Apply for your digital certificate
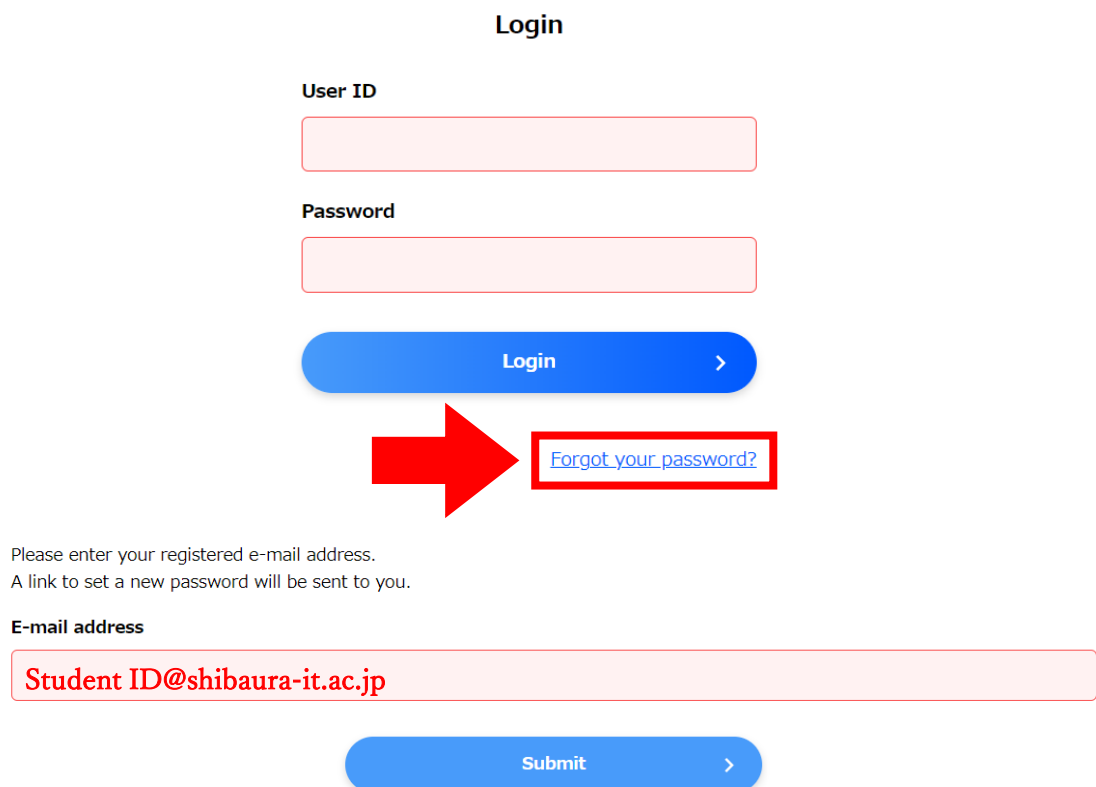
① How to active your account

https://conveni.shibaura-it.ac.jp/Student/en-US/Account/Login

First-time Login Method

Click "Forgot Password" and set your password.

1. Click "Forgot Password", enter your SIT email address (Student ID@shibaura-it.ac.jp) and send it.

2. Change your password from the URL of the password change page sent to your SIT email address.
   It may take some minutes to receive the email

3. Enter the User ID (Student ID@shibaura-it.ac.jp) and password on the login screen and log in.

② How to apply for a digital certificate
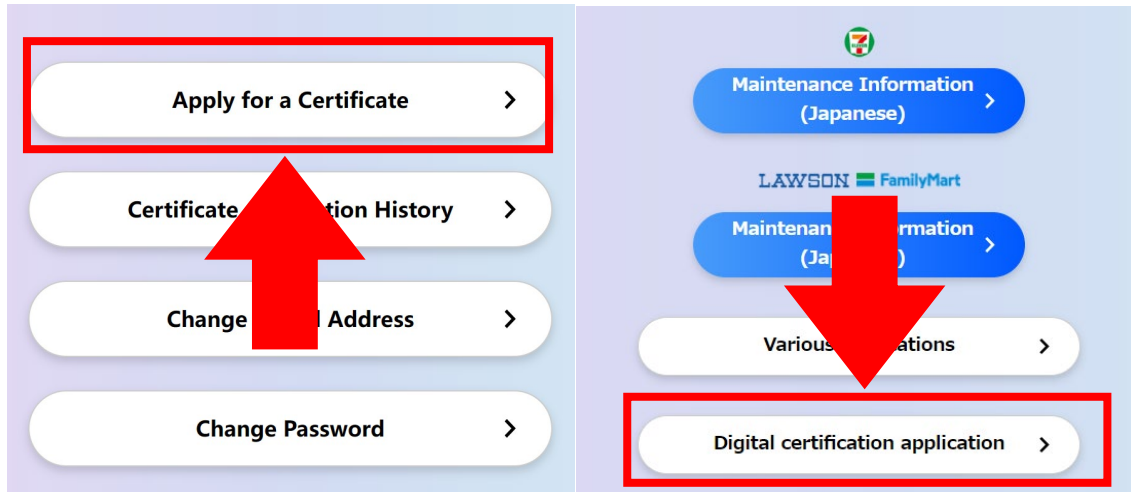
* Here you have the option to change the e-mail address to your personal e-mail address.

