

Application Guideline for

Doctor's Program

Academic Year 2024 (Fall)

Graduate School of Engineering and Science
Shibaura Institute of Technology

HANDLING OF PERSONAL INFORMATION

Your personal information, including your name, address, and other data provided to us when you submit your application form, will be used for correspondence relating to exam results and admission procedures.

If you are admitted to Shibaura Institute of Technology (SIT), such personal information, together with the information in the student registration card that must be submitted upon admission, will be further used as required for SIT to support your student life, including purposes such as study guidance and correspondence in case of emergency.

MANAGEMENT AND STORAGE OF PERSONAL INFORMATION

SIT promises that your personal information will be managed and stored in highly secure data management systems, in accordance with the SIT Code for Personal Information Protection, to ensure that your personal information will never be leaked to third parties.

Contact

Graduate School Section,

Shibaura Institute of Technology

3-7-5 Toyosu, Koto-Ku, Tokyo 135-8548 Japan

Email: daigakuin@ow.shibaura-it.ac.jp

I. Introduction to Doctor's Program

1. Admission Policy

In the Doctor's Program, we aim to promote research and train researchers, and to foster specialist technicians and researchers who have a wealth of academic knowledge.

-Therefore we welcome the sort of students shown below.

-Those who share the principles and goals of the Graduate School of Engineering and Science.

-Those who have graduated from the Master's Program, or are at the forefront of society, and have high research capabilities.

-Those who can actively and creatively open up new fields.

-Those who can respect the ethics of engineering.

<Regional Environment Systems Course>

In limited areas such as urban cities, the social and cultural activities of human beings are likely to negatively affect the living environment in the area. For sustainable community development, harmony between the activation of community activities and conservation of the living environment is inevitable.

In addition, to realize this, there is a necessity to work on the issues spreading across a range of fields including electrical engineering and computer science, materials science, chemistry, mechanical engineering, architecture and civil engineering.

Doctoral candidates in the Regional Environment System Course will deepen research in their own specialized field. At the same time, it is also aimed that they will contribute to forming the foundation of a better society, culture and life in the regional environment to realize sustainable society by having an insight into the influence and effect of technology on society and nature, and through exchanging information among researchers from different specialized fields. The educational goal of this course is to nurture talents who have a broad view regarding the regional environment and can achieve this aim, by making use of their highly specialized knowledge.

<Functional Control Systems Course>

Japan in the 20th century placed an emphasis on efficiency and convenience, and strived towards manufacturing things, seeking to increase profitability. As a result, this approach put Japan in a situation where it faced contradictions such as the destruction of environment. Currently, Japan possesses technologies, which lead the world in such fields as automobiles, robotics, electronics and telecommunications, whilst resolving such contradictions. These technologies are becoming increasingly more complex. In order to contribute to the world as a leader of science and technology in the global society going forward, Japan will be required to exercise high-level design capabilities and technology management skills, which will enable Japan to grasp the overall picture of increasingly complex technologies and promote harmony within the overall system, in addition to the

ability to deeply analyze and comprehend objects.

For example, at the nuclear accident, which occurred immediately after the Great East Japan Earthquake, the importance of systemized technology regarding the use of technology in a society including its implementation and operation was reaffirmed. Moreover, the 17 Sustainable Development Goals (SDGs) were adopted by the all UN members in 2015. This suggests that it is time for us to reconsider practical education. At the same time, this also means that nurturing researchers and engineers who will acquire the global values and capabilities required to work internationally for the realization of sustainable society.

Based on such a background, the Functional Control Systems Course aims to provide education and to conduct research to nurture outstanding researchers and engineers who have global values and the ability to fully grasp the truth of science and make use of it in practical education. This course consists of a number of different education and research fields, such as communication function control, functional device control, system control, and biosystems and biomolecule control, and operates interdisciplinary education and research. Taking this approach ensures that the course is not specialized in education and research being exclusively relevant to the areas of its academic staff's expertise. The course also aims to nurture researchers and engineers with basic skills for technology management and proficiency in English for engineers as well as shared values and ethics, while the course as a whole is aware of the relevance based on the diversity in the course and actively promotes collaboration with each other.

2. Degree for the Doctor's Program

Students who completed doctor's Program will be awarded a Doctor of Philosophy degree.

II. Application Guideline for Doctor's Program

~2024 Fall Enrollment~

1. Course and Number of students accepted

Program	Course	Intake per year
Doctor's Program	Regional Environment Systems	12
	Functional Control Systems	15

*The number of students to be accepted is not for each exam unit but for the entire year of 2024.

