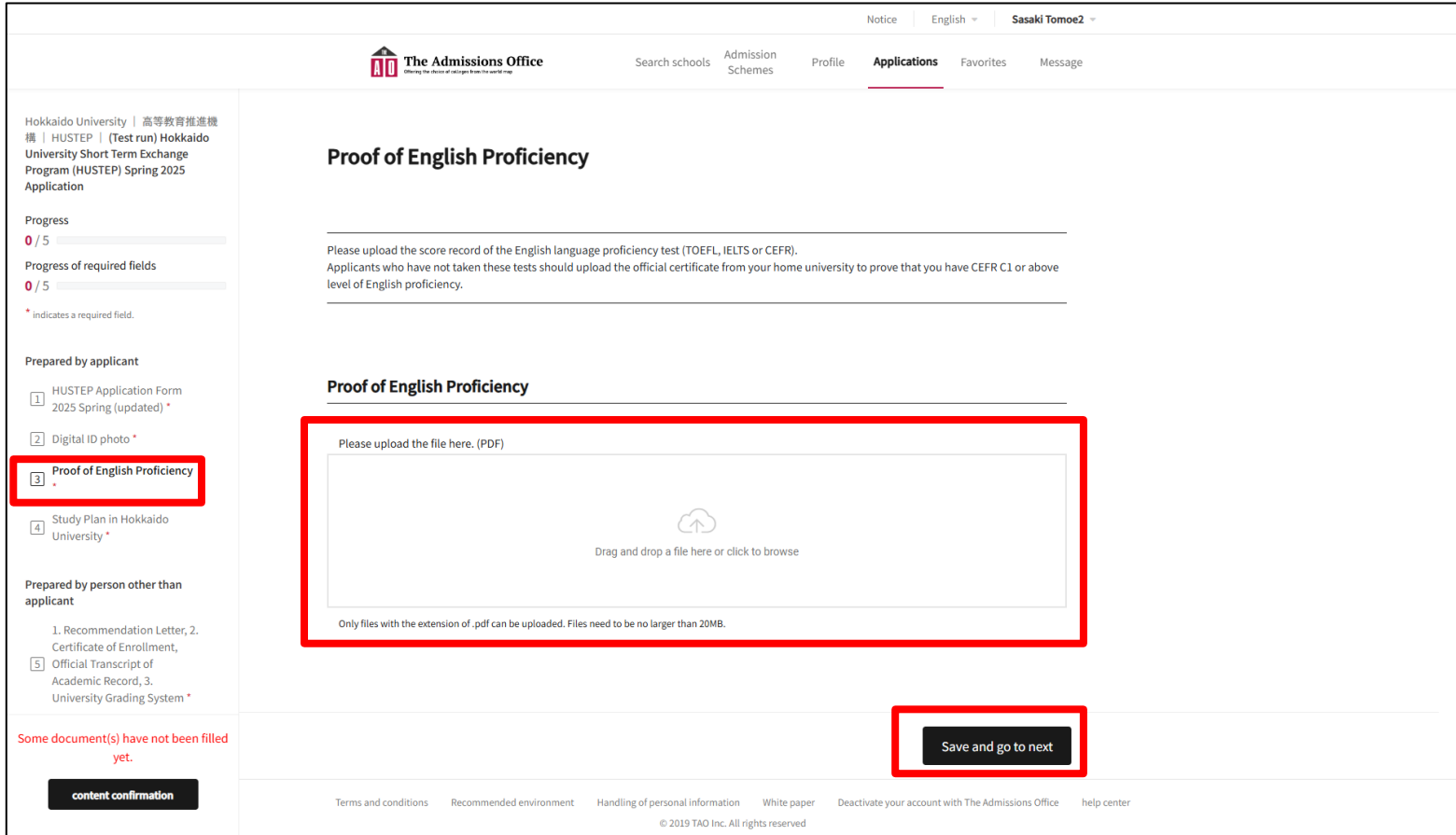
Fill out the form and upload the PDF format of it.

