

Shibaura Institute of Technology

Graduate School of Engineering and Science

Doctor's Program

General Entrance Examination／Working Adults

Fall Semester AY2025 Enrollment

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1. Introduction

(1) Pre-consultation (All applicants who are NOT from SIT)

All applicants who are NOT from Shibaura Institute of Technology (SIT) and plan to pursue studies at the university must go through pre-consultation, obtain a Pre-Consultation Completion Form from a faculty member via the Admissions Office (TAO), and have an interview with the faculty member before applying for the entrance examination.

《Pre-consultation with Supervisor/ Faculty Member》

[Pre-Consultation | Shibaura Institute of Technology \(shibaura-it.ac.jp\)](https://shibaura-it.ac.jp)

《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 (4 Skills for Professionals / Students) 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 ensure that the content of your Research Proposal aligns with the research field of your desired faculty advisor.
- ※ The submission of English test score reports, Japanese Language Proficiency Test (JLPT) certificates, or Examination for Japanese University Admission for International Students (EJU) Japanese subject score reports (for international applicants) is optional at the pre-consultation stage. However, submission may be required at the time of application. For details, please refer to “2. (6) Application Documents.”
- ※ The deadline for pre-consultation is 【Wednesday, April 30, at 16:00】 .
- ※ If your first-choice faculty member is unable to accept you, you may proceed with a pre-consultation with your second-choice faculty advisor. However, this must be done within the pre-consultation period. Therefore, we strongly recommend conducting the pre-consultation with your first-choice faculty advisor as early as possible. You may conduct pre-consultations with up to three faculty members, but not simultaneously. Please note that if the pre-consultation period ends, you may not be able to proceed with pre-consultations for your second or third-choice faculty advisors.

(2) 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. SIT 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.

(3) Security Trade Control (Export Control)

SIT conducts screenings for the provision of technology and the acceptance of researchers and students in accordance with the provisions of the Foreign Exchange and Foreign Trade Act and related regulations. As a result, if there is a possibility that your intended education or research activities fall under restricted matters, you may be required to modify your proposed study or research content.

For more details on security export control, please refer to the following website of the Ministry of Economy, Trade and Industry (METI). <https://www.meti.go.jp/policy/anpo/englishpage.html>

(4) Reasonable accommodation for Examination and Study

SIT accepts consultations from applicants with disabilities regarding special considerations for examinations and academic studies. Applicants who require special accommodations for visual or hearing impairments, physical disabilities, speech or language disorders, chronic illnesses, developmental disorders, or other conditions must submit a request for reasonable accommodations in examinations and academic studies.

《How to apply》

Eligible Applicants: Those who require special accommodations for examinations and academic studies.

Application Method: When applying, complete the **Reasonable Accommodation Request** section in the online application system (TAO) and upload a scanned copy of a medical certificate issued by a healthcare institution or a disability certificate.

2. On the Application

(1) Major/Capacity of Admission/Degree

Graduate School	Major/ Course	Degree	Capacity of Admission
Graduate School of Engineering and Science	Regional Environment Systems	Doctor of Philosophy	12
	Functional Control Systems		15

※ The admission capacity refers to the intake limit for the 2025 academic year, not the application limit for each applicant selection process.

(2) Type of Examination

① General Examination

You can apply for this course if you meet one of the requirements of “3. Application Qualification”.

② Examination for Working Adults

Applicants who meet the “3. Application Qualification” and are employed at a research institution, educational institution, company, or similar organization, and who have obtained consent to apply from their supervisor or a person in a leadership position who is well-acquainted with them at their workplace.

※ In principle, applicants are expected to continue working while pursuing their studies.

(3) Application Qualification

Applicants must meet either or the application qualification ① to ⑦ listed below.

- ① Those who have completed or expect to receive a Master’s degree or professional degree by the end of September 2025.
- ② Those who have received or expect to receive a degree by the end of September 2025 from a university abroad that is equivalent to a Master’s degree or professional degree.
- ③ Those who have received or expect to receive a degree by the end of September 2025 from a university abroad that is equivalent

to a Master's degree or professional degree by taking courses of such university in Japan by correspondence

- ④ Those who have received or expect to receive a degree by the end of September 2025 from a university abroad that is equivalent to a Master's degree or professional degree by taking the courses, specified separately by the Minister of Education, Culture, Sports, Science and Technology, of educational facilities positioned as those with a graduate program abroad.
- ⑤ Those who have received or expect to receive a Master's degree through course completion at the United Nations by the end of September 2025
- ⑥ “Those who graduated from university and engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science” or “those who, after completing the 16-year course of study of school education abroad or taking courses provided by foreign school in Japan by correspondence, engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science”. (the announcement no. 118 of the Ministry for 1989)
- ⑦ For those who will become 24 years old by the end of September 2025 and who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree by the review of the Committee of the Graduate School of Engineering and Science*1.

*1 Those who are applicable to the qualification for applicants ⑦, “those who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree” must satisfy either of the following requirements.