⊘ ────────── ⊘ ────────── **3** ────────── ④

Certificates   Payment Method   **Confirm Content**   Application Complete

Your Order

Your ID	ACADEMIC RECORD(English)(Non-Degree Students)	1 copy	JPY 0
Your ID	CERTIFICATE OF MATRICULATION(English)(Non-Degree Students)	1 copy	JPY 0
	Subtotal	**2 copies**	**JPY 0**
	Processing Fees		JPY 0
	Total		**JPY 0**

Receipt Method

Digital certification application

Payment Method

After you complete the application, your will receive an email below.

Completion of certificate issuance application and payment 收件匣 ×

🖨 ☒

cv-cert@shibaura-it.ac.jp <cv-cert@shibaura-it.ac.jp>   下午4:07 (1 分鐘前) ☆ ↩ ⋮

Your application for certificate and payment has been successfully completed.

Please wait a moment as the digital certificate information will be sent to you from a separate email.
Your application can also be found in the "Certificate Application History".

For general inquiries about certificates, please contact the UCHIDA Certificate Issuance Service Help Desk in Japanese (0120-954-993).

Payment Information

Payment method No payment

Your Order

Date and time of application for issuance 19/06/2024 16:06(JST)
    Issuance application number   0000001867

    ACADEMIC RECORD(English)(Non-Degree Students)   1 copy JPY 0

    CERTIFICATE OF MATRICULATION(English)(Non-Degree Students) 1 copy JPY 0

       Processing Fees   JPY 0

The issuance date printed on the certificate will be 19/06/2024, which is the same as the date of application.

③ How to get the issued certificate

Check the email from noreply@digitary.net and log in your parchment account, if you cannot open the site, please try another Browser.

Log in your account from here.

Fill in your information.

Your SIT Gmail

![parchment FORMERLY DIGITARY CORE]

Documents | Profiles | Sharing | English ∨ | Your name ∨

Documents

Currently signed in as: [@] SIT Gmail . Only documents issued to SIT Gmail are visible here (Learn more). If you have documents issued to another email address and/or University sign in, you must sign in to those accounts separately. To merge multiple Parchment accounts, use the **Link Account** feature in your Account settings page. To share your document with a third party, click the SHARE button.

Q Filter ✕

SIT SHIBAURA INSTITUTE OF TECHNOLOGY — Available	**SIT** SHIBAURA INSTITUTE OF TECHNOLOGY — Available
英文在籍証明書（非正規生） **Enrollment Certificate**	英語成績証明書（非正規生） **Official Transcript**
11 Nov 2024 Enrolment Certificate	11 Nov 2024 Enrolment Certificate

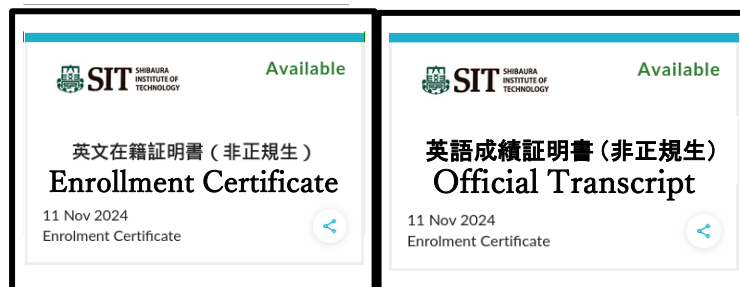※The official Transcript will be only issued around <u>**1.5 months**</u> after the end of semester.

④ Update to Your Personal Email Address

Once you've successfully logged into the system, please update your account to use your personal email address. This is important because your SIT Gmail account will eventually expire, and you'll need a valid email to continue using the system and accessing your documents.

Step 1:

Click on **"Account Settings"** at the top right corner of the page.

Shibaura Taro ∨

- Account settings
- Account history
- Help
- Sign out
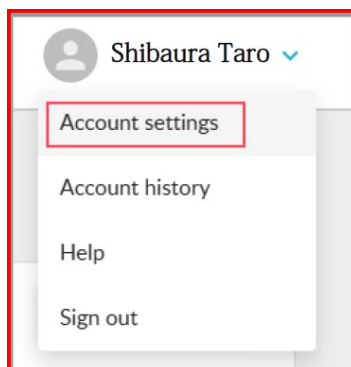
Step 2:

Click **"+ Link another email"**.

