Shibaura Institute of Technology
Graduate School of Engineering and Science
Master's Program
Special Selection for Foreign Students / Special Selection for Working Adult
Application Guideline
Fall Semester FY2024 Enrollment

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【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.

【Special Selection for Foreign Students】

As a graduate school, we are conducting Special Selection for Foreign Students with the aim of Japan's international progress, as well as understanding the international and relationship of graduate students in Japan.

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 Fall 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

2. Application Qualification

1) Those who have a bachelor's degree or are expected to acquire it by the end of September 2024.

2) Those who have completed a 16-year course in school education in a foreign country or are expected to complete it by the end of September 2024.

3) Those who have completed a 16-year course in a foreign country by taking correspondence courses offered by foreign schools in Japan or are expected to complete it by the end of September 2024.

4) Those who have completed a course at a foreign school designated as equivalent to a Japanese university (Minister of Education, Culture, Sports, Science and Technology designated foreign university Japan campus) in Japan or are expected to complete it by the end of September 2024.

5) Those who have been awarded a degree equivalent to a bachelor's degree by completing a course of study of three years or more at foreign universities, etc., or are expected to obtain it by the end of September 2024.

6) Those who have completed a specialized course at designated vocational schools (Ministry of Education, Culture, Sports, Science and Technology designated vocational school specialized course list) or are expected to complete it by the end of September 2024.

7) Those who have graduated from old system schools (Ministry of Education notices No. 5, No. 1 to No. 4 of Showa 28, No. 1 of No. 39 of Showa 30).

8) Those who have been enrolled in Shibaura Institute of Technology for three years or more, and have obtained the prescribed credits with outstanding performance recognized by the Graduate School of Engineering Committee.

9) Others aged 22 or older who have been recognized by the Graduate School of Engineering Committee to have academic ability equivalent to or higher than that of university graduates.

* If you have inquiry on which application meet your qualification , please be sure to consult in advance.

* For qualifications (1) to (6), if you take the examination with "expected" status and pass, but fail to meet the requirements for the qualifications by the end of September 2024, admission will not be permitted.

* Regarding qualification (8), it will be an examination through "Shibaura Institute of Technology Graduate School of Engineering Master's Program Special Selection Examination for University Third-Year Graduates' Graduate School Enrollment." Please consult the Graduate School Section in advance as there are other conditions.

* If you do not meet any of qualifications (1) to (8), you will need to undergo a "Qualification Examination" before making a formal application. If you pass the "Qualification Examination" and are recognized to have academic ability equivalent to or higher than that of university graduates, you can formally apply under qualification (9). For details, please refer to the page "II. On the Pre-Qualification of Application（To applicable person only）.

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.

＜Note＞

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 submitted 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 30th (Tue.) 2024. 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.)

※Please note that some department of the Architecture and Architectural Engineering Course require pre-interview

(For more details, please see 8．Examination Contents)

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, 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 Schedule 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.

・ 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 Interview Date	Venue of the Interview
Electrical Engineering and Computer Science Course	June 28th (Fri.), 2024	Conducted online using Zoom, the web conference
Materials Science and Engineering Course		

Applied Chemistry Course	- 6 -	service
Mechanical Engineering Course		
Systems Engineering and Science Course		
(Global Course of Engineering and Science)		
Civil Engineering Course		
Architecture and Architectural Engineering Course		

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).

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

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＞

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 "Submitted" in the system, and that you have received an application completion e-mail from TAO. (If you do not

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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 "教育部学籍在線験証报告" 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

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

②Please 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) 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	教育部学籍在線験証報告	-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.

7. Application's Document List

Application documents are as below.

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

■Application Documents

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
① Application 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」
② Passport Size Photo <All Applicant>	○	○	JPG	★ Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO. ・4cm*3cm, Photo taken within 3 months before application ・Upload file less than 500 KB. （Upper body・Front ・No hat・No frame）

