

Academic Year 2025 Fall semester, Shibaura Institute of Technology
Graduate School of Engineering and Science
Application Guidelines for Graduate School Guest Students

Definition of a Guest Student

A guest student (credited student) is someone who takes a limited number of courses at the Shibaura Institute of Technology but has no current interest in pursuing a degree. The student is awarded with credits but no degree after completion of his or her studies as a guest student.

1. Applicants who fall under ① or ② are eligible to apply.

- ① College Graduates
- ② Applicants who are evaluated by the Graduate School of Engineering and Science Committee to possess the scholarly abilities exceeding those of college graduates.

2. Application Documents

- ① CV with photo attached and application form (Form 1)
- ② Photo data(4cm x 3cm, taken within 3 months of application, front view, hatless, upper body)
- ③ Certificate of Graduation of the last graduated school attended
- ④ Academic transcript from the last graduated school attended
- ⑤ Copy of Japanese Language Proficiency Test (N1) result(If you wish to take courses offered in Japanese)
- ⑥ Covenant (Form-2, written guarantee by the applicant's guarantor)
- ⑦ Copy of the applicant's passport
- ⑧ Copy of the applicant's both sides of the resident card (if you have)

3. Application website

Please prepare the above documents ①~⑧ and submit them to TAO (The Admissions Office) by selecting “【Non-degree student】 2025 Fall Graduate School Guest Students” during the application period listed in 5.

[The Admissions Office \(admissions-office.net\)](https://admissions-office.net)

You must create your TAO account.

4. Please check the following URL for subject content and other information.

- ① For information about the subject contents, please refer to the online syllabus of the Shibaura Institute of Technology
([Online Syllabus](#)) (Subject content is subject to change from the time of publication.)
For information about the campuses and timetable, please refer to the search engine of the SIT timetable
([SIT timetable](#)) (Campus and timetable are subject to change.)
Depending on the subject, it might be that classes have to be taken in a certain order and that the student has to pass some courses first before he or she can attend the next ones.
- ② It is possible that the class supervisor denies the participation in a class. We appreciate for your understanding.

5. Procedure until enrolment and schedule after matriculation

Academic Year 2025 Fall Semester	
Application period	July 25, 2025 12:00 noon (Fri) ~ August 1, 2025 12:00 noon (Fri)
Submission Method	The Admissions Office https://admissions-office.net/applicant/sign_in
Evaluation	Late August
Announcement of Results	Result notification will be sent via e-mail by September 10
Enrollment procedures	By September 17 ※The Graduate School Section will inform later the procedure.
Fall Semester (including the final examination period)	September 27 (Sat), 2025 ~ January 26th (Mon), 2026
Distribution of the Academic Record	Around early March

If admitted, the period of enrollment allowed for this application is as follows. The enrollment period for Graduate School guest student is “half-year” .

Enrollment period of Fall Semester of Academic Year :October 1st, 2025 (Wed) - March 31st, 2026 (Tue)

6. When attending class, please pay attention to the following points.

- ① Classrooms are subject to change.
- ② In the case of missing a class due to private reasons, a makeup class might not be offered.
- ③ Classes might be cancelled due to the lecturer's private reasons or university matters. Class cancellation will be announced on the university's website and on the bulletin board.
- ④ If the lecturer does not arrive in the class room within 50 minutes after the class has started, the class is automatically cancelled. However, please confirm the matter with the Graduate School Section.
- ⑤ If the course content cannot be covered completely during the semester due to class cancellations etc., the lecturer can decide to hold a makeup class if he or she finds it necessary.
- ⑥ Depending on the subject, a final exam might take place during the last class of the semester.

7. Please pay attention to the following points when taking an exam.

- ① Exams can be held during and outside the examination period.
- ② Exams which take place during the examination period do not necessarily take place on the same weekday or at the same time as the class normally does.
- ③ Identity verification will be conducted in the classroom during examination period. If you do not present your student ID card (学生証), you will not be allowed to take the exam, so please be sure to carry and present your student ID card.

8. If you have passed a test and received credits for the class, it is possible to issue a Credit Certificate.

- ① For a passed subject, the student is awarded with a settled amount of credits.
- ② You can check the amount of credits from your academic record. You may receive the academic record at the Graduate School Section.
- ③ If applied for, the university issues Credit Certificates for submission to outside organizations.
- ④ The costs for one Credit Certificate is 500 yen.

9. Cost and Tuition

- ① Evaluation fee **10,000 yen**
※ This is not required for graduates of SIT, so please send an email to the Graduate School Section as soon as possible after the start of the application period, as follows.
Send to: daigakuin@ow.shibaura-it.ac.jp
Subject: "Application for Guest Students Evaluation fee"
Mail body: Name (full name), year of graduation, and name of the department at the time of enrollment
- ② Enrollment fee **30,000 yen (15,000 yen for SIT Graduates)**
- ③ Study fee **15,000 yen for 1 credit**
[Important Point I] ② has to be paid only once and is not needed when applying for the second time.
[Important Point II] Please pay ②③ after you have received the acceptance to enroll as a guest student.

10. 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 subject you (will) desire in case it is (will be) possibly regulated. Please refer to the website of the Ministry of Economy, Trade and Industry([METI](http://www.meti.go.jp)) for detail.

11. Additional Information

- Please keep in mind that makeup classes do not necessarily take place on the same weekday or at the same time as the class normally does.
- It is possible to use the Academic Information Center (学術情報センター), but a certain standard procedures are necessary before use.
- Please direct all your inquiries to the Graduate School Section
Division of Academic Affairs, Toyosu Campus, Graduate School Section
[Inquiry form](#)

Q&A (as of April 2025)

Q: Are Graduate Credited Auditors and Undergraduate Credited Auditors the same status?

A: Graduate Credited Auditors and Undergraduate Credited Auditors have different statuses. The former belongs to the "Shibaura Institute of Technology Graduate School" and takes classes at the graduate school. The latter belongs to Shibaura Institute of Technology and takes classes at the university.

Q: I was a graduate credited student in the Spring semester (or Fall semester), but if I want to continue to be a graduate credited student in the Fall semester (Spring semester), what should I do?

A: Application for graduate credited auditors is semi-annual. If you were a member in the Spring semester, please apply again for the Fall semester. The application will be reviewed each semester. Please note that even if you were a non-degree student in the Spring semester, you will not automatically continue to be a non-degree student in the Fall semester.

Q: I was a graduate credited student before, but I would like to know how much it costs if I apply and become a graduate credited student again.

A: The admission fee is only charged the first time you apply, not the second time. After the second application, you will only be required to pay the screening fee and the course registration fee for that term.

Q: I was an undergraduate credited student before, but I would like to apply and enroll as a graduate credited student next time.

A: Since you belong to a different educational institution, you will be screened as a new Graduate Credited Auditors and your admission will be treated as a new admission. In this case, you will be required to pay the admission fee, screening fee, and course registration fee.

Q: I have completed my term as a graduate credited student. How will I be treated if I want to re-join as a Graduate Credited Auditors after a gap of one year, for example?

A: There is no admission fee. Please pay the screening fee and apply for the application for the term you wish to be affiliated. Please note that since you are not continuously affiliated, your previously assigned student ID number will expire and a new one will be issued.

Q: I am a foreign applicant. Can I apply for "Student" status of residence as a "Guest student"?

A: It is not possible to apply for "Student" status of residence as a "Guest student". Please contact the Graduate School Section for details.