

Shibaura Institute of Technology  
Graduate School of Engineering and Science  
Master's Program  
General Entrance Examination Selection  
(2<sup>nd</sup> Round) Application Guideline  
Spring Semester FY2024 Enrollment  
Global Course of Engineering and Science

※This Application Guideline is for applicants of Global Course of Engineering and Science only. For those applicants of Electrical Engineering and Computer Science, Materials Science and Engineering, Applied Chemistry, Mechanical Engineering, Systems Engineering and Science, Civil Engineering, and Architecture and Architectural Engineering, please refer to another designated [Application Guideline](#) (Only in Japanese).

« Table of Contents »

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- I . On the Application
- II . On the Pre-Qualification of Application (To applicable person only)
- III. Education Research Fields and Supervisors List
- IV. On the Acquisition of Status of Residence as “Studying Abroad”

**【On the handling of Personal Information】**

The information which provided for the application procedure such as 「name, address (contact information) , other personal information (hereinafter referred as “personal information”)」 are being used in order to notify the selection and notification of admission.

Also, the above personal information of the applicant will be used for the student life supports, learning instructions and emergency contact, after the applicant's admission.

**【On the management and storage of Personal Information】**

The university manages and stores personal information provided by applicants under a strict management system in accordance with the Shibaura Institute of Technology Personal Information Protection Regulations, and the university will not leak and share the applicant's personal information to any third party.

## I . On the Application

### 1. Major Name / Capacity of Application / Degree

Graduate School Name	Major/ Course Name	Degree Name	Capacity of Application
Graduate School of Engineering and Science	Electrical Engineering and Computer Science Course	Master of Engineering	110
	Materials Science and Engineering Course		40
	Applied Chemistry Course		30
	Mechanical Engineering Course		85
	Systems Engineering and Science Course	Master of Science in Systems Engineering and Science	75
	Global Course of Engineering and Science	Master of Science in Engineering	10
	Civil Engineering Course	Master of Engineering	25
	Architecture and Architectural Engineering Course	Master of Architecture or Engineering in Architecture and Architectural Engineering	110

※The capacity number of applicants are for enrollment in Spring 2024 (not for each examination).

※Please refer to the official website for an overview of each major and admission policy.

<https://www.shibaura-it.ac.jp/en/academics/graduate-school/gces.html>

It is written in the Diploma Policy that 「3.Complete either an overseas research project for Japanese students, or an internship in Japan for foreign students.」, but however, this will be conducted and considered in a flexible way due to when the coronavirus (COVID-19) will be off and settled down.

### 2. Application Qualification

- 1) Those who graduated from the university specified in Article 83 of the School Education Act (学校教育法) or who are expected to graduate by the end of March 2024.
- 2) Those who have been awarded a bachelor's degree according to the provisions of Article 104, Paragraph 4 of the School Education Act (those who have been awarded a bachelor's degree from the “独立行政法人 大学改革支援・学位授与機構”) and expected to obtain a degree by the end of March 2024.
- 3) Those who have completed 16 years of school education abroad and who are expected to graduate by the end of March 2024 in a foreign country.
- 4) Those who have completed 16 years of courses in the corresponding country by taking correspondence courses conducted by foreign schools in Japan and those who are expected to graduate by the end of March 2024.
- 5) Those who have completed a foreign school program in Japan designated as equivalent to a foreign university (a foreign university designated by the Minister of Education, Culture, Sports, Science and Technology) and those who are expected to graduate by the end of March 2024.

- 6) Those who have been awarded a degree equivalent to a bachelor's degree at a foreign university or other institution, by completing a course of study of three years or more (five years for a doctoral program in medicine, dentistry, pharmacy, or veterinary medicine) and those who are expected to be awarded by the end of March 2024.
- 7) Those who have completed a special course of vocational school (limited to 4 years or more of study period and other criteria that meet the criteria set by the Minister of Education, Culture, Sports, Science and Technology) designated by the Minister of Education, Culture, Sports, Science and Technology separately, or those in the special course who are expected to graduate by the end of March 2024.
- 8) A person designated by the Minister of Education, Culture, Sports, Science and Technology (the Ministry of Education Notification No. 5 in 1954) or have equivalent qualifications by the end of March 2024.
- 9) In addition, those who have been recognized by the Graduate School of Science and Engineering Committee that they have at least the same academic ability as those who graduated from a university. (Note 2)

(Note 1) If you have inquiry on which application meet your qualification , please be sure to consult in advance.