2. Type of Examination

You can apply for the either of following exam types.

(1) General Program

You can apply for this course if you meet one of the requirements of “3. Application Qualification.

(2) Program for Working Adults

You can apply for this course if you meet all of the following requirements.

- You meet one of the requirements of “3. Qualification for Applicants”.
- You are working in the public office, company or organization and your superior or boss has authorized your application for this doctor's program.

* As a general rule, applicant is supposed to enroll in the doctor's program while continuing to work full-time.

3. Application Qualification

Applicants must meet either or the application qualification (1) to (7) listed below.

- 1) Those who have completed or expect to receive a master's degree or professional degree by the end of September 2024.
- 2) Those who have received or expect to receive a degree by the end of September 2024 from a university abroad that is equivalent to a Master's degree or professional degree
- 3) Those who have received or expect to receive a degree by the end of September 2024 from a university abroad that is equivalent to a Master's degree or professional degree by taking courses of such university in Japan by correspondence
- 4) Those who have received or expect to receive a degree by the end of September 2024 from a university abroad that is equivalent to a Master's degree or professional degree by taking the

courses, specified separately by the Minister of Education, Culture, Sports, Science and Technology, of educational facilities positioned as those with a graduate program abroad

- 5) Those who have received or expect to receive a Master's degree through course completion at the United Nations by the end of September 2024.
- 6) For those specified by the Minister of Education, Culture, Sports, Science and Technology (the announcement no. 118 of the Ministry for 1989) (Note1)
- 7) For those who will become 24 years old by the end of September 2024 and who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree by the review of the Committee of the Graduate School of Engineering and Science (Note2)

Note1) Those who are applicable to the qualification for applicants, (6) mean "those who graduated from university and engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science" or "those who, after completing the 16-year course of study of school education abroad or taking courses provided by foreign school in Japan by correspondence, engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science".

Note2) Those who are applicable to the qualification for applicants, (7), "those who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree" must satisfy either of the following requirements.

- ① University graduates who have more than three years of practical experience in the relevant field and engaged in research and development activities for two years or more.
- ② For those other than above, those who have an academic skill equivalent to that of a student with a master's degree or professional degree for their achievement including publication of books, scientific papers, academic lecture, scientific reports and patents, etc.

If you apply in terms of qualification (6) and (7), you are subject to Prequalification. Please refer to the details attached in the Application Guideline on this matter.

4. Application Procedures

- 1) (All applicants who are NOT from SIT) Confirm the Pre-consultation Period and the Pre-consultation on The Admissions Office (TAO), Obtain a "Pre-consultation Completion Form" from the faculty member you wish to be supervised by on TAO (if acceptable). <https://www.shibaura-it.ac.jp/en/study/graduate/Pre-consultation.html>
- 2) (All applicants) Have a meeting with the faculty member to discuss the timing of your application and the content of your research. (Depending on the faculty member, a meeting may be held prior to the submission of the "Pre-consultation Completion Form".)
- 3) Download the application guidelines and read them carefully. <https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>
- 4) Prepare the necessary documents and convert them into data as instructed by the application guidelines.
- 5) Encrypt required information with a password and upload the required documents within the online application

system acceptance period.

- 6) During the online application system acceptance period, request the supervisor who agreed to accept you to issue a letter of acceptance.
- 7) (All applicants) During the online application system acceptance period, make a request for recommender to create a recommendation letter. (SIT research students or alumni are also required to make a request)
- 8) Check your application thoroughly on any defects or incomplete information pay the examination fee during the online application system acceptance period and complete your application.

※All applicants who are NOT from SIT are required to go through the pre-consultation before applying. (applicants from other universities, international students from Japanese language school or overseas universities and etc.)

※If the Online Application System Acceptance Period ends before the application is completed, the application will not be accepted (the system will not be able to process the completed application), even if it is still in the process of being processed.

< Pre-Consultation >

All applicants who are NOT from SIT and plan to pursue study at the university are required to go through the pre-consultation, obtain a Pre-Consultation Completion Form from a faculty member in Admissions Office (TAO), and have an interview with the faculty member before applying to the entrance examination.

<https://www.shibaura-it.ac.jp/en/study/graduate/Pre-consultation.html>

(Documents to be Prepared on TAO)

1. [Required] Curriculum Vitae (Free Format)

※ Please make sure that there are no blank periods between high school graduation and the present.