***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 is titled 'Study Plan in Hokkaido University' and includes a progress bar showing 0/5. Below the progress bar, there is a list of documents prepared by the applicant. The fourth item, 'Study Plan in Hokkaido University', is highlighted with a red box. A green arrow points to a link labeled 'Template link' that says 'HU Study Plan (template) *the link under construction'. Below the list, there is an upload area for the study plan, which is also highlighted with a red box. The upload area contains a text box with the instruction 'Please upload the file here. (PDF)' and a 'Drag and drop a file here or click to browse' button. At the bottom of the page, there is a 'Save and go to next' button, which is also highlighted with a red box. The page 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'.

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.)

Click on “Save and go to next”

Students

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, three sections are marked as 'Confirmed' with red boxes around the 'Confirmed' buttons: 'Review of Application Guidelines', 'Completion of Application', and 'Contents after completion of application'. At the bottom right, the 'Save and go to next' button is also highlighted with a red box. A red box at the bottom left of the sidebar contains the text 'Some document(s) have not been filled yet.' and a 'content confirmation' button.

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 | (〒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

The Admissions Office

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

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

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

The screenshot shows the application form for Hokkaido University's HUSTEP Spring 2025 program. The page is titled 'The Admissions Office' and includes navigation links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', and 'Message'. The user is logged in as 'Sasaki Tomoe2'. The main heading is '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. The form includes a progress indicator (4/5), a dropdown menu for 'Type of Recommender / Requestee' (set to 'Exchange coordinator at home university'), and a text field for 'Email address of the requestee'. A red box highlights the 'Request' button. 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'. A red message at the bottom left states 'Some document(s) have not been filled yet.' and a 'content confirmation' button is visible.

Click 'Request'.

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

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

- 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 successfully submitted your request. If you have multiple requests, 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.