(Note 2) If you do not meet any of the application qualifications (1) to (8), you will receive an “Pre-Qualification of Application” prior to the formal application. If you pass the “qualification of application examination” and are recognized to have at least the same academic ability as those who graduated from university, you can formally apply as application qualification No. (9).

For more details, please refer to page 11 of this document II. Accreditation of application qualification (only to applicable persons)”

### 3. Procedure of Application

- 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) (Other than current SIT regular students) 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 it 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.

※ For English test score report, Japanese Language Proficiency Test score certificate or EJU "Japanese" score confirmation (for International students), please also check here.

[Changes in Shibaura Institute of Technology Graduate School Entrance Examination from the 2024 Entrance Examination](#)

As it will take time to confirm the documents, Pre-consultation deadline is **November 15<sup>th</sup> (Wed.) 2023**. Please take note that the submission after the date is not accepted.

※ Please note that applicants who are NOT from SIT 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](mailto: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, Industry and Trade (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)

## 4. 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 **January 18<sup>th</sup> (Thu.)**, 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.
- **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 exam online.**

Major Name	Oral Examination Date	Method of the Examination
Global Course of Engineering and Science	January 24 <sup>th</sup> (Wed.), 2024	Conducted online using Zoom, the web conference service

## 5. 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).

※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](#)

## 6. 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 >

**November 16<sup>th</sup> 2023 (Thu.) 12:00 (JST) ~ November 30<sup>th</sup> 2023 (Thu.) 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 "Submitted" 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 “教育部学籍在線驗證報告” 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](mailto: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.

<Changes on the Entrance Examination Effective from AY2024 Entrance Examination >

As described on the [application guidelines page](#), the following changes will be effective from AY2024 entrance examination.

[Changes on the Guidelines for Shibaura Institute of Technology Graduate School Entrance Examination Effective from AY2024 Entrance Examination Shibaura](#)

\*The changes are not eligible for the current SIT students.

Item	AY2023 (Before)	Effective From AY2024 (After)
<Application Documents> Effective date of English Test Score [TOEIC® L & R, TOEIC® S & W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students)] <u>(Must be submitted by all applicants            other than current SIT students)</u>	Scores from external examinations must be <u>within the last            five years</u>	Only scores that were taken <u>two years or more            before</u> the application deadline and able to submit the scores to the online application system (TAO) by the application deadline.  <u>Ex.) If the application deadline is Nov. 30, 2023</u> English test scores taken on or after Dec. 1, 2021
Submission of English Test Score for applicants those who are English native speaker, etc.	Must be submitted by <u>all applicants</u> other than current SIT students	<u>Applicants who satisfy any of the following are not            required to submit the English Test Score</u> -Those who are English native speaker -Those who have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English -Those who have been specially approved by the Graduate School

<Target person: International students who will be taking an examination in Japanese> Application requirements for applicants taking the Examination in Japanese	<u>Nothing in particular</u>	<u>Only applicants who meet one of the following criteria can apply</u> -Those who have a N2 or higher level in the Japanese-Language Proficiency Test (JLPT), or a total score of 200 or higher in “Japanese as a foreign language” of the Examination for Japanese University Admission for International Students (EJU). -Those who have graduated an academic program in Japanese as the primary language that meet the requirements for admission to Japanese graduate school master's program and doctor's program
		Effective date Only scores that were taken <u>two years or more before</u> the application deadline and able to submit the scores to the online application system (TAO) by the application deadline. <u>Ex.) If the application deadline is Nov. 30, 2023</u> English test scores taken on or after Dec. 1, 2021

