

**Applicant of Department Recommendation Selection  
For IGP Student (AY2005 Fall/AY2026 Spring Enrollment)**

# **Department Recommendation Selection Information**

## **—Graduate School of Engineering and Science—**



\*This material is intended for applicants who wish to take the Department Recommendation Selection.

Graduate School Section

# Introduction : Types of Entrance Examinations

- If you are considering employment or going to other graduate schools, you cannot apply for the “Department Recommendation Selection”.  
Withdrawal after application is also not acceptable.

→ Please take the General Entrance Examination or Special Selection for Foreign Students if you are considering job hunting or applying to other universities.

	Department Recommendation Selection	General Entrance Examination Selection incl. Special Selection for Foreign Students
Application period	Once a year <u>For Fall or Spring</u> : April – May	<u>For Fall</u> : May <u>For Spring</u> : June (1 <sup>st</sup> round), November (2 <sup>nd</sup> round)
Applicable Courses	All courses	All courses
Contents	Interview only	Document assessment and oral examination
Features	No other graduate school entrance examinations or job searches are allowed. (You cannot withdraw the enrollment after you pass this entrance exam.)	Other graduate school entrance examinations or job searches are allowed.

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

This information is subject to change, so please check the website for updated information.

# 1. Department Recommendation Selection Outline

## ① Outline of selection

	Department Recommendation Selection
Requirements	Please see the application guideline for Fall enrollment or Spring Enrollment <a href="#">Application Guideline Website</a>
Job-hunting or other university application etc.	<b>Not allowed</b> <b>Withdrawal of Entrance SIT Graduate School is also not allowed for this type of selection.</b>
Selection procedure	The interview will be held between May and June. <a href="#">See Schedule on the Website</a>
Application	(1) Online ( <a href="#">The Admission Office</a> ), From mid-April to mid-May. (2) Fee 15,000yen Please consult your supervisor before you apply.
Payment for Entrance fee	<b>Lump-sum payment</b> required by the end of August for Fall entry.
Scholarships applying before enrollment	<ul style="list-style-type: none"> <li>•Scholarship of encouragement for Master's program admission.</li> <li>•Scholarship for Global Human Resource Development in Science and Engineering.</li> </ul>
Others	Early Enrollment Pre-Registration Program is available (Unavailable for the other entrance examination)

# 1. Department Recommendation Selection Outline

## ② TOEIC scores

Please make sure your English Score has been registered in the [S\\*gsot](#)