				・For successfully enrolled applicants, the photo will also be used for your Student's ID
③ Entrance Examination Fee （¥35,000） <All Applicant> ※SIT University graduates who are applying as Working-Adults(¥15,000)	○	○	－	★Please complete the procedure from the [Examination fee payment] menu of TAO. ・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 kindly bear all remittance fees.
④ Transcript Certificate <Other than current Shibaura Institute of Technology students>	－	○	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・**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. ・If you are a transfer student, please submit a pre-transfer certificate too. ・Submit a transcript certificate with GPA. 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. ・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.
⑤ Certificate (Or Prospect) of Graduation <Other than current Shibaura Institute of Technology students>	－	○	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. ・Submit a Bachelor degree certificate. ・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. ・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. ・If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both. ・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.
⑥ Reason of Application <All Applicant>	○	○	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style 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 (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the

				application guideline page.
				・Write in about 2 pages (image included) of A4 size paper.
				・Must be described in English.
				＜**For Applied Chemistry course applicant only**＞
				Instead of a research plan, create a graduation research overview (a summary should be two A4 sheets of paper including figures, and the research results and implications are about two-thirds of the total.) to be uploaded in a PDF file. Please use designated format which published in application form.
⑧　Letter of Acceptance ＜All Applicant＞	○	○	Direct Input into TAO System	★Please complete the 「Letter of Acceptance」 form on TAO. ・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. ・Select the name of the supervisor whom you are going to be supervised to, and send a request for preparation of the acceptance letter. ・If the supervisor you want to be supervised is "Co-supervisor", obtain an acceptance letter from both "Supervisor" and "Co-supervisor". (Send a total of 2 requests for this matter). ・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 ＜Other than current Shibaura Institute of Technology students＞	－	○	Direct Input into TAO System	★Please complete the 「Letter of Recommendation」 form on TAO. ・Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. ・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　English Test Score Report ＜Other than current Shibaura Institute of Technology students or other than Nationals of countries where English is the native language＞ or Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in	△ (Registration to S*gsot Portfolio only)	○ (Applicable person only)	PDF (Scan Data)	★Please upload the scan data of the official score report to the corresponding section of 「Submitted documents」. English Test Score Report ・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 acceptance period and able to submit the scores to TAO. (Score taken on or after June 1, 2022) ＜Students of Shibaura Institute of Technology only＞ ※We will use the highest score of the TOEIC score registered

English <Those who have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English only>			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. **Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English** ・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.)
⑪Residence Card and Passport Copy <Foreign Students only>	△ (Foreign Student only)	△ (Foreign Student only)	PDF (Scan data)	★Please upload to the corresponding section of the「Submitted Documents」 form of TAO <Passport> ・Submit scan data of the page which has the face photo. <Residence Card> ・Only for those who live in Japan and have residence card, submit scan data of both side of the card.
⑫ Medical certificate or Disability certificate Copy < 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> ・Submit scan data of medical certificate issued by medical institution < Disability certificate > ・Submit scan data of disability certificate issued by local government -For card type, front and back sides of the card. -For paper type, a page with a photo of the face
⑬ 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 教育部学籍在線験証報告 <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. ・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).
⑭ Verification Report of China Higher Education 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>	－	△ (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. ・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).
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.

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 determined which faculty/ department and supervisor you wish to belong to in the mentioned list.

■Electrical Engineering and Computer Science Course

Oral Examination Implementation Format	The oral examination will be held for 25 minutes of presentation (15 minutes) and a Question & Answer session (10 minutes).
Preparation Materials	Prepare materials for a presentation and be well prepared to present them by screen share during the oral exam.
Contents of Questions	The presentation should explain the following: （1）Reason for pursuing to Graduate School：about 3 minutes （2）Graduation research contents：about 9 minutes （3）Research Plan for Graduate School：about 3 minutes If graduation research is not conducted, the content should indicate the ability to conduct research in pursuing to master's program. In addition, the research plan should include research results such as literature and papers related to previous research.
Others	

■Materials Science and Engineering Course

Oral Examination	The oral examination will be held for 15 minutes of presentation (5 minutes) and Question

Implementation Format	& Answer session (10 minutes).
Preparation Materials	In the presentation, explain the following three points: 「Reason for Application」, 「contents of graduation research」, and 「research plan for Graduate School」. If you wish to make a presentation using PowerPoint, be prepared to present it by screen share during the oral exam.
Contents of Questions	Questions will be asked in response to the presentation.
Others	

■Applied Chemistry Course

Oral Examination Implementation Format	The oral examination will be conducted in 20 minutes, with oral presentations using PowerPoint (5 minutes) and Question & Answer session (15 minutes).
Preparation Materials	Prepare a PowerPoint presentation about graduation research, focusing on the background, purpose, significance, research plan, and experimental (research) progress (results). (The pages number depends on you, but just to make sure that the presentation should be less than 5 minutes)
Contents of Questions	5 minutes of PowerPoint presentation. 15 minutes of questions about basic academic skills, mainly about the background of research, and questions and answers about research and motivation for applying. Total is 20 minutes.
Others	