<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) <a href="https://www.chsi.com.cn/en/pvr/index.jsp">https://www.chsi.com.cn/en/pvr/index.jsp</a>	Submission directly from CHSI to the Graduate School Section <a href="mailto:daigakuin@ow.shibaura-it.ac.jp">daigakuin@ow.shibaura-it.ac.jp</a> *Please note that we will not accept any data submitted via the applicant.
Applicants who have not yet graduated	教育部学籍在线验证报告	-Electrical copy -English version	CHSI (中国高等教育学生信息网) <a href="https://www.chsi.com.cn/en/pvr/index.jsp">https://www.chsi.com.cn/en/pvr/index.jsp</a>	Submission directly from CHSI to the Graduate School Section <a href="mailto:daigakuin@ow.shibaura-it.ac.jp">daigakuin@ow.shibaura-it.ac.jp</a> *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) <a href="https://www.chsi.com.cn/en/pvr/index.jsp">https://www.chsi.com.cn/en/pvr/index.jsp</a>	Submission directly from CHSI to the Graduate School Section <a href="mailto:daigakuin@ow.shibaura-it.ac.jp">daigakuin@ow.shibaura-it.ac.jp</a> *Please note that we will not accept any data submitted via the applicant.

## 7. Application Documents

Application documents are as below.

The contents of the oral examination and the preparation items are described in the next section 「8. Examination Contents」, so please take a note.

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
①Application Form < All Applicant >	○	○	Direct input into TAO System	★Please fill-in directly into the form 「Application Form」 the TAO System. ・ 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」
②Face Photo	○	○	JPG	★Please upload it to the applicable part of the

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
< All Applicant >				<p>form 「Application Form」 the designated form of TAO.</p> <ul style="list-style-type: none"> <li>• 4cm*3cm, Photo taken within 3 months before application</li> <li>• Upload files less than 500 KB. (Upper body · Front · No hat · No frame)</li> <li>• <u>For successfully enrolled applicants, the photo will also be used for your Student's ID</u></li> </ul>
<p>③ Entrance Examination Fee ( ¥ 35,000 ) &lt; All Applicant &gt;</p>	○	○	—	<p>★Please complete the procedure from the [Examination fee payment] menu of TAO.</p> <ul style="list-style-type: none"> <li>• The payment method should be selected from two types : credit card payment and convenience store payment.</li> <li>• Payment method by certificate issuing machine (Papyrus mate) in the campus is not permitted.</li> </ul> <p>※Please kindly bear all remittance fees.</p>
<p>④ Transcript Certificate &lt; Other than current Shibaura Institute of Technology students &gt;</p>	—	○	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"> <li>• <b>Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document.</b></li> <li>• Upload the certificate issued in the name of the president of the latest (including prospective) educational institution.</li> <li>• <u>If you are a transfer student, please submit a pre-transfer certificate too.</u></li> <li>• <b>Submit a transcript certificate with GPA.</b> If the GPA is not written on the transcript 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.</li> <li>• It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload a copy to the No. ④ column, and leave it blank for the No. ⑤ column.</li> </ul>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
<p>⑤Certificate (or Prospect) of Graduation &lt; Other than current Shibaura Institute of Technology students &gt;</p>	-	○	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"> <li>• Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document.</li> <li>• Upload the certificate issued in the name of the president of the latest (including prospective) educational institution.</li> <li>• It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload a copy to the No. ④ column, and leave it blank for the No. ⑤ column.</li> <li>• Those who have been awarded a bachelor's degree by [Institute for Academic Reform and Degree Grant] should submit a certificate of degree award. If you are applying for a degree, submit a certificate of acceptance.</li> <li>• If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both.</li> <li>• If you have already obtained a master's degree from any university in addition to the bachelor's degree, upload it to the "Other Documents" field on the "Submitted Documents" form of TAO.</li> </ul>
<p>⑥Reason of Application &lt; All Applicant &gt;</p>	○	○	PDF (Designated Form Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>• Please use the designated type/style published in the application guideline page.</li> <li>• Write in 1 page of A4 size paper.</li> <li>• Must be described in English.</li> </ul>
<p>⑦Research Plan and Schedule &lt; All Applicant &gt;</p>	○	○	PDF (Designated Form Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>• Please use the designated type/style published in the application guideline page.</li> </ul>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
				<ul style="list-style-type: none"> <li>Write in about 2 pages (image included) of A4 size paper.</li> <li>Must be described in English.</li> </ul>
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"> <li>Requests must be made after all items except for the "Confirmation Check Sheet " have been completed and submitted.</li> <li>*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.</li> <li>Enter the name of the supervisor whom you are going to be supervised to, and send a request for preparation of the acceptance letter.</li> <li>If the supervisor you want to be supervised is <u>"Co-supervisor"</u>, obtain an acceptance letter from both <u>"Supervisor"</u> and <u>"Co-supervisor"</u>. (Send a total of 2 requests for this matter).</li> <li>Allow for ample of days for request to the supervisor so it can be received and completed before the application system acceptance period.</li> </ul>
⑨ Letter of Recommendation < Other than current Shibaura Institute of Technology students >	—	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Recommendation」 form on TAO.</p> <ul style="list-style-type: none"> <li>Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document.</li> <li>Enter the recommender's e-mail address and send a request to create/write a letter of recommendation.</li> <li>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.</li> <li>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 acceptance period.</li> </ul>
⑩ English Test Score Report	△ (Registratio	○ (Applicable	PDF (Scan	★Please upload the scan data of the official score report to the corresponding section of