⚠️ Please use your **personal** email address (not a university or school email), so you can access the system anytime—even after you leave SIT.
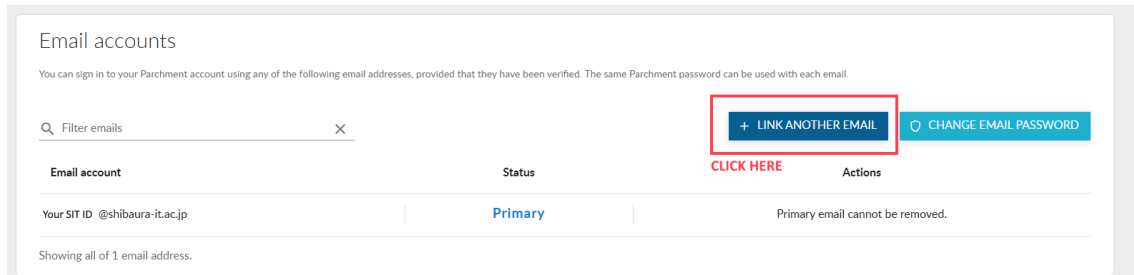
Step 3:

Enter your personal email address and click the **"Add"** button.

Step 4:

You're all set—congratulations! 🎉

Now you can continue using the service anytime you need it
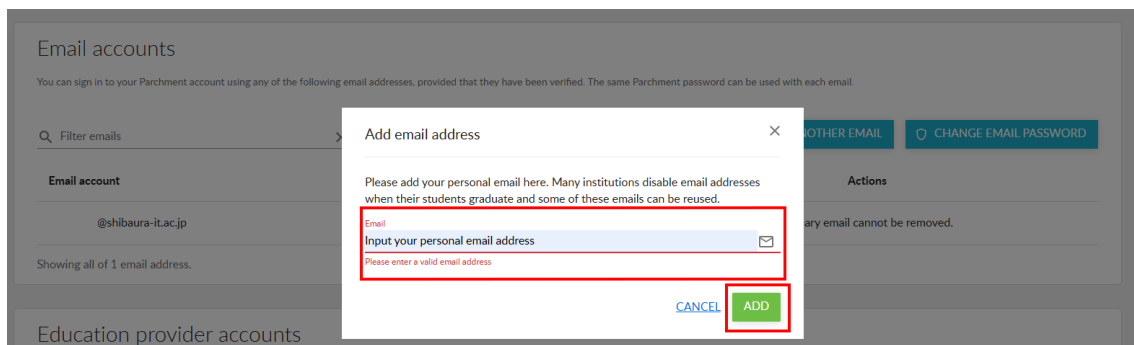
<p style="text-align: center">Additional FAQs Based on Student Inquiries</p>

1. Can I access the SIT system (including S*gsot, Scombz, and more) after my program ends?

No. Once you have completed your program at SIT, starting from the second day after your final program date, you will only be able to use your SIT Gmail account. Access to other SIT services will no longer be available.

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2. Can I access the Digital System after my program ends?

Yes. Your SIT Gmail account will remain active for several months after the program completion. (This varies by person and has no fixed expiration date.) However, we strongly recommend linking your personal email to your Digital System account as soon as possible to ensure uninterrupted access.

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3. I didn't complete the setup process for the Digital System before leaving Japan. What should I do?

Please complete the process now by following the instructions provided earlier.

Due to limited online support, we strongly encourage you to complete these steps before leaving Japan to avoid potential issues.

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4. I am not receiving the verification code email that is supposed to be sent to my SIT Gmail. Is this normal? Can you help?

If you do not receive the verification code email, we kindly suggest the following steps:

- **Check your email folders:** Look in all folders, including spam/junk, as the email may be filtered.
- **Allow time for delivery:** The verification email may take more than an hour to arrive.
- **Use a supported browser:** Ensure you're using the latest version of Chrome, Firefox, Safari, or Edge.
- **Retry the process:** Carefully follow the instructions provided to reactivate your account. If you still don't receive the email, go to the login page, click "Can't Log In?", enter your email, complete the CAPTCHA, and click **Submit**.
- **Contact Parchment Support if needed:**
  - Review their FAQ: https://core.digitary.net/faq/learners

- o Submit a request: **Contact Parchment Support**
- o Email: **support@digitary.net** (include a detailed issue description and screenshot if possible)

As this error occurs within an outsourced system, SIT cannot resolve it directly. However, other students have successfully solved similar issues by contacting Parchment, so we strongly encourage you to reach out to them.

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5. What is a Grade Report? What is the difference between a Grade Report and an Official Transcript?

The **Grade Report** is a preliminary summary of your semester grades.

Since you will no longer have access to the S*gsot system after your program ends, the Grade Report will be your earliest opportunity to review your grades and use as a reference when submitting any inquiries during the Grade Inquiry Confirmation Period.

Once the Grade Inquiry Period ends, your grades will be finalized on your **Official Transcript**. The **Official Transcript** is stamped by the university and can be submitted to your home university, internship company, or other organizations to claim credits or verify results.

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6. When is the Grade Inquiry Confirmation Period?

The dates vary each semester. The guidance will be sent to you via email. Please also refer to your program schedule for reference.

7.What happens if I miss the Grade Inquiry deadline?

No extensions will be granted. Any grade inquiries must be submitted within the deadline, or your grades will appear on the Official Transcript exactly as shown in the Grade Report.

Got more questions?

Email us at **global-admission@ow.shibaura-it.ac.jp**

Please include your **full English name**, your home university Name and **SIT Student ID** Number.

Reference:

Program schedule for Sandwich Program

Transcripts and other Certification