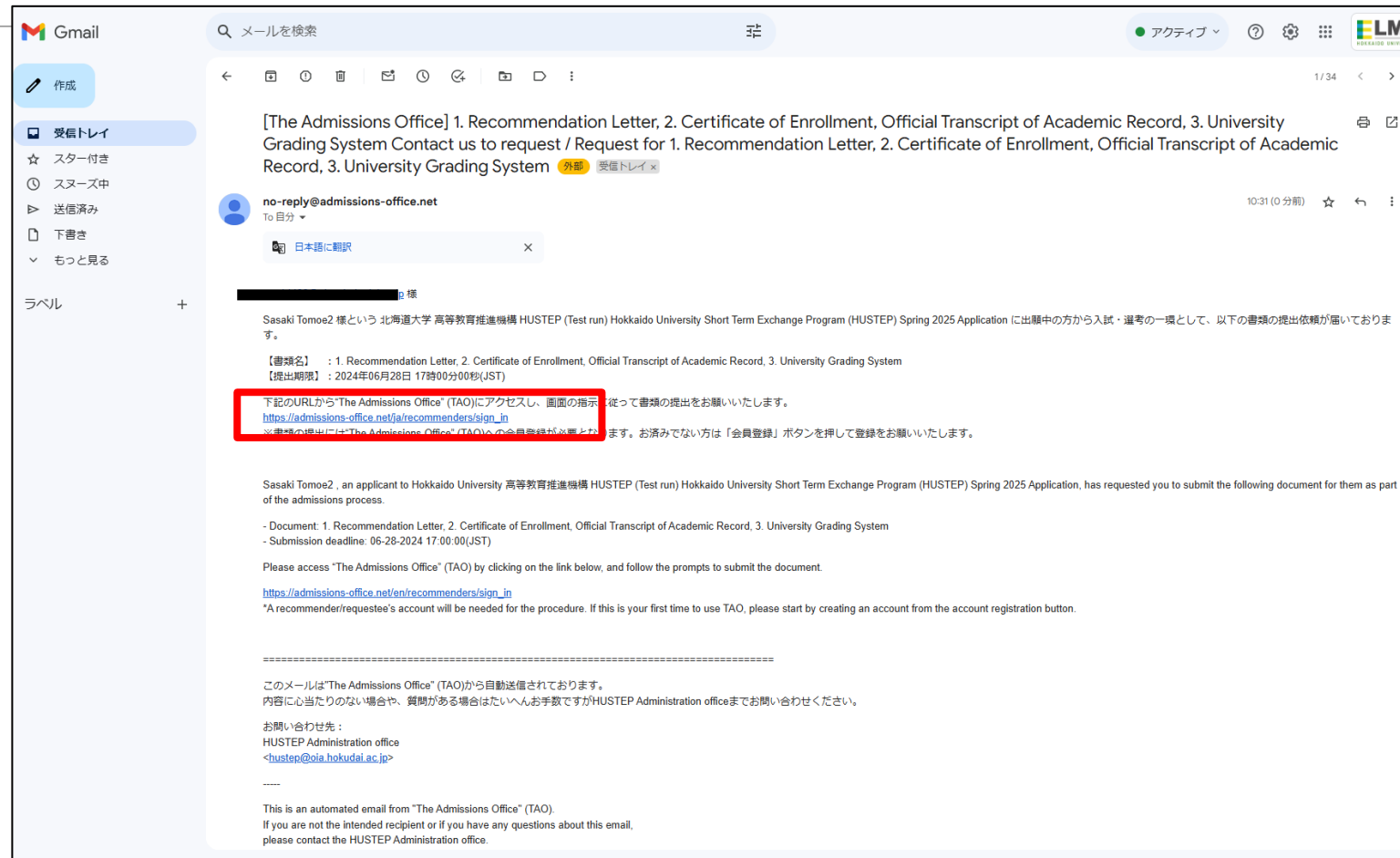
content confirmation

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

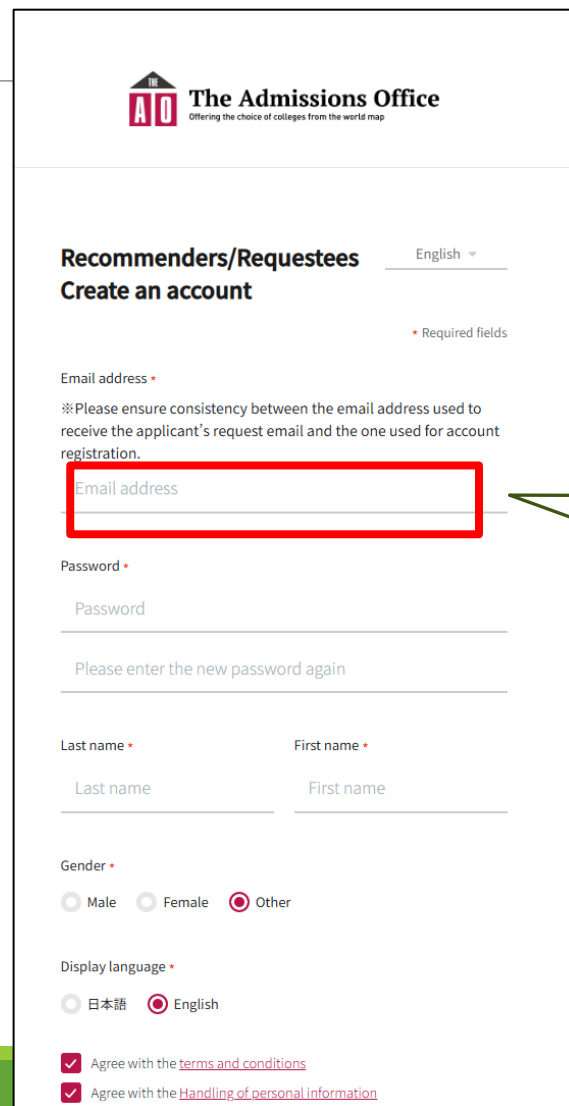
Login

Account registration