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
<p>&lt; <b>Other than current Shibaura Institute of Technology students or other than Nationals of countries where English is the native language</b> &gt;</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</p> <p>&lt; <b>Those who have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English only</b> &gt;</p>	n to S*gsot Portfolio only)	person only)	Data)	<p>[Submitted documents] .</p> <p><b>English Test Score Report</b></p> <ul style="list-style-type: none"> <li>• Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document.</li> <li>• Scores of TOEIC® L &amp; R, TOEIC® S &amp; W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students) are desirable.</li> <li>• Submit scan data of officially issued score reports. (Screenshot from the Computer PC is not accepted)</li> <li>• Score of IP Test cannot be accepted (Only those taken at SIT can be accepted).</li> </ul> <p><b><u>• Only scores that were taken two years or more before the application acceptance period and able to submit the scores to TAO. (Score taken on or after December 1, 2021)</u></b></p> <p><b>&lt; Students of Shibaura Institute of Technology only &gt;</b></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><b>Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English</b></p> <ul style="list-style-type: none"> <li>• 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.)</li> </ul>
① Residence Card and	△	△	PDF	★Please upload to the corresponding section of

Application Documents <Target person of submission>	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
<b>Passport Copy</b> <Foreign Students only>	(Foreign Student only)	(Foreign Student only)	(Scan data)	the 「Submitted Documents」 form of TAO <Passport> <ul style="list-style-type: none"> <li>Submit scan data of the page which has the face photo.</li> </ul> <Residence Card> <ul style="list-style-type: none"> <li>Only for those who live in Japan and have residence card, submit scan data of surface side of the card.</li> </ul>
<b>⑫Medical certificate or Disability certificate Copy</b> <Applicant for Reasonable Accommodation only>	△ (Applicant for Reasonable Accommodation only)	△ (Applicant for Reasonable Accommodation only)	PDF (Scan data)	★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO <Medical certificate> <ul style="list-style-type: none"> <li>Submit scan data of medical certificate issued by medical institution</li> </ul> <Disability certificate> <ul style="list-style-type: none"> <li>Submit scan data of disability certificate issued by local government</li> </ul> -For card type, front and back sides of the card. -For paper type, a page with a photo of the face
<b>⑬Verification Report of China Higher Education Qualification Certificate (中国高等教育学历认证报告)</b> <Those who have graduated from an institution of higher education in China only> or 教育部学籍在線驗證報告 <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	★Please note that we will not accept any data submitted via the applicant. <ul style="list-style-type: none"> <li>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) <a href="https://www.chsi.com.cn/en/pvr/index.jsp">https://www.chsi.com.cn/en/pvr/index.jsp</a></li> <li>The deadline for submission is within the acceptance period of the online application system (TAO).</li> </ul>
<b>⑭Verification Report of China Higher Education Student's Academic Transcript</b>	—	△ (Applicable person only)	Submission directly from	★Please note that we will not accept any data submitted via the applicant. <ul style="list-style-type: none"> <li>Apply for the issuance of electronic data of the verification report in English from the following</li> </ul>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
(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 >			CHSI to the Graduate School Section	page. CHSI (中国高等教育学生信息网) <a href="https://www.chsi.com.cn/en/pvr/index.jsp">https://www.chsi.com.cn/en/pvr/index.jsp</a> • The deadline for submission is within the acceptance period of the online application system (TAO).
⑮ 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. ※ Only undergraduate students of Shibaura Institute of Technology can apply for the scholarship. Other university students, graduates, research students are not applied on this requirement. ※ Application is not possible if there is a possibility of withdrawal