2. [Required] Summary of previous research and Research Achievement (about 1 page/ Free Format)

3. [Required] Research Plan (Free Format)

4. [Required] Certificate of graduation/completion (OR expected to graduate/complete) (Original and the translation of Japanese or English version)

5. [Required] Full/Latest Transcript (Original and the translation of Japanese or English version)

6. [Optional] English test score (TOEIC L&R, TOEIC S&W, TOEFL iBT, GTEC (for Business) or IELTS Academic)

7. [Optional] Score Certificate of Japanese Language Proficiency Test (JLPT) or Japanese Language Score Confirmation of the Examination for Japanese University Admission for International Students (EJU) (for International Students)

8. [Optional] Others

※Please make sure that the content of your research plan matches the research field of the supervisor/faculty member you wish to be supervised.

※You are not able to apply for pre-consultation to more than one faculty member at a time.

※English test score reports are [optional] to be submitted at the pre-consultation time. However, it is required to submit it at the time of admission application. We will not be able to complete your application if you do not have it for the admission application. (Screenshots from PC/ mobile etc. are not acceptable). For those who do not have the English test score report during the pre-consultation, please prepare or sit for the test as soon as possible.

※A score certificate of the Japanese Language Proficiency Test or a certificate confirming the results of the Examination for Japanese University Admission for International Students "Japanese" (for international students) is [optional] to be submitted at the time of pre-consultation. However, if you wish to take an examination in Japanese but you will not submit at the time of the Entrance Examination application, international students may not be able to complete the application for some entrance examinations. (Screenshots from PC/ mobile etc. are not acceptable) For those who do not have the score certificate during the pre-consultation, please prepare or sit for the test as soon as

possible.

As it will take time to confirm the documents, Pre-consultation deadline is **April 30 (Tue.) 2024 16:00**. Please take note that the submission after the date is not accepted.

※Please note that applicants who are NOT from SIT and who have not completed the pre-consultation procedure cannot apply for the entrance examination.

※If the faculty member of your first choice is not available, you can consult with the faculty member of your second choice, but you must do so within the pre-consultation period. (Maximum of 3 members) Therefore, we recommend that you consult with the faculty member of your first choice as soon as possible. (Please note that there is a possibility that you may not be able to consult with the faculty member of your second or third choice if the pre-consultation period has expired, etc.)

Contacts for any inquiries :

Shibaura Institute of Technology, Graduate School Section daigakuin@ow.shibaura-it.ac.jp

※Please note that pre-consultation by e-mail is not accepted. Please be sure to follow the procedure on TAO.

■About Security Trade Control (Export Control)

Shibaura Institute of Technology (SIT) checks them at any case of technology transfers or the entries of researcher or student based on rules of the Foreign Exchange and Foreign Trade Act and related laws and regulations.

Therefore, you will be required to change the education or research you (will) desire in case it is (will be) possibly regulated.

It does not affect the result of entrance examination.

Please refer to the website of the Ministry of Economy, Trade and Industry(METI) for detail;

<http://www.meti.go.jp/policy/anpo/index.html>

■About reasonable accommodation for Examination and Study

We accept consultation (consideration for examination and study) for applicants with physical or other disabilities. Applicants with visual impairment, hearing impairment, physical disability, speech and language impairment, chronic illness, developmental disability, etc. who wish to receive special consideration for examination and study must apply for reasonable accommodation.

<How to apply>

- Target person: Applicant for Reasonable Accommodation
- How to apply: Answer the items in the Application for Reasonable Accommodation for Examination and Study in the designated TAO form during the application period.
- Application document: A scan data of your medical certificate issued by medical institution or disability certificate (upload on TAO)

5.Examination Date / Time / Method of Examination

- Selection is done by document assessment and oral examination.
- Acceptance judgement is based on the submitted document and an oral examination. Applicants will be required to take an oral exam regardless of evaluation based on the document assessment.
- The date and time of the oral examination will be notified by **June 21st (Fri.)**, after accepting the application and setting the interview order. We are sorry, but there is no possibility to select or wish to have the oral interview on the applicant's preference date and time for whatever reason.
- **All oral examinations will be conducted online. Applicants are requested to prepare a PC,**

communication environment, web camera, microphone, and a tranquil environment in order to take the examination online. If problems with the applicant's equipment or communication environment affect the content of the examination on the date of the examination, no retests or time changes will be made.

Major Name	Oral Examination Date	Method of the Examination
Regional Environment Systems	June 29th (Sat.), 2024	Conducted online using Zoom, the web conference service
Functional Control Systems		

6. Entrance Examination Fee

The Entrance Examination fee is 35,000 yen. The payment method is by convenience store payment or credit card payment; hence payment by other means cannot be accepted.