■ Placement test and internal IP test scores → **Automatically registered**

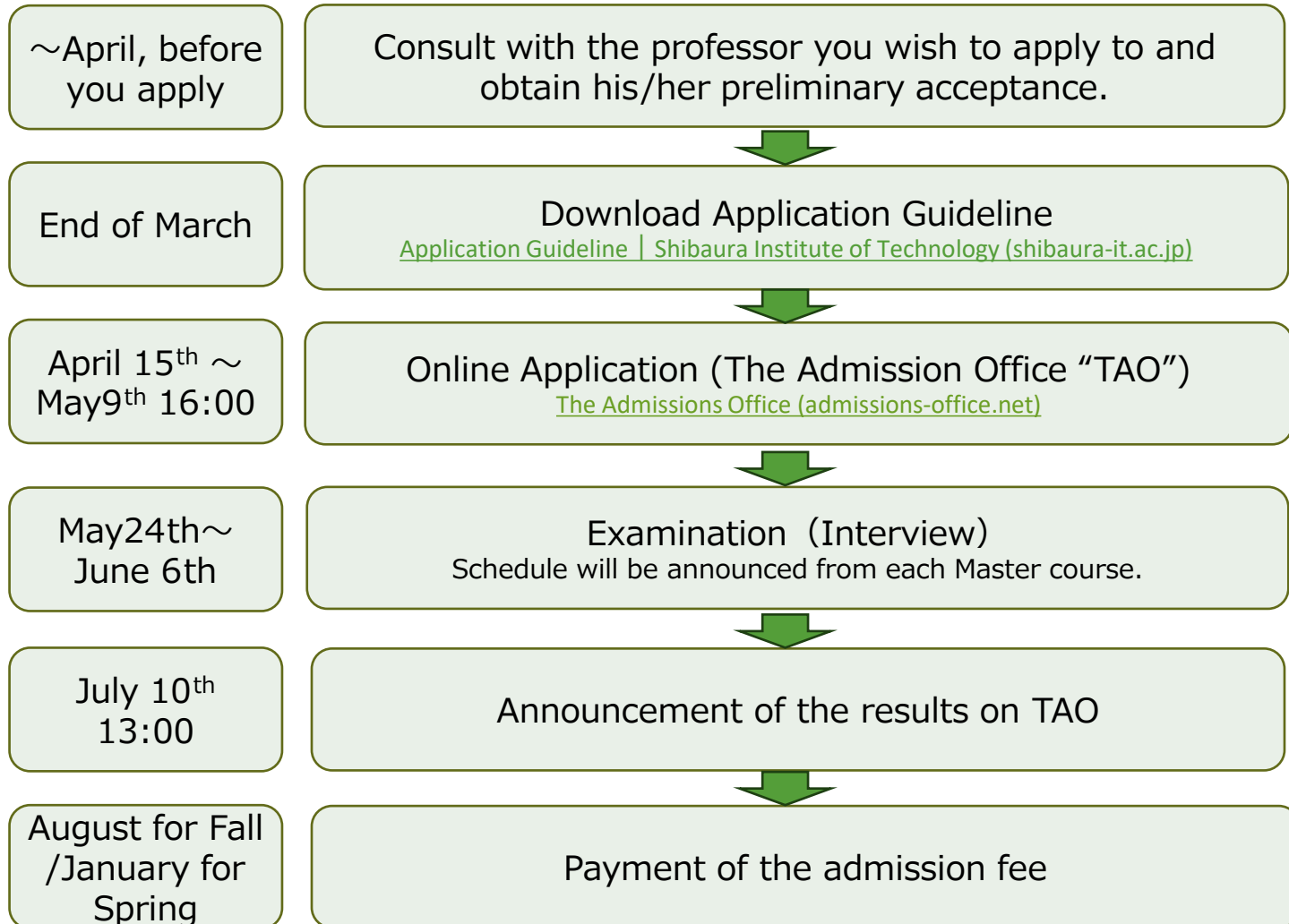
■ Official test scores → Register by yourself [Registration Manual](#)



Contact : Office of International Services <[sgu-initiatives@ow.shibaura-it.ac.jp](mailto:sgu-initiatives@ow.shibaura-it.ac.jp)>

# 1. Department Recommendation Selection Outline

## ③ Application flow



# 1. Department Recommendation Selection Outline

## ④ Tuition (Ref:AY2025)

\*Enrollment fee will be waived for SIT graduate.

	1 <sup>st</sup> year		2 <sup>nd</sup> Year	
	Admission Fee	2nd Sem.	1st Sem.	2nd Sem.
Enrollment fee*	(260,000)	—	—	—
Tuition	510,500	510,500	560,500	560,500
Maintenance fee	92,000	92,000	92,000	92,000
Total	602,500	602,500	652,500	652,500
Reduction of Scholarship of encouragement for Master's program admission “修士課程進学奨励給付奨学金”	○	○	○	○

## 2. Graduate School of Science and Technology Scholarship

### ■ Various Scholarship

- There are 3 types of scholarship in SIT.

### ■ Selection and Decision

- We place importance on academic performance in the scholarship selection process.  
The difference from the undergraduate program is that economic circumstances are not considered.
- For loan-based JASSO scholarships, there are financial criteria in place.