■Mechanical Engineering Course

Oral Examination Implementation Format	The oral examination will be conducted for 12 minutes, consisting of presentation (5 minutes) and a Question & Answer session (7 minutes).
Preparation Materials	Prepare a PowerPoint presentation on the following questions and be prepared to share the presentation on the screen during the oral examination. For matters on pursuing the research laboratory, it is advisable to consult with the supervisor.
Contents of Questions	In presentation format, explain on 「reason of application」, 「content of graduation research」 and 「research plan in pursuing the study」. Include related content such as, engineering ethics, awareness of communication and management skills in the presentation. In the Question & Answer session, questions may be asked about basic research skills and expertise in specialized fields.
Others	

■Systems Engineering and Science Course

Oral Examination Implementation Format	15 mins of oral examination: PowerPoint Presentation (5mins), Question & Answer session (10mins)
Preparation Materials	Depends on the supervisor. If there is an instruction to prepare any materials, please prepare as instructed.
Contents of Questions	【Electronic Information Department】【Social and Environmental Department】【Life Sciences Department】 The presentation will be conducted based on the themes of 「reason of application」, 「current research (progress and results)」 and 「research plan for graduate school」, and evaluation will be based on the suitability of the person to graduate school, including from the Question & Answer session. 【Machine Control Department】 The presentations is to focus on 「reason of application」 and 「research plan」. 「Weekly scheduled at graduate school and laboratory」 (from what time to what time you will be able to do research / be in the research laboratory) must be included in PowerPoint. 【Mathematical Science Department】 The theme of the presentation will be based on 「reason of application」, 「the contents of the mathematical sciences you are currently studying」, 「research plan for graduate school」 and 「your future outlooks after completion」. The Question & Answer session will focus on confirming the presented presentation contents.
Others	The oral examination will be given at a time that considers the time difference with the local area as much as possible for students who are in the labs of supervisors who are on overseas business trip or studying abroad.

■**Civil Engineering Course**

Oral Examination Implementation Format	The oral examination will be held for 10 minutes of presentation (5 minutes) and Question & Answer sessions (5 minutes).
Preparation Materials	Presentations will be conducted using PowerPoint.
Contents of Questions	In your presentation, please explain your research for your graduation research and your research plan for your master's thesis.
Others	

■**Architecture and Architectural Engineering Course**

Oral Examination Implementation Format	The Architecture and Architectural Engineering Course is divided into 7 departments. The following are 6 entrance examination categories in conducting the oral examinations on line. The format of each entrance examinations are as follows: 【1.Architectural Planning Department、Architectural History Department】 20 mins of oral examination : Presentation (7 mins), Q&A (13mins) 【2.Architectural Design Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【3.Environmental Engineering Department】 20 mins of oral examination : Presentation (10 mins), Q&A (10mins)

	【4.Building Structure Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【5.Industrial Engineering Department】 20 mins of oral examination : Presentation (8 mins), Q&A (12mins) 【6.City Planning Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)
Preparation Materials	【1. Architectural Planning Department、 Architectural History Department】 Please submit your explanatory materials summarizing your works and research in PDF format (10MB or less) to your desired professor. Please follow your desired professor for submission deadline. The file name of the submitted PDF should be "Explanatory Material (Architectural Planning Section, Architectural History Section), Examinee number, Name". 【2. Architectural Design Department】 Please bring along or share the portfolio ①, research plan and explanation on reason to pursue study at the time of pre-interview. (In case of working adult, please bring along the Work Achievement/Contribution Summary too) Please share your portfolio ② during the oral examination. Portfolio ① (PDF 10MB or less): For pre-interview. Format is free (more than 2 works). Portfolio ② (PDF 10MB or less): For oral examination. The format is 10 sheets or less on one side of A3 paper (more than 2 works) 【3. Environmental Engineering Department】 The oral examination is conducted online using PowerPoint. Please submit a summary of your graduation research (format is free) and a date of presentation to your desired professor in advance. Please follow the instructions of your desired professor regarding the submission date. 【4. Building Structure Department】 The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination. The detailed instructions will be provided later. 【5. Industrial Engineering Department】 Your desired professor will instruct you on the documents to bring with you for the pre-interview. The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination. 【6. City Planning Department】 You should prepare a presentation material using PowerPoint or equivalent software and send the material file to your desired professor via e-mail or online storage by 12:00 noon (JST) on the day before the oral examination. Also open the material on your computer at the time of the oral examination.
Contents of Questions	In the oral examination, basic research skills, specialized skills, communication skills, presentation skills, and management skills are evaluated from the presentations, explanation and Question & Answer session. 【1.Architectural Planning Department、 Architectural History Department】 In the oral examination, explain the reason for application, research plan, works and research etc. and then Question & Answer about them. 【2. Architectural Design Department】 The presentation will be about the reason for application, the research plan and the