The applicant (payer) is responsible for any remittance fees (please confirm the amount of remittance fees for convenience store payment or credit card payment when you pay the application fee on TAO).

The Entrance Examination fee will be 15,000 yen for those who fall under the following categories. Please do not pay through TAO and consult with the Graduate School Section in advance.

-Those who are SIT University graduates who are applying as Working-Adults

※Please note that once the application fee has been paid, it is non-refundable for any reason.

However, if any of the eligible reasons apply, the application fee may be refunded upon request.

If you wish to apply for a refund, please refer to the following and submit your request by the deadline.

(1) If the applicant has paid the application fee but has not submitted the application document.

(2) If the application fee was paid and the application documents were submitted but not being accepted.

(3) If there is case of double or excessive payment of the application fee by mistake.

Please see below for more details.

[Refund of Admission Application Fee guide](#)

[Application Form for Refund of Admission Application Fee](#)

7. Online Application System (TAO) and Application Precautions

Application for this entrance examination is done by online application system of "[The Admission Office \(TAO\)](#)". For details on how to use and etc., Please refer to "[The Admissions Office \(TAO\) User Manual](#)" published in the Application Guidelines.

■ Online Application System Acceptance Period < For all majors >

May 17th 2024 (Fri.) 12:00 (JST) ~ May 31st 2024 (Fri.) 16:00 (JST) <<Strictly Observed>>

※We do not accept application after the acceptance period.

※Complete all the entries for the application within the above period. If the application is not completed within the acceptance period, application will not be accepted.

(Applicant will not be able to complete the application on the system)

※Be sure to check that you have completed your application by the deadline, that your application is marked as "Application completed" in the system, and that you have received an application completion e-mail from TAO. (If you do not receive the email, please check your junk mailbox, etc.)

※Please note that your application will be rejected if you have not clicked the "Submit" button even though all information has been entered.

(Reference: Application Status sign on TAO)

Sign of incomplete application status

In progress

Sign of complete application status

Submitted

※Please note that applicants who are NOT from SIT and who have not completed the pre-consultation procedure cannot apply for the entrance examination.

※For those who will graduate or have graduated from an institution of higher education in China, "Verification Report of China Higher Education Qualification Certificate" (中国高等教育学历认证报告) or "教育部学籍在线验证报告" and "Verification Report of China Higher Education Student's Academic Transcript" (中国高等学校学生成绩验证报告) will also be accepted during the same period. (Submission directly from CHSI to the Graduate School Section (daigakuin@ow.shibaura-it.ac.jp)) **Please note that your application will be rejected if the acceptance period ends before submission.**

<About the TOEIC score of Shibaura Institute of Technology's current students >

For Shibaura Institute of Technology's current students, the TOEIC score registered in S*gsot Portfolio is extracted and used, therefore there is no need to submit a score using TAO. Please make sure to confirm that your TOEIC score is registered in S*gsot Portfolio before the end of the online application system acceptance period. If there is no registration of the score in the S*gsot, the application cannot be accepted.

However, please take note that research students are not the regular (currently registered) students. Therefore, if you are the research student, please scan the data of TOEIC and other English test score sheets accordingly.

<Verification Reports of Degree Candidates from Chinese Institutions of Higher Education>

In addition to the application documents will be submitted to the Online Application System (TAO), applicants who have obtained (or plan to obtain) a degree from a Chinese institution of higher education are requested to complete the following procedures to apply for the issuance of verification reports.

(1) How to apply

① Access the CHSI website [<https://www.chsi.com.cn/en/pvr/index.jsp>]

② Please complete the procedures so that the electronic copy will be sent directly to the Shibaura Institute of Technology Graduate School Section (daigakuin@ow.shibaura-it.ac.jp) by e-mail within the acceptance period of the online application system (TAO).

■ Notes

- Please note that we will not accept any data submitted via the applicant.
- The deadline for submission is within the acceptance period of the online application system (TAO). Please note that your application will might be rejected if the acceptance period ends before submission even if the submission is not made in time due to a delay in issuance by CHSI. It takes about one month to issue the certificate, so please apply for issuance well in advance.
- Please contact CHSI ([中国高等教育学生信息网](http://www.chsi.com.cn)) for more information about the issuance of verification reports since we are unable to answer.