		Name	Application Period	Selection Period	Amount	Disbursement Method
Grant	-	①Scholarship for Global Human Resource Development in Science and Engineering	M1:The day before admission M2:When you completed. (Automatically applied)	M1:May M2:After advancing to the M2	TOEIC Score 550-784:¥300,000/year Higher than 785:¥400,000/year	It will be deducted from the tuition fee charges
Grant	-	②Scholarship for Master's program	At the timing of applying Department Recommendation Selection	B4:July (At the time of entrance exam result notice)	Type A: ¥600,000/ year Type B: ¥300,000/ year Type C: ¥200,000/ year	It will be deducted from the tuition fee charges
Loan	With or without interest	③JASSO (Type1/Type2/Deferred Tuition Payment System) <a href="#">JASSO Website</a>	Pre-arranged Selection : B4 Sep. Selection : M1 April	Pre-arranged Selection : B4 End of December Selection : M1 July	Depending on the scholarship type	Payment will be made monthly.

※ B represents undergraduate, and M represents Master's.

※ Please check the scholarship application guidelines corresponding to your enrollment period.

## 2. Graduate School of Science and Technology Internal Scholarship

### ① Scholarship for Global Human Resource Development in Science and Engineering (The application detail is in the application guideline)

	Selection at the time of admission	Selection after the enrollment
①Scholarship	¥300,000/year or ¥400,000/year (depending on the TOEIC score at the time of the scholarship selection)	
②Eligibility of Application	<p><b>【1】Regular Undergraduate Students of SIT : Students who have a TOEIC score of 550 or above by the day before the enrollment date of the Graduate School</b></p> <p><b>【2】Graduates of SIT's Undergraduate Program :</b> Students who submitted a TOEIC score of 550 or above at the time of entrance examination application.</p> <p><b>(Current students/graduates" refers to the applicant's status at the time of the entrance examination application.)</b></p>	<p>Undergraduate students currently enrolled SIT or those who have graduated SIT who meet the following criteria at the end of the second semester of enrollment after advancing to the Master's Program in the Graduate School of Science and Technology at this university.</p> <p>* Applicants whose TOEIC score is between 550 and 785 at the time of admission selection but have a TOEIC score of 785 or higher at the end of the second semester of enrollment.</p> <p>or</p> <p>* Applicants whose TOEIC score is below 550 at the time of admission selection but have a TOEIC score of 550 or higher at the end of the second semester of enrollment.</p>
③The Number of Student.	There is no maximum limit on the number of students who receive this scholarship.	
④Selection and Decision	<p><b>【1】Regular undergraduate student, selection will be selected based on the highest TOEIC score registered and approved in the S*gsot Portfolio as of the day before the graduate school enrollment date.</b></p> <p><b>【2】Graduates will be selected based on the TOEIC score submitted at the time of the graduate school application.</b></p>	Selection will be based on the highest TOEIC score that has been registered and approved in the S*gsot Portfolio at the end of the second semester of enrollment.
⑤Notification of Results	Students who those enrolling in April, the results are planned to be announced through ScombZ in May.	Notifications to successful applicants are planned to be made via ScombZ around the end of the second month after the completion of the second semester of enrollment.
⑥Disbursement Method	The amount of the scholarship will be deducted from the tuition fee charges for each term. The timing is depending on selection period.	
⑦Combination of other scholarships	You can receive this scholarship along with other scholarships.	



## 2. Graduate School of Science and Technology Internal Scholarship

**Selection Order: A→B→C**

### ②Scholarship of encouragement for Master's program admission

“修士課程進学奨励給付奨学金”