Resend confirmation email | I forgot my password

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

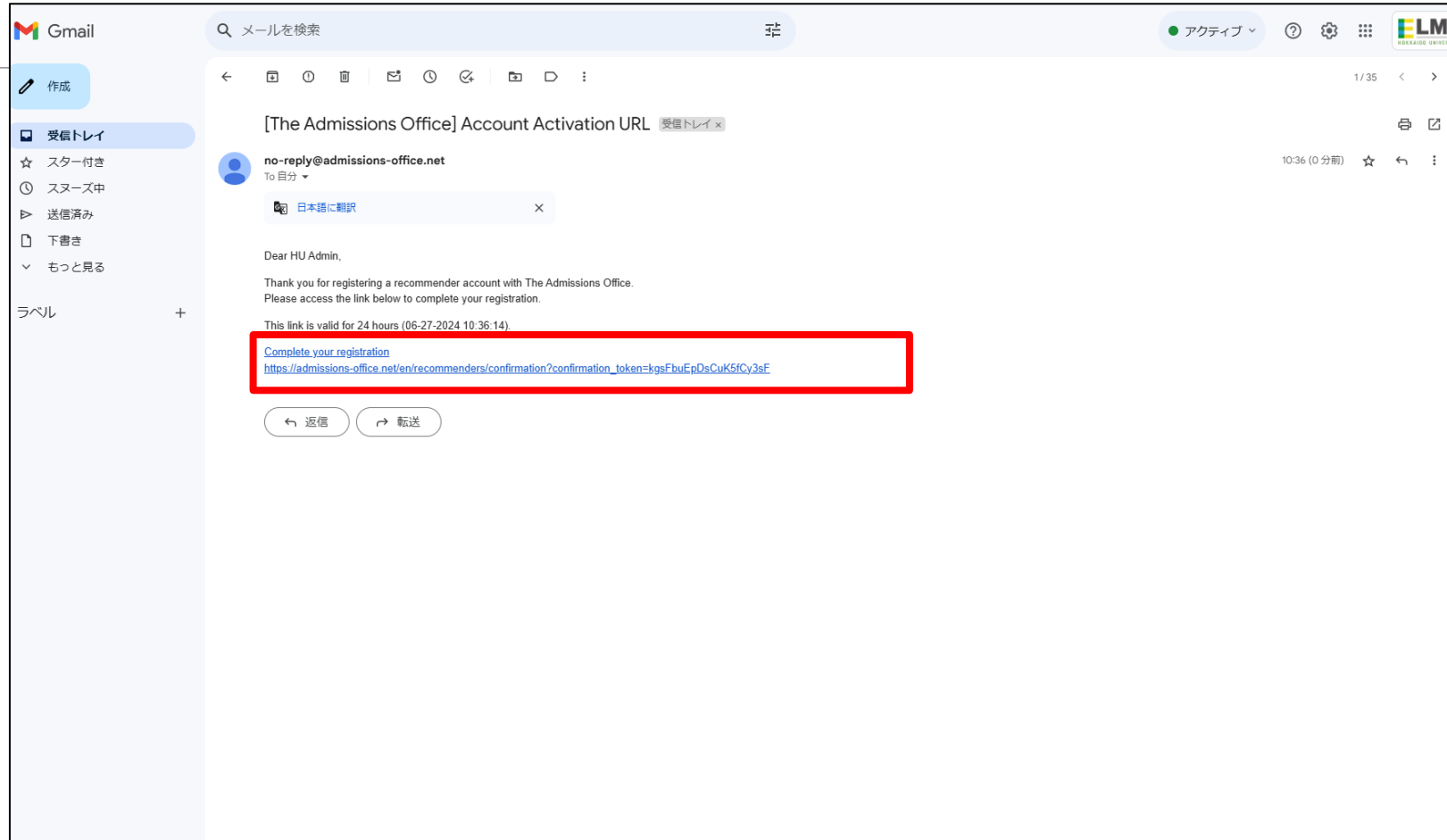
Display language •
 日本語 English

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.