(2) Application (Submission) Documents

Target person of submission	Documents	Note	Where to apply	How to submit
Applicants who graduated	Verification Report of China Higher Education Qualification Certificate (中国高等教育学历认证报告)	-Electrical copy -English version	CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp	Submission directly from CHSI to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp *Please note that we will not accept any data submitted via the applicant.
Applicants who have not yet graduated	教育部学籍在線驗證報告	-Electrical copy -English version	CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp	Submission directly from CHSI to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp *Please note that we will not accept any data submitted via the applicant.
Applicants who graduated and Applicants who have not yet graduated	Verification Report of China Higher Education Student's Academic Transcript (中国高等学校学生成绩验证报告)	-Electrical copy -English version	CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp	Submission directly from CHSI to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp *Please note that we will not accept any data submitted via the applicant.

8. Application Documents

Application Documents	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
① Application Form < All Applicant >	○	○	Direct input into TAO System	<p>★ Please fill-in directly into the form 「Application Form」 the TAO System.</p> <ul style="list-style-type: none"> · If you were not be able to fill the fields provided in the 「Application for Admission」 such as academic background and work history, due to the limited space or etc., you can submit it separately at 「Submitted Documents」 in TAO's designated form as 「Other Documents」
② Face Photo < All Applicant >	○	○	JPG	<p>★ Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO.</p> <ul style="list-style-type: none"> · 4cm*3cm, Photo taken within 3 months before application · Upload file less than 500KB (Upper body · Front · No hat · No frame) · <u>For successfully enrolled applicants, the photo will also be used for your Student's ID</u>
③ Entrance Examination Fee (¥ 35,000) < All Applicant > ※SIT University graduates who are applying as Working-Adults (¥15,000)	○	○	-	<p>★ Please complete the procedure from the [Examination fee payment] menu of TAO.</p> <ul style="list-style-type: none"> · The payment method should be selected from two types : credit card payment and convenience store payment. · Payment method by certificate issuing machine (Papyrus mate) in the campus is not permitted. · Please complete the payment by 12:00 on the application date, as it may take time for the system to reflect <p>※Please kindly bear all remittance fees.</p>
④ Transcript Certificate < Other than <u>current Shibaura Institute of Technology students</u> >	-	○	PDF (Scan Data)	<p>★ Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> · Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. · Upload the certificate issued in the name of the president of the latest (including prospective) educational institution. · Submit a transcript certificate with GPA. · If the GPA is not written on the transcript certificate from your university, request a separate document with the GPA and the name of the university, merge the file with the transcript, and upload it. <p>*If the original is written in a language other than Japanese or English, the original must be merged with</p>

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				the Japanese or English version and submitted. *It is possible to submit Transcript certificate mixed up with Certificate of Graduation. In the case, it is sufficient to upload a copy of to the "4 Transcript" column and leave it blank for "5 Certificate of Completion" column.
⑤ Certificate (or Prospect) of Graduation < Other than current Shibaura Institute of Technology students >	—	○	PDF (Scan Data)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> • Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. • Upload the certificate issued in the name of the president of the latest (including prospective) educational institution. <p>*If the original is written in a language other than Japanese or English, the original must be merged with the Japanese or English version and submitted.</p> <p>*It is possible to submit Transcript certificate mixed up with Certificate of Completion. In the case, it is sufficient to upload a copy of to the "④ Transcript" column and leave it blank for "⑤ Certificate of Graduation" column.</p> <p>Those who are other than above Those who have received (or expect to receive a master's degree or professional degree out of Japan should upload the document to certify the degree award. *As we need to check if you meet the application qualifications, please contact to the Graduate School Section <u>before November 22nd (Wed.)</u>.</p>
⑥ Reason of Application < All Applicant >	○	○	PDF (Designated form)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> • Please use the designated form published in the application guideline page. • Write in 1 page of A4 size paper. • Must be described in English.
⑦ Research Plan and Schedule < All Applicant >	○	○	PDF	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> • Write in about 2 pages (image included) of A4 size paper.

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				<ul style="list-style-type: none"> Must be described in English. Be sure to describe any ethical considerations in the conduct of the research or with respect to the research results.
⑧ Letter of Acceptance < All Applicant >	○	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Acceptance」 form on TAO.</p> <ul style="list-style-type: none"> Requests must be made after all items except for the "Confirmation Check Sheet " have been completed and submitted. *Do not request a "Letter of Acceptance" if any of these items have not been filled out or are in the process of being filled out. Enter the prospective supervisor and send a request to do an acceptance process. Allow enough time for request to the supervisor so that you can complete the Acceptance procedures before the application deadline. Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.
⑨ Letter of Recommendation < All Applicant >	○	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Recommendation」 form on TAO.</p> <ul style="list-style-type: none"> Enter the recommender's e-mail address and send a request to create/write a letter of recommendation. The recommender should be a person who is familiar with the applicant, such as a supervisor at the university where he / she is from, or a supervisor at work. Allow for ample days for this request to the recommender as to be able for it to be received and completed before the application system deadline period.
⑩ Research Achievement < All Applicant >	○	○	PDF (Designated form)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> Please use the designated form published in the application guideline page. Must be described in English.
⑪ Abstract of Master's thesis < All Applicant >	○	○	PDF	<p>Those who have received (or expect to receive) a master's degree</p> <p>Upload the PDF data of the abstract of your master's thesis at the "Submission Documents" on TAO. The abstract should be free format, within 2 pages and A4 size.</p> <p>For those who expect to complete master's programs, submit a summary of your current research projects. A summary also should be free format, within 2 pages and A4 size.</p>