	Type A	Type B	Type C	Memo
①Amount	¥600,000/year	¥300,000/year	¥200,000/year	The scholarship is provided for 2 years.
②Applicable Person	Students who applied Department Recommendation Selection.			
③Selection Criteria: Academic Performance	Academic Performance as of the 2 <sup>nd</sup> semester of the 3 <sup>rd</sup> grade Each Department set the selection rules.			
④Number of Available*3	One person for every 100 applicants for each Department	One person for every 100 applicants for each Department	One person for every 10 applicants for each Department	Candidates will be selected in order of academic performance, from A to C.
⑤Requirement	<b>Top-ranking candidates</b> of each department	<b>Top-ranking female candidates</b> of each department	<b>Top-ranking candidates</b> of each department (Excluding those who fall under Type A and Type B)	
⑥Application	Apply via TAO when you apply for Department Recommendation Selection			
⑦Result Notice	Planned for July in the 4th year of undergraduate studies, at the same time as the enrollment examination result announcement.			
⑧Receiving	Half of the annual scholarship amount will be deducted each semester during the billing of tuition fees for the first and second semesters.			It will be deducted from the enrollment fee.
⑨Combination with Other Scholarships	Simultaneous receipt of Type A to Type C scholarships is not allowed. Combination this Master Program Scholarship and Scholarship for Global Human Resource Development in Science and Engineering is allowed.			

## 3. Early Enrollment Pre-Registration Program

- The Department Recommendation Selection applicants can take some Graduate School classes in their 4th year undergraduate.

Items	Contents
①How to apply	From the questionnaire that appears on the ScombZ screen during the course registration period, select the major you plan to enter and apply for the courses you wish to take.
②Application date	(Spring Sem.) ① <b>Enroll April 2<sup>nd</sup> (Wed)~April 9<sup>th</sup> (Wed)</b> 【strict observance of deadlines】 ② <b>Cancel April 10<sup>th</sup> (Thu) ~ April 17<sup>th</sup> (Thu)</b> 【strict observance of deadlines】 (Fall Sem.) It is planned to inform the department-recommended successful applicants via ScombZ.
③Eligible person	Those who strongly desire to apply to the Department Recommendation Selection. ※Those who are not sure about applying for the Department Recommendation Selection are not eligible for this program.
④Credit Certificate Period	Approved as a 1 <sup>st</sup> year master's program
⑤Grade announcement	Available in SIT Portfolio after the date of grade announcement ※Grades for <b>ALL courses</b> taken in advance will be <b>reflected in the GPA</b> . Courses graded D or lower will also be included in the GPA calculation, so please plan your course schedule carefully to avoid undue strain.
⑥Note	Up to 10 credits can be taken under this program
⑦URL	Please See the following Website. <a href="#">Early Enrollment Pre-Registration Program</a>

## 4. Requirement for submission of master's thesis

Please refer to the Academic Guide of the Graduate School of Engineering and Science for the submission requirements for the master's thesis.

[Academic Guide](#) | [Shibaura Institute of Technology](#)

## 5. FAQ

### 1. I forgot to apply for the scholarship when I applied for the Department Recommendation Selection.

→You may not replace your application after the deadline, nor may you apply after the deadline. We will not be able to respond to inquiries regarding the details of your application, so please take a screenshot or save a PDF of the TAO application screen yourself.

### 2. Is it possible to pay the entrance procedure fee in installments or in arrears?

→We are sorry, but we are not able to accept payment in installments or deferments due to individual circumstances. Please consult with the tuition payer and pay the entrance procedure fee by the due date.

## 5. FAQ

### **3. If I withdraw from the Department Recommendation Selection due to unavoidable reasons, can I apply for the Department Recommendation Selection for the following year or later?**

→As explained in the previous sections, we do not accept applications for the Department Recommendation Selection after the application has been submitted. It is also not possible to apply for the Department Recommendation Selection more than once. You must apply for the Special Selection for Foreign Students & Working Adults, or the General Entrance Examination.

### **4. Can I change my laboratory?**

→It is possible to apply to a different laboratory instead of the one you belong to in your 4th undergraduate year. Please obtain prior consent from the prospective professor before applying. Please note that you cannot change your supervisor after you completed the application.

# Contact

## Graduate School Section

Inquiry for Graduate School : [Inquiry Form](#)

### Office hours:

- During the class period: (Mon.-Fri.) 9:00-17:00/ (Sat.) 9:00-14:00
- Other than the class period: (Mon.-Fri.) 10:00-15:00/ (Sat.) Closed
- Please check the website for the latest information.

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