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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.

Notice | English | HU Admin さん

 The Admissions Office
Opening the world of college 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 conditions | Recommended environment | Handling of personal information | White paper | Deactivate your account with The Admissions Office | help center

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Administrator

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

The screenshot shows the 'The Admissions Office' web interface. At the top, there is a navigation bar with 'Notice', 'English', and 'HU Admin さん'. Below this, the header includes the logo and '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 list of documents is displayed with the following details:

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

Below the table, there are two buttons: 'Decline this request' and 'View prepared by applicant'. The 'View prepared by applicant' button is highlighted with a red box. A callout box on the right side of the screenshot contains the text: '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. At the top, there is a navigation bar with 'Notice', 'English', and 'HU Admin さん'. The main header includes the logo and 'List of requests you have received'. Below this, a breadcrumb trail reads 'List of requests you have received > List of documents requested > Prepare documents requested'. The page title is 'Recommendation Letter'. A text box contains the instruction: '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)'. A green arrow points to this link with the text 'Template link'. Underneath, another instruction says 'Please upload the file here, (PDF)'. A large red-bordered box highlights a file upload area with a cloud icon and the text 'Drag and drop a file here or click to browse'. Below this area, 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, a 'Save' button is 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")

Notice English HU Admin さん

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

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 Admissions Office website interface. At the top, there is a navigation bar with 'Notice', 'English', and 'HU Admin さん'. The main header features the Admissions Office logo and the text 'The Admissions Office' with the tagline 'Offering the choice of colleges from the world map'. A red box highlights the 'Not submitted' status of a request. Below this, a list of requested documents is shown: '1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System'. A modal dialog box 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. Below the dialog, an 'Attention' section contains a bullet point: 'This form is not yet submitted. "Submit" button must be clicked on.' A table below 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 of the page, there are three buttons: 'Decline this request', 'View prepared by applicant', and '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

Requested documents are safely uploaded.

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 is the header 'The Admissions Office' and 'List of requests you have received'. The main content area is titled 'List of requests you have received' and contains 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.' The first row in the table has a 'Submitted' status, which is highlighted with 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 Tomoe2; When the request was made: 06-26-2024 10:31:28; Application Deadline: 17:00(JST)(2 days left). A footer at the bottom 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.'

Submission status	School and Admission Scheme	What has been requested	Who has requested	When the request was made	Application Deadline
Submitted	Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application	Official Transcript of Academic Record, 3. University Grading System	Sasaki Tomoe2	06-26-2024 10:31:28	17:00(JST)(2 days left)

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 Spring 2025 application. The page is divided into several sections:

- Header:** The Admissions Office logo, navigation links (Search schools, Admission Schemes, Profile, Applications, Favorites, Message), and user information (Notice, English, Sasaki Tomoe2).
- Left Sidebar:** Breadcrumbs (Hokkaido University | 高等教育推進機構 | HUSTEP | (Test run) Hokkaido University Short Term Exchange Program (HUSTEP) Spring 2025 Application), progress indicators (5/5 for overall progress and required fields), and a checklist of items prepared by the applicant and by others.
- Main Content Area:**
 - Application form:** A section with a heading 'Application form' and a list of items to check: HUSTEP Application Form 2025 Spring (updated), Digital ID photo, Proof of English Proficiency, and Study Plan in Hokkaido University.
 - Documentation Request Form:** A section with a heading 'Documentation Request Form' and a list of items to check: 1. Recommendation Letter, 2. Certificate of Enrollment, Official Transcript of Academic Record, 3. University Grading System.
 - Confirmation Section:** A section with a heading 'Please check all the documents again.' and a checked checkbox 'Yes, I have checked.'
- Bottom:** 'Continue editing' and 'Complete my application' buttons, and a footer with terms and conditions, recommended environment, handling of personal information, white paper, deactivation instructions, and help center.