Application Documents	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
				<p>Those who are other than above</p> <p>Upload the PDF data of an essay regarding your work on your specialized area at the “Submission Documents” on TAO. It should be within 1 page, A4 size and free format.</p> <ul style="list-style-type: none"> • Must be described in English.
<p>⑫English Test Score Report < Other than current Shibaura Institute of Technology students or other than Nationals of countries where English is the native language ></p> <p>or</p> <p>Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English < Those who have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English only ></p>	<p>△ (Registration to S*gsot Portfolio only)</p>	<p>○ (Applicable person only)</p>	<p>PDF (Scan Data)</p>	<p>★Please upload the scan data of the official score report to the corresponding section of 「Submitted documents」 .</p> <p>English Test Score Report</p> <ul style="list-style-type: none"> • Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. • Scores of TOEIC® L & R, TOEIC® S & W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students) are desirable. • Submit scan data of officially issued score reports. (Screenshot from the Computer PC is not accepted) • Score of IP Test cannot be accepted (Only those taken at SIT can be accepted). • Only scores that were taken two years or more before the application deadline and able to submit the scores to TAO. (Score taken on or after June 1, 2022) <p>< Students of Shibaura Institute of Technology only ></p> <p>※We will use the highest score of the TOEIC score registered in S*gsot Portfolio. If there is no score registration in S*gsot Portfolio before the online application system acceptance period end, the application will be rejected, so be sure to check for it by yourself.</p> <p>Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English</p> <ul style="list-style-type: none"> • The submission of the Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English shall be substituted for the English Test Score Report. (Documents indicating the Medium of instruction, etc.)

Application Documents	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
⑬ Residence Card and Passport Copy < Foreign Students only >	△ (Foreign Student only)	△ (Foreign Student only)	PDF (Scan data)	<p>★ Please upload to the corresponding section of the 「Submitted Documents」 form of TAO</p> <p>< Passport ></p> <ul style="list-style-type: none"> Submit scan data of the page which has the face photo. <p>< Residence Card ></p> <ul style="list-style-type: none"> Only for those who live in Japan and have residence card, submit scan data of front and back sides of the card.
⑭ Medical certificate or Disability certificate Copy < Applicant for Reasonable Accommodation only >	△ (Applicant for Reasonable Accommodation only)	△ (Applicant for Reasonable Accommodation only)	PDF (Scan data)	<p>★ Please upload to the corresponding section of the 「Submitted Documents」 form of TAO</p> <p>< Medical certificate ></p> <ul style="list-style-type: none"> Submit scan data of medical certificate issued by medical institution <p>< Disability certificate ></p> <ul style="list-style-type: none"> Submit scan data of disability certificate issued by local government <p>-For card type, front and back sides of the card. -For paper type, a page with a photo of the face</p>
⑮ Verification Report of China Higher Education Qualification Certificate (中国高等教育学历认证报告) < Those who have graduated from an institution of higher education in China only > or 教育部学籍在线验证报告 < Those who will graduate from an institution of higher education in China only >	—	○ (Applicable person only)	Submission directly from CHSI to the Graduate School Section	<p>★ Please note that we will not accept any data submitted via the applicant.</p> <ul style="list-style-type: none"> Apply for the issuance of electronic data of the verification report in English from the following page. CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp The deadline for submission is within the acceptance period of the online application system (TAO).
⑯ Verification Report of China Higher Education	—	○ (Applicable person only)	Submission directly from CHSI to the	<p>★ Please note that we will not accept any data submitted via the applicant.</p> <ul style="list-style-type: none"> Apply for the issuance of electronic data of the verification report in English from the following page.

Application Documents	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
Student's Academic Transcript (中国高等学校学生成绩验证报告) < Those who will graduate or have graduated from an institution of higher education in China only >			Graduate School Section	CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp · The deadline for submission is within the acceptance period of the online application system (TAO).
⑰ Confirmation Check Sheet < All Applicant >	○	○	Direct Input into TAO System	★Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO · Read the scholarship application guidelines and submit the application documents.