	portfolio (In case of working adult, please bring along the Work Achievement/Contribution Summary too) and then Question & Answer about them.
	【3. Environmental Engineering Department】
	The presentation will be about the reason for application, the graduation research and the research plan for master program. Also, Question & Answer about the results of the graduation research and the research plan for master program. In addition, Question & Answer on the general knowledge in the field of Environmental Engineering.
	【4. Building Structure Department】
	In the presentation, please explain the reason for application, your research plan for master program and your graduation research.
	Also, Question & Answer session on the general knowledge in the field of Building Structure.
	【5. Industrial Engineering Department】
	Please explain the following in the presentation.
	・Your graduation research (including research in company): background and purpose of the research, research methods, research results and future issues.
	・Research plan for master program: Development / differences from graduation research (if it is different from graduation research, explain on the outline of research)
	・Question & Answer about research plan and related contents.
	【6. City Planning Department】
	In the presentation, please explain the reason for application, research content (or design content) of the graduation thesis (or graduation design) and the research plan for the master's thesis by using PowerPoint or equivalent software. There is also a Question & Answer session on the contents above and the general knowledge in the field of City Planning.
Others	Applicants will make appointments by e-mail to your desired professor before applying, and consult on the oral examination, research content etc. (pre-interview). Approval for the application must be obtained from your desired professor. Please note on the required items which you need to bring during the pre-interview and oral examinations depending on your choice of departments.
	【1.Architectural Planning Department、 Architectural History Department】
	Please conduct a pre-interview with your desired professor at least 15 days before the end of the application period.
	Your desired professor will instruct you about the documents to be brought in for the pre-interview.
	【2. Architectural Design Department】
	Please conduct a pre-interview with your desired professor of your first choice in person or via Internet/online at least 15 days before the end of the application period.
	If you fail to complete the pre-interview with your desired professor by the deadline, he/she may not approve your application. Please indicate only one name of the professor who wish to be supervised on Application form.
	The portfolio ② which will be shown in the oral examination should be modified the portfolio ①, reflecting the questions and suggestions received in the pre-interview.
	【3. Building Environmental Facilities Department】
	When you conduct a pre-interview with your desired professor of your first and second choice (only if you have a second choice), prepare a reason for application and a research

	plan in the format specified by the Graduate School and an outline of your graduation research.
	【4.Building Structure Department】
	Your desired professor will instruct you about the documents to be brought in for the pre-interview.
	【5.Industrial Engineering Department】
	Your desired professor will instruct you about the documents to be brought in for the pre-interview.
	【6. City Planning Department】
	Please conduct a pre-interview with your desired professor of your first choice and second choice (only if you have a second choice) in person or via Internet/online at least 15 days before the end of the application period.
	If you fail to complete the pre-interview with your desired professor by the deadline, he/she may not approve your application.
	Your desired professor will instruct you about the documents to be brought in for the pre-interview.

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

July 11th,2024（Thu.）13:00

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.

11. Payment for admission and Admission Procedure

Successful applicants will be sent a form via TAO on the process of enrollment fee payment .

Please make a payment for admission by the due date after the notification.

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　：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) 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.

※If you reside overseas at the time of application, we will send you an Invoice for overseas remittance.

If you reside in Japan but wish to pay by overseas remittance, please contact us.

【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.

※Time of notification is subject to change.

12. 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	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)	—
Membership Fee	15,000	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.
Total	15,000 (25,000)	15,000	

※ （）is the amount to be paid for those who graduate other than Shibaura Institute of Technology

Inquiries：SIT Alumni and Supporters Relations Section　03-5859-7250

13. 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 declining admission by the above date.

14. 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 年度秋入学】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 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

15. Inquiries

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

Shibaura Institute of Technology
Graduate School Section
https://forms.office.com/r/TACypCyQq8

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 venue:

Application due date	Time	Venue
May 10th, 2024 (Fri.)	〜16:00	Scan all 1) to 7) and submit by email to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp

　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	Venue	Result notification
May 24th, 2024 (Fri.)	TBA	Will be done via Online	June 13th, 2024 (Thu.)