※It is not necessary to submit the original copy of the uploaded documents. However, if necessary, we may instruct you 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. ※It is not necessary to submit the original copy of the uploaded documents. However, if necessary, we may instruct you to submit the original upon enrollment.

## 8. Examination Contents

The examination format and contents for each major are described as follows:

For Architecture and Civil Engineering Course and Systems Engineering and Science Course, there are further instruction based on which department/faculty you are belong to. The list of faculty and supervisors who are affiliated to the

faculties are listed in the 「III. Education Research Field and Supervisor List」 which is uploaded on the website (URL: <https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>). Please determine which faculty/ department and supervisor you wish to belong to in the mentioned list.

### ■ Global Course of Engineering and Science

Oral Examination Implementation Format	The total time of oral examination is 25 minutes. It consists of two sessions, a 10-minute presentation and a 15-minute Question & Answer sessions.
Preparation Materials	In the presentation, please be sure to include the following points; (1) your motivation of joining the Global Course of Engineering and Science (2) objective and key results of your bachelor's degree research. (3) objective, research plan and schedule of your master's degree research project. (4) If there is any, please explain the relation between your past research and your proposed master's degree research project. (5) Please include your plan for study abroad (Japanese students) or internship (International students) in your schedule.
Contents of Questions	Questions will be related to basic science and engineering knowledge of your bachelor and proposed master's degree research project.
Others	Please make an appointment with your supervisor and discuss the plan and schedule of your master's degree research project.

## 9. Examinee number

After the online application system acceptance period is over, examinee number will be assigned, and the result will be uploaded to the message form in the online application system (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.

## 10. Announcement of Results

February 15<sup>th</sup>, 2024 (Thu.)

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

- ※ Successful applicants will receive an acceptance letter will be send through TAO.
- ※ 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.

## 11. 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 paid: SIT University graduates 602,500 yen, non-SIT University graduates 862,500 yen

\* Appropriated for the first year of tuition fee for the master's course

(2) Fee payment due date : **February 28<sup>th</sup>, 2024(Wed.)**

※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) You can transfer money from an ATM. In this case, please enter the payer's name in the order of "**Examination ID 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 the Entrance Procedure Fee Transfer Form sent by TAO ready at hand and make the transfer at the counter after transcribing it on the transfer request form.

(3) **Please kindly bear all remittance fees.**

(4) The **applicant's name** should be used as the payer's name.

**【Admission Procedure】**

Middle of February, 2024	Scheduled to be notified of the account information and payment due date through TAO.
End of February, 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. through TAO.
End of March, 2024	Submission of Admission documents, issuance of the student ID card Information about various guidance will be notified.

※Time of notification is subject to change.

## 1 2. Tuition Fee

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

	Payment / Yen					
	Year 1			Year 2		
	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	Total	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	Total
Admission Fee*	260,000	—	260,000	—	—	—
Tuition Fee	510,500	510,500	1,021,000	560,500	560,500	1,121,000
Maintenance Fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	862,500	602,500	1,465,000	652,500	652,500	1,305,000

The admission fee will be waived for SIT graduates.

### [SIT Parents Association Fee]

Cost	First Year Second Semester	Second Year First Semester
Admission fee	(10,000)	—
Membersh ip Fee	15,000	15,000
Total	15,000 (25,000)	15,000

- ① Parents of enrolled students should be enrolled at the same time as the enrollment of students as a regular member of Shibaura Institute of Technology Support Association.
  - ② Amount of admission fee and membership fee (30,000 yen for 2 years) are shown in the chart on the left.
  - ③ Admission fee is waived for the graduate of Shibaura Institute of Technology who become a full member when entering at the undergraduate school.
- ※ ( ) is the amount to be paid for those who graduate other than Shibaura Institute of Technology

Inquiries : SIT Alumni and Supporters Relations Section 03-5859-7030

## 1 3. Withdrawal after Receiving Successful Results

For those who have submitted a notice of withdrawal by the end of March 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 declining admission by the above date.