*It is not necessary to submit the original copy of the uploaded documents. However, if necessary, you may be required to submit the original upon enrollment.

《Notes》

- If there is defect in the application content, the application may not be accepted.
- **Any documents other than those described in English (including recommendation letters) will not be accepted. If you can only prepare documents in other languages, please prepare a notarized translation and upload it to TAO along with the original language document.**
- We could not cooperate at all about any correction and substitution of documents which you have submitted.
- After the application, you cannot change the application details (year of admission, major, supervisor and etc.)
- If there is a forgery, a false statement or bribery in the documents / documents submitted at the time of application, etc., it may be regarded as fraudulent and the result of the entrance examination may be invalidated. Also in this case, the submitted documents, documents, etc. and the admission fee will not be refunded.

9.Examination Contents

(i) Applicants who apply as General Examination will take a presentation (15 mins) and an oral assessment (15 mins) based on the submitted Abstract of Master's thesis and Research Plan and Schedule.

(ii) Applicants who are foreign students will take an examination same as the General Examination.

(iii) Applications who apply as Working-Adults will take a presentation (15mins) and an oral assessment (15mins) regarding the related specialized area based on the submitted Research achievements and Research Plan and Schedule.

10. Examinee Number

After the online application system acceptance period on the online application system (TAO) is over, we will assign examinee number, and the result will be uploaded to the message form in TAO.

Please make sure to confirm your examinee number before the examination.

※It may take 3 to 4 weeks to receive your examinee number due to the time required for document review.

11. Announcement of Results

July 11th, 2024 (Thu.)

Will be updated on TAO's personal page at 13 : 00

※ For your information, we will not respond to any inquiry on this matter by a phone call.

※ If you change your address after passing the exam, or if you leave Japan due to temporary return or long-term study abroad, please contact the Graduate School Section promptly.

12. Payment for admission and admission procedure

Successful applicants will be sent a form via TAO on the process of enrollment fee payment. Please note that we will not send an invoice by mail.

Please make sure to share information about the pre-admission information to the graduate school from the applicant to the guarantor and the payer of tuition.

【Payment for Admission】

(1) Amount : SIT University graduates 420,900 yen, non-SIT University graduates 680,900 yen

* Appropriated for the first semester of tuition fee

(2) Fee payment due date : **August 22nd, 2024 (Thu.)**

※If the deadline for payment has passed, the application will be considered as cancelled.

The procedure for withdrawal is required so please contact the Graduate School Section in this matter.

※Notes for payment

- (1) Please enter the payer's name in the order of **"Examinee Number"** and **"Applicant's Kana Name"**. (ex. 006001 シバウラタロウ) If you use a different name, we may not be able to confirm your identity.
- (2) If you wish to make a bank transfer over the counter, please have a payment account information of sent by TAO ready at hand and make the transfer at the counter after transcribing it on the transfer request form of the financial institution. (Please consult with financial institution for more details.)
- (3) **Please kindly bear all remittance fees.**
- (4) If you wish to pay by overseas remittance, please contact the Graduate School Section separately so that an Invoice for overseas remittance can be sent to you.

【Admission Procedure】

Mid. of July, 2024	Scheduled to be notified of the account information and payment due date through TAO.
Early August, 2024	Those who have paid the fee will be notified of information such as forms to be submitted during the enrollment procedures, information on registration of information related to student registration, confirmation of the name on the student ID card, and the date of the enrollment procedures (date of issuance of the student ID card) etc. though TAO.
Early September, 2024	Submission of Admission documents, issuance of the student ID card Information about various guidance will be notified.

13. Tuition Fee

The amount of tuition fee and other payments are shown in the table below.

	Payment / Yen					
	Year 1			Year 2		
	1st Sem.	2nd Sem.	Total	1st Sem.	2nd Sem.	Total
Admission Fee*	(260,000)	—	(260,000)	—	—	—
Tuition Fee	328,900	328,900	657,800	328,900	328,900	657,800
Maintenance Fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	420,900 (680,900)	420,900	841,800 (1,101,800)	420,900	420,900	841,800

- The admission fee will be waived for SIT graduates. The price of inside () is applicable to other than SIT graduates.

【Information on Admission to the School】

■ Compulsory Use of Notebook PC

At Shibaura Institute of Technology, PC will be used for classes, research activities, and various procedures. Therefore, students will be required to prepare their own PC and internet connection at home. Please understand this beforehand.