※Pre-Qualification Applicants also need to apply for Entrance Exam. (If you are unsuccessful on Pre-Qualification and cannot apply for Entrance Exam, the Entrance Exam Fee will be returned.)

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 face-to-face interview, research plan, and achievement Report etc.

Ⅲ. Education Research Fields and Supervisors 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). Research collaborator is marked with ◇ and Co-supervisor is not marked. If you wish to apply for Co-supervior or Research Collaborator, you need approvals of both supervisor and Co-supervisor or Research Collaborator.

・Please note that your application may not be accepted if you incorrectly select "supervisor" , "co-supervisor"or "Research Collaborator" 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	If necessary, please apply for permission to renew your period of stay. This

"Student"	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.
　-Examinee 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.

【Special Selection for Working Adult】

As the graduate school of Shibaura Institute of Technology, we hope to contribute to the advancement of lifelong education in society, and to promote the education and research activities at our graduate school.

＜**Scope and definition of Working Adult**＞

(1) Engineers and researchers with more than 1.5 years of experience in the front lines of society such as companies, research institutions and educational institutions

(2) Those who have been graduating from university for more than 3 years and wish to pursue study again

◆Treatment of those who wish to enter the graduate school while still employed

As a general rule, those who wish to enroll while still employed should receive the recommendation from the head of the workplace.

※In relation to the acceptance of working adult, we would like to consider the following matters:

The course plan for earning credits necessary for completing the course is flexibly, and it is possible to obtain a degree over the standard term (2 years) (maximum of 4 years of study).

① Research in companies can be accepted as a research theme if the content corresponds to a master's thesis, and research outside the school (research using facilities at the workplace) can be conducted.

② Research at companies, etc. is also accepted as a research theme if the content is equivalent to a master's thesis, and research can be conducted outside the university (using the facilities of the company where the student works, etc.).

Ⅰ. On the Application

1．Major Name／Capacity of Application／Degree

For this, please refer to the contents described in [Special Selection for Foreign Students] above.

2．Application Qualification

Those who meet the above <Scope and definition of working adult> and meet one of the following qualification requirements

1) Those who have a bachelor's degree or are expected to acquire it by the end of September 2024.

2) Those who have completed a 16-year course in school education in a foreign country or are expected to complete it by the end of September 2024.

3) Those who have completed a 16-year course in a foreign country by taking correspondence courses offered by foreign schools in Japan or are expected to complete it by the end of September 2024.

4) Those who have completed a course at a foreign school designated as equivalent to a Japanese university (Minister of Education, Culture, Sports, Science and Technology designated foreign university Japan campus) in Japan or are expected to complete it by the end of September 2024.

5) Those who have been awarded a degree equivalent to a bachelor's degree by completing a course of study of three years or more at foreign universities, etc., or are expected to obtain it by the end of September 2024.

6) Those who have completed a specialized course at designated vocational schools (Ministry of Education, Culture, Sports, Science and Technology designated vocational school specialized course list) or are expected to complete

it by the end of September 2024.

7) Those who have graduated from old system schools (Ministry of Education notices No. 5, No. 1 to No. 4 of Showa 28, No. 1 of No. 39 of Showa 30).

8) Those who have been enrolled in Shibaura Institute of Technology for three years or more, and have obtained the prescribed credits with outstanding performance recognized by the Graduate School of Engineering Committee.

9) Others aged 22 or older who have been recognized by the Graduate School of Engineering Committee to have academic ability equivalent to or higher than that of university graduates.

*   If you have inquiry on which application meet your qualification , please be sure to consult in advance.

*   For qualifications (1) to (6), if you take the examination with "expected" status and pass, but fail to meet the requirements for the qualifications by the end of September 2024, admission will not be permitted.

*   Regarding qualification (8), it will be an examination through "Shibaura Institute of Technology Graduate School of Engineering Master's Program Special Selection Examination for University Third-Year Graduates' Graduate School Enrollment." Please consult the Graduate School Section in advance as there are other conditions.

*   If you do not meet any of qualifications (1) to (8), you will need to undergo a "Qualification Examination" before making a formal application. If you pass the "Qualification Examination" and are recognized to have academic ability equivalent to or higher than that of university graduates, you can formally apply under qualification (9). For details, please refer to the page "II. On the Pre-Qualification of Application（To applicable person only）.

3．Procedure of Application
4．Examination Schedule Date／Time／Method of Examination

For 3 and 4, please refer to the contents described in [Special Selection for Foreign Students] above.

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 Entrance Examination fee will be 15,000 yen for those who are SIT University graduates who are applying as Working-Adults. Please do not pay through TAO and consult with the Graduate School Section in advance.

