

Shibaura Institute of Technology Graduate School of Engineering and Science Master's Program Fall Semester FY2024 Enrollment IGP Department Recommendation Selection 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.

【Implementation Method for Application, Acceptance Announcement, and Enrollment Procedures】

In our university's entrance examination process, all procedures will be conducted online. We do not accept applications via postal mail or any other offline methods. Please kindly understand this policy and proceed with your application for our university entrance examination accordingly.

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
	Civil Engineering Course		25
	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
	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 2024 (not for each examination).

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

Home > Academics > Graduate School of Engineering and Science

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

2. Application Qualification

Individuals expected to graduate from our university, or a university affiliated with us in the AY2024 who have applied and completed the procedures within the specified period. Please note that applications using department recommendations will be limited to one time regardless of circumstances.

3. Procedure of Application

【Notes】

Applicants must contact the preferred supervisor you would like to pursue the degree and discuss on the examination requirements and research project content. Also, obtain the supervisor's consent in accepting you to be part of the supervisor's research laboratory if you are being accepted for the admission.

(1) Online Application Period

April 16th 2024 (Tue.) 12:00~May 10th 2024 (Fri.) 16:00 <Strictly Observed>

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

The Admissions Office(TAO) https://admissions-office.net/en/applicant/sign_in

(2) Interview

Interviews will be conducted with applicants for each course.

The format of the interview varies depending on the courses, and details of the interview will be provided by each course, so please wait for further instructions.

*Please note that inquiries regarding schedules, etc., cannot be answered by the Graduate School Section.

Interview Period: May 25, 2024 (Saturday) - June 7, 2024 (Friday)

■ 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.

- 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. Entrance Examination Fee

The Entrance Examination fee is 15,000 yen. The payment method is by convenience store payment or credit card payment; hence payment by other means cannot be accepted.

The applicant (payer) is responsible for any remittance fees (please confirm the amount of remittance fees for convenience store payment or credit card payment when you pay the application fee on TAO)

※Please note that once the application fee has been paid, it is non-refundable for any reason.

However, if any of the eligible reasons apply, the application fee may be refunded upon request. If you wish to apply for a refund, please refer to the following and submit your request by the deadline.

(1) If the applicant has paid the application fee but has not submitted the application document.

(2) If the application fee was paid and the application documents were submitted but not being accepted.

(3) If there is case of double or excessive payment of the application fee by mistake. Please see below for more details.

[Refund of Admission Application Fee guide](#)

[Application Form for Refund of Admission Application Fee](#)

5. 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>

April 16th 2024 (Tue.) 12:00 ~ May 10th 2024 (Fri.) 16:00 <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 above period, application will not be accepted.

(Applicant will not be able to complete the application on the system.)

※ Be sure to check that you have completed your application by the deadline, that your application is marked as "Submitted" in the system, and that you have received an application completion e-mail from TAO. (If you do not receive the email, please check your junk mailbox, etc.)

※ **Please note that your application will be rejected if you have not clicked the "Submit" button even though all information has been entered.**

(Reference: Application Status sign on TAO)

Sign of incomplete application status

 In progress

Sign of complete application status

 Submitted

<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.

■ Application Documents

Application Documents <Target person of submission >	Type	Submission Method or Requirement
① Application Form <All Applicant>	Direct input into TAO System	<p>★ Please fill-in directly into the form 「Application Form」 the TAO System.</p> <ul style="list-style-type: none"> • 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 Face Photo <All Applicant>	JPG	<p>★ Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO.</p> <ul style="list-style-type: none"> • 4cm*3cm, Photo taken within 3 months before application • Upload JPG file less than 500 KB. (Upper body · Front · No hat · No frame) • <u>For successfully enrolled applicants, the photo will also be used for your Student’s ID</u>

<p>③ Entrance Examination Fee (¥15,000) <All Applicant></p>	<p>-</p>	<p>★Please complete the procedure from the [Examination fee payment] menu of TAO.</p> <ul style="list-style-type: none"> • 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 ensure payment is completed by 12:00 on the application deadline, as it may take time for the system to reflect the payment. ※Please kindly bear all remittance fees
<p>④ Letter of Acceptance <All Applicant></p>	<p>Direct Input into TAO System</p>	<p>★Please complete the 「Letter of Acceptance」 form on TAO.</p> <ul style="list-style-type: none"> • Enter 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 acceptance period.
<p>⑤ Residence Card and Passport Copy <Foreign Students only></p>	<p>PDF (Scan Data)</p>	<p>★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO.</p> <p><Passport></p> <ul style="list-style-type: none"> • Submit scan data of the page which has the face photo. <p><Residence Card></p> <ul style="list-style-type: none"> • Only for those who live in Japan and have residence card, submit scan data of both side of the card.
<p>⑥ Scholarship Application Form <All Applicant></p>	<p>Direct Input into TAO System</p>	<p>★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO.</p> <p>Read the scholarship application guidelines for the details.</p>
<p>⑦ Reason of Application (Designated format) <Only for Civil Engineering Course and Architecture and Architectural Engineering Course></p>	<p>PDF (Scan Data)</p>	<p>★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO.</p> <p>• If you apply for co-supervisor, please get the seal or signature of co-supervisor.</p> <p>■Civil Engineering Course</p> <ul style="list-style-type: none"> • After affixing your own seal or signature, please request the faculty member of your desired research laboratory to review the content, and then upload the scanned document. <p>■Architecture and Architectural Engineering Course</p> <ul style="list-style-type: none"> • After affixing your own seal or signature, please request the faculty member of your desired research laboratory to review the content and affix the seal or signature, and then upload the scanned document.