■ Donations

After completing the admission procedures, students may be asked to donate (voluntary).

14. Admission Withdrawal after Receiving Successful Results

For those who have submitted a notice of withdrawal by the end of September 2024, the deposit will be refunded upon request, excluding the admission fee. There is a notice/ letter of admission decline, a designated form by the University, so please contact the Graduate School Section in this matter. Please be sure to submit the designated form even if you have not made payment of the admission fee by the due date.

Under the academic regulations of our graduate school, it is not possible to take a temporary leave during the first semester of the first year of enrollment. Therefore, if you have a circumstance that prevents you from engaging in your studies immediately after admission, please be sure to complete the procedures for withdrawal admission by the above date.

15. Scholarship Information

① **SIT Scholarship for Doctor's Program**

For details, please refer to Application Guideline for SIT Scholarship for Doctor's Program

② **SIT Scholarship for foreign graduate student**

For details, please refer to Application Guideline for SIT Scholarship for foreign graduate student.

③ **Japan Student Services Organization (Type 1) (loan, non-interest bearing) / Japan Student Services Organization (Type 2) (loan, interest bearing) (Foreign students are excluded)**

【Application period in SIT (regular selection at the time of enrollment*)】 : End of September to October 2024

*details will be announced separately when determined

【Selection period (plan)】 December, 2024

Please refer to the JASSO website for the scholarship outline and application conditions

→ [大学院に在学中の方 | JASSO](#)

III. Education Research Field and Supervisor List

If you wish to be supervised by supervisor with a © in the remarks column, it is necessary to set up a second supervisor designated by that supervisor. On this matter, you have to consult the supervisor in advance.

<https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>

(Please see the “List of Academic Staff”)

IV. On the Acquisition of Status of Residence as “Studying Abroad”

Foreign students who are permitted to enter Shibaura Institute of Technology can apply for the status of residence as "Student". Please take note that you cannot be enrolled at a university for the purpose of staying of a "short stay".

Please read the following information carefully, and if you fall under any of these conditions, please go through the necessary procedures such as renewal period of stay, change of status of residence, application for certificate status of residence and etc.

Current Condition	Required Procedures
1) Having the status of residence as “Student”	If necessary, please apply for permission to renew your period of stay. This procedure can be carried out 3 months before the expiration date of the status of residence period.
2) Having the status of residence as “Short Term Stay”	As a general rule, you have to fly out from Japan once and apply for the status of residence of "Student" from other country or your country of residence. For more details, please refer to “4. I do not have status of residence”.
3) Have a status of residence other than "Student" or "Short-term stay" ※ "Settlement person" "family stay" “dependence” or etc.	There is no particular process is needed, means you can enter with the current status. But if you wish to change your status of residence to "Student", please apply for "Change of Status of Residence".
4) Not having status of residence (New acquisition of status of residence)	To apply for a status of residence, you must first apply for a Certificate of Eligibility (CoE) from the Immigration Bureau in Japan. Shibaura Institute of Technology applies for the COE on behalf of the student in Japan. Once the CoE is issued from the Immigration Bureau to Shibaura Institute of Technology, it will be mailed to the applicant. After you received the CoE, apply for a “Student” visa (status of residence) at a Japanese embassy or consulate in the country or country of residence within the valid period of the CoE.

For "Application for Renewal/ Extension Period of Residence", "Application for Change of Status of Residence" and "New Acquisition of Status of Residence", application documents with a seal from Shibaura Institute of Technology are required. These documents can be issued to those **who passed the entrance examination and paid the admission fee.**

It takes several days to issue the required documents. Therefore, please contact in advance according to the following guidance.

■ About necessary documents for the application of status of residence's issuance procedure

- ① After passing the entrance exam, please follow the instructions to pay the admission fee
- ② Please send an email to the Graduate School Section <daigakuin@ow.shibaura-it.ac.jp> with the following contents.
 - Examination number, name
 - Necessary procedure name (Period of extension of period of residence, application for change of status of residence or new acquisition of status of residence)
 - Attachment of scanned data of residence card (only in case of application for permission to renew period of residence / application for change of status of residence)
- ③ After confirming the status of payment transfer of the applicant's admission fee, Shibaura Institute of Technology Graduate School Section will issue the required documents. We will inform by email on the issuance date of the documents, therefore please come to Graduate School Section to collect the document for your next procedure of application (for the issuance of CoE by the Immigration Bureau, we will deliver the CoE by EMS airmail to your home address).

The issuance of status of residence procedure takes weeks to complete. Make sure each student is responsible for managing his / her period of stay and taking necessary procedures accordingly.