## 1 4. Scholarship Information

- ① グローバル理工系人材育成大学院給付奨学金 (給付) (**Only for Current SIT students or SIT graduated students**)

For more details, please refer to the scholarship guideline. (Japanese only)

<https://www.shibaura-it.ac.jp/examinee/graduate/tuition.html>

Please see ”【2024 年度春入学】修士課程グローバル理工系人材育成大学院給付奨学金募集要項”.

② **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\* fall)】 : End of March to April, 2024

\*Details will be announced separately when determined

【Selection period (plan)】 July, 2024

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

→ [大学院に在学中の方 | JASSO](#)

## 1 5. Inquiries

If you have any questions regarding the entrance exam, please email us at:

Shibaura Institute of Technology  
Division of Academic Affairs Graduate School Section  
Mail: [daigakuin@ow.shibaura-it.ac.jp](mailto:daigakuin@ow.shibaura-it.ac.jp)

\* Please put 「 Master's (2<sup>nd</sup> Round) Application +Your Name」 in the email title when emailing.

## II. On the Pre-Qualification of Application (To applicable person only)

With the aim of fostering researcher and professional with high specialty while responding to the demands arising from the development of science and technology and the changes in society and economy, Graduate School of Shibaura Institute of Technology looks carefully into personal competence and opens up doors for a person who has enough capability to conduct research even if he/she has not graduated from university.

### 1. The case when a Pre-qualification is required:

An applicant with Application Qualification (9) required to take pre-qualification.

### 2. Method of application for pre-qualification

#### (1) Documents to be submitted

Document	Note
1) Application of Pre-qualification for Entrance Examination	Use the designated form
2) Personal Sheet	Use the designated form. It is advised to discuss with supervisor before you submit application
3) Certificate of Graduation/Enrollment of applicant's affiliated school	A document mixed up of 3) and 4) will also be accepted.
4) Transcript of the applicant's affiliated school	
5) Research Plan and Schedule	Use the designated form
6) Achievement Report or equivalent	Summary of your final year project, for instance. Free form.
7) Resources or research papers that work as the evidence of 6)	Free form

SIT shall ask the applicant to submit document(s) other than the 7 documents mentioned above in case SIT would find

it necessary to do so after the submission is completed.

## (2) Application period and submission method:

Application period	Time	Submission method
November 22 <sup>nd</sup> , 2023(Wed.)	~16:00	Scan all 1) to 7) and email to the Graduate School Section <a href="mailto:daigakuin@ow.shibaura-it.ac.jp">daigakuin@ow.shibaura-it.ac.jp</a>

If 7) cannot be scanned because it is a booklet or book, please state this information in the email when submitting other documents and send it separately by post mail, the latest by the above deadline.

※Application for pre-qualification cannot be done via TAO.

## 3. Pre-qualification Examination Date

Date of the Qualifier Exam	Time	Method	Result notification
December 22 <sup>nd</sup> , 2023(Fri.)	TBA	Will be done via Online	November 16 <sup>th</sup> , 2023(Thu.)

## 4. Pre-qualification Fee

Pre-qualification is made at no charge. Please be noted that the fee for Entrance Exam is charged.

## 5. Method for Pre-qualification

An applicant will be qualified by online interview, research plan, and achievement Report etc.

## 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.
- Faculty members who do not have “supervisor” status listed next to their names will be “co-supervisor”. If you wish to receive guidance from the faculty member, please take note that you need to obtain approval from a faculty member which listed as “supervisor”. Therefore, beside the co-supervisor, you need to have another faculty member to become your “supervisor”. This means you will be guidance by two supervisors (Supervisor and Co-Supervisor).
- Please note that your application may not be accepted if you incorrectly select "supervisor" or "co-supervisor" on TAO "Application for Admission" and "Letter of Acceptance".
- Please see the “List of Academic Staff” <https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>

## 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.