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

Then click 'Complete the application'

Students

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

Notice | English | Sasaki Tomoe2

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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 completed | National

(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)	

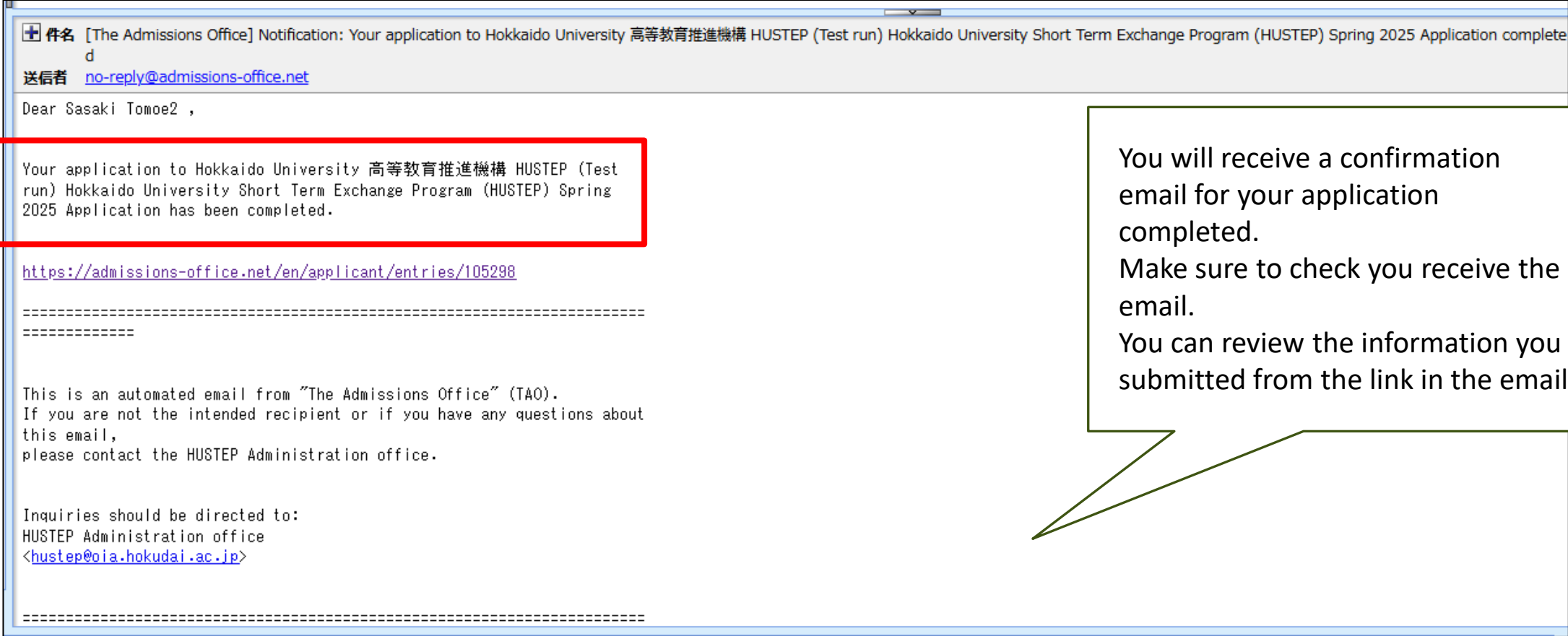
The date format for the following item(s) is "MM-DD-YYYY": Beginning of application, Application Deadline

HUSTEP Administration office

Email

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!