⑧ Medical certificate or Disability certificate Copy <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
⑨ Confirmation Check Sheet <All Applicant>	Direct Input into TAO System	★Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO. • Please read the confirmation items displayed on the form and check the box to indicate your agreement before submitting.

※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 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.

6. 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.

7. Announcement of Results

July 11th, 2024 (Thu.) 13:00

It 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.

8. Admission Procedure

Successful applicants will be sent a form via TAO on the process of enrollment fee payment. Please note that we will not send an invoice by mail. Please make sure to share information about the pre-admission

information to the graduate school from the applicant to the guarantor and the payer of tuition.

【Payment for Admission】

(1) The payment for admission 602,500 yen

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

(2) Fee payment due date : August 16th(Friday) 2024

※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.

(3) Bank Information

Bank Name: Mizuho bank

Branch Name: Hamamatsucho

Account: Ordinary Savings Account 3271331

Shibaura Institute of Technology daigakuinnyuugakukinn-guchi

※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.
Late 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. through TAO.
Mid. of September, 2024	Submission of Admission documents, issuance of the student ID card Information about various guidance will be notified.

9. Tuition Fee

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

【Tuition Fee】

	Payment / Yen					
	Year 1			Year 2		
	1st Sem.* ¹	2nd Sem.	Total	1st Sem.	2nd Sem.	Total
Admission Fee* ²	—	—	—	—	—	—
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	602,500	602,500	1,205,000	652,500	652,500	1,305,000

*1 The amount stated under "1st Sem" should be paid as a payment for admission (fees are the responsibility of the payer).

*2 The admission fee will be waived for SIT graduates.

Contact : 03-5859-7250

【SIT Parents Association Fee】

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

① Parents of enrolled students should be enrolled at the same time as the enrollment of students as a regular member of Shibaura Institute of Technology Support Association.

② Amount of admission fee and membership fee (30,000 yen for 2 years) are shown in the chart on the left.

③ Admission fee is waived for the graduate of Shibaura Institute of Technology who become a full member when entering at the undergraduate school.

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

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

1 0. Withdrawal after Receiving Successful Results

Department recommendation does not permit withdrawal after receiving successful results. However, in unavoidable circumstances where withdrawal is necessary after acceptance, those who submit the withdrawal form (specified format) and a statement of reasons for withdrawal (free format) to the Graduate School Division by the end of September 2024 will be eligible for a refund of the fees paid, excluding the enrollment fee (applicable only to those who have already paid the enrollment procedure fee), upon request.

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 withdrawal admission by the above date.

Furthermore, please be aware that those who decline admission after receiving successful results will not be able to reapply for department recommendation in subsequent years.

1 1. Scholarship Information

① 修士課程進学奨励給付奨学金 (給付) (**Only for Current SIT students or SIT graduated students**)

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

② 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)~~

③ 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 (plan)】 : 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](#)

II . Education Research Field and Supervisor List

- If you wish to be supervised by a faculty member marked with © in the Remarks column, you must also select a secondary supervisor designated by that faculty member. Please confirm the secondary supervisor with the faculty member marked with © in advance.
- If you wish to be supervised by a faculty member listed in the "Co-Superviesor/ Research Collaborator" column of the faculty list, you also need approval from the "Supervisor" listed on the left side. Please note that you need approval from two individuals.
- Please see the “List of Academic Staff”

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

III. On the Acquisition of Status of Residence as “Studying Abroad”

Foreign students who are permitted to enter Shibaura Institute of Technology can apply for the status of residence as "Student". Please take note that you cannot be enrolled at a university for the purpose of staying of a "short stay".

Please read the following information carefully, and if you fall under any of these conditions, please go through the necessary procedures such as renewal period of stay, change of status of residence, application for certificate status of residence and etc.

Current Condition	Required Procedures
1) Having the status of residence as “ Student”	If necessary, please apply for permission to renew your period of stay. This procedure can be carried out 3 months before the expiration date of the status of residence period.
2) Having the status of residence as “ Short Term Stay”	As a general rule, you have to fly out from Japan once and apply for the status of residence of "Student" from other country or your country of residence. For more details, please refer to “4. I do not have status of residence”.
3) Have a status of residence other than "Student" or "Short-term stay" ※ "Settlement person" "family stay" “dependence” or etc.	There is no particular process is needed, means you can enter with the current status. But if you wish to change your status of residence to "Student", please apply for "Change of Status of Residence".
4) Not having status of residence (New acquisition of status of residence)	To apply for a status of residence, you must first apply for a Certificate of Eligibility (CoE) from the Immigration Bureau in Japan. Shibaura Institute of Technology applies for the COE on behalf of the student in Japan. Once the CoE is issued from the Immigration Bureau to Shibaura Institute of Technology, it will be mailed to the applicant. After you received the CoE, apply for a “Student” visa (status of residence) at a Japanese embassy or consulate in the country or country of residence within the valid period of the CoE.

For "Application for Renewal/ Extension Period of Residence", "Application for Change of Status of Residence" and "New Acquisition of Status of Residence", application documents with a seal from Shibaura Institute of Technology are required. These documents can be issued to those who passed the entrance examination and paid the admission fee.

It takes several days to issue the required documents. Therefore, please contact in advance according to the following guidance.

■About necessary documents for the application of status of residence’s issuance procedure

- ① After passing the entrance exam, please follow the instructions to pay the admission fee.
- ② Please send an email to the Graduate School Section <daigakuin@ow.shibaura-it.ac.jp> with the following contents.

-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.