   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

For 6, please refer to the contents described in [Special Selection for Foreign Students] above.

7．Application's Document List

■Application Documents

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」
②Passport Size Photo ＜All Applicant＞	○	○	JPG	★ Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO. ・4cm*3cm, Photo taken within 3 months before application ・Upload file less than 500 KB. （Upper body・Front ・No hat・No frame） ・For successfully enrolled applicants, the photo will also be used for your Student's ID
③Entrance Examination Fee （¥35,000） ＜All Applicant＞ ※SIT University graduates who are applying as Working-Adults(¥15,000)	○	○	−	★Please complete the procedure from the [Examination fee payment] menu of TAO. ・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 kindly bear all remittance fees.
④Transcript Certificate ＜Other than current Shibaura Institute of Technology students＞	−	○	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. **・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. ・If you are a transfer student, please submit a pre-transfer certificate too. ・Submit a transcript certificate with GPA. 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. ・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.
⑤Certificate	−	○	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO.

(Or Prospect) of Graduation ＜Other than current Shibaura Institute of Technology students＞			-	・Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. ・Submit a Bachelor degree certificate. ・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. ・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. ・If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both. ・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.
⑥Reason of Application ＜All Applicant＞	○	○	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the application guideline page. ・Write in 1 page of A4 size paper. ・Must be described in English.
⑦Research Plan and Schedule ＜All Applicant＞	○	○	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the application guideline page. ・Write in about 2 pages (image included) of A4 size paper. ・Must be described in English. ＜For Applied Chemistry course applicant only＞ Instead of a research plan, create a graduation research overview (a summary should be two A4 sheets of paper including figures, and the research results and implications are about two-thirds of the total.) to be uploaded in a PDF file. Please use designated format which published in application form.
⑧Work Achievement/Contribution Summary ＜All Applicant＞	○	○	PDF	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・No specification of style ・Create in A4 size ・Must be described in English.
⑨Letter of Acceptance ＜All Applicant＞	○	○	Direct Input into TAO System	★Please complete the 「Letter of Acceptance」 form on TAO. ・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. ・Select the name of the supervisor whom you are going to be supervised to, and send a request for preparation of the acceptance letter. ・If the supervisor you want to be supervised is "Co-supervisor", obtain an acceptance letter from both "Supervisor" and "Co-supervisor". (Send a total of 2 requests for this matter). ・Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.

⑩Letter of Recommendation ＜Other than current Shibaura Institute of Technology students＞	—	〇	Direct Input into TAO System	★Please complete the 「Letter of Recommendation」 form on TAO. ・Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. ・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.
⑪English Test Score Report ＜Other than current Shibaura Institute of Technology students or other than Nationals of countries where English is the native language＞ or 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＞	△ (Registration to S*gsot Portfolio only)	〇 (Applicable person only)	PDF (Scan Data)	★Please upload the scan data of the official score report to the corresponding section of 「Submitted documents」. **English Test Score Report** ・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 acceptance period and able to submit the scores to TAO. (Score taken on or after June 1, 2022) ＜Students of Shibaura Institute of Technology only＞ ※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. **Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English** ・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.)
⑫Residence Card and Passport Copy ＜Foreign Students only＞	△ (Foreign Student only)	△ (Foreign Student only)	PDF (Scan data)	★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO ＜Passport＞ ・Submit scan data of the page which has the face photo. ＜Residence Card＞ ・Only for those who live in Japan and have residence card, submit scan data of both side of the card.
⑬Medical certificate or Disability certificate Copy	△ (Applicant for Reasonable	△ (Applicant for Reasonable	PDF (Scan data)	★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO ＜Medical certificate＞ ・Submit scan data of medical certificate issued by medical

＜ Applicant for Reasonable Accommodation only＞	Accommodation only)	Accommodation only)		institution ＜ Disability certificate ＞ ・Submit scan data of disability certificate issued by local government -For card type, front and back sides of the card. -For paper type, a page with a photo of the face
⑭Verification 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 教育部学籍在線験証報告 ＜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. ・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).
⑮Verification Report of China Higher Education 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＞	−	△ (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. ・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).
⑯Confirmation 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.

8. Examination Contents

9. Examinee number

10. Announcement of Results

11. Payment for admission and Admission Procedure

12. Tuition Fee

13. Withdrawal after Receiving Successful Results

14. Scholarship Information

15. Inquiries

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"

For these, please refer to the contents described in [Special Selection for Foreign Students] above.