- a) University graduates who have more than three years of practical experience in the relevant field and engaged in research and development activities for two years or more.
- b) For those other than above, those who have an academic skill equivalent to that of a student with a master's degree or professional degree for their achievement including publication of books, scientific papers, academic lecture, scientific reports and patents, etc.

※ If you apply in terms of qualification ⑥ & ⑦, you are subject to Prequalification.

Please refer to the details on 9. On Pre-Qualification of Application.

※ Please make sure to receive preliminary guidance from a prospective supervisor before submitting your application.

(4) Procedure of Application

- ① Have Pre-Consultation with Faculty Member. *Please reference to 「1.(1) Pre-Consultation.」
(For Applicants Who Are NOT from SIT)

Complete the pre-consultation procedure within the designated period on TAO.

[Pre-Consultation | Shibaura Institute of Technology \(shibaura-it.ac.jp\)](https://shibaura-it.ac.jp/pre-consultation/)

(For Applicants Who Are Currently SIT Students)

Have a meeting with a faculty member during the pre-consultation period to discuss the timing of your application and the content of your research.

- ② Apply for the exam
(All applicants) Please refer to 「2.(8) Application Documents」 and 「2.(10)Online application system (TAO) and precaution for application」 .
 - Enter the required information, upload the necessary documents and request the acceptance letter etc. in TAO.
 - Complete the payment of the Entrance Examination fee in TAO to finalize your application.
(TAO Display: **Application completed**)

(5) Examination Schedule

The examination schedule is as follows. Applications will not be accepted after the deadline under any circumstances.

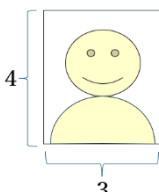
	Due Date and Time (JST)	Note
Pre-Consultation Period	By April 30, 2025 (Wed), 16:00	• Online Application System (TAO)
Application Period	May 16, 2025 (Fri.), 12:00 ~May 30, 2025 (Fri.), 16:00	• Online Application System (TAO)
Interview Date	June 28, 2025 (Sat.)	• Online using Zoom, the web conference service • The date and time of the examination will be notified by June 20 th (Fri).
Announcement of Results	July 10, 2025 (Thu.), 13:00	• It will be updated on TAO's personal page
Payment for admission	August 21, 2025 (Thu.)	• Payment must be deposited into the designated account of our university

The selection method and important notes are as follows.

- Selection is based on the assessment of submitted documents and an oral examination.
- The acceptance decision is based on the submitted documents and an oral examination.
- We cannot accept requests for changes to exam dates and times.
- All oral examinations will be conducted online. Applicants are required to prepare a PC, a stable communication environment, a web camera, a microphone, and a quiet environment to take the exam online. If issues with the applicant's equipment or communication environment affect the examination on the scheduled date, no retests or rescheduling will be allowed.
- Please refer to 「3.(2) Examination Contents」 for details for each course.

(6) Application Documents

For items with specified formats, please download the [designated forms](#) and use the necessary files.

Documents	Details	Required Applicants
① Application Form	<p>★Please fill-in the form on TAO [Application Form]</p> <p>If there is insufficient space to input your academic background, work experience, etc., please summarize the information in a free-format document, convert it to PDF, and upload it to the designated form on TAO (under 'Other Documents' in the 'Submission Documents' section).</p>	All Applicants
② Face Photo	<p>★Please upload the JPEG format file on TAO [Application Form]</p> <ul style="list-style-type: none"> • Photo ratio: 4:3, taken within 3 months before application in color, showing the upper body, front view, no hat, plain background, no frame. The image has not been altered. • Upload files less than 500 KB. • This photo will be used for identity verification during the interview and for the student ID card after enrollment. <u>Please note that it cannot be replaced later.</u> 	All Applicants
③ Entrance Examination Fee (¥ 35,000 or ¥ 15,000)	<p>★Please make a payment by TAO [Examination fee payment].</p> <ul style="list-style-type: none"> • Select the payment method from 2 types: credit card payment and convenience store payment. • Paying by “Papyrus mate in Campus” is not permitted. • SIT Graduates will be charged 15,000 yen. Please contact the Graduate School Section before completing the application. • <u>Please kindly bear all remittance fees.</u> 	All Applicants

<p>④ Transcript Certificate with GPA</p>	<p>★Please upload the file on TAO [Submission of Documents]</p> <ul style="list-style-type: none"> Please note that current SIT Research Students and Guest Students are also required to submit this document. Graduates of SIT are required to submit certificates obtained through Papyrus Mate or convenience store. A document officially issued by the applicant's most recent (or expected) school. ※ If the original transcript is in a language other than Japanese or English, submit both the original and an English version together. Transfer students must also submit certificates from their previous institution(s) before transferring. <u>Please submit a transcript that includes your GPA.</u> In case that your official transcript from the university does not include GPA, please provide following merged files: <ol style="list-style-type: none"> Official transcript from your university Document certifying GPA or screenshot from the university's grade confirmation website showing GPA (including university name and your name) It is also acceptable to submit a combined document that includes both the transcript and the certificate of (expected) graduation. In this case, upload the same data for both sections ④ and ⑤. 	<p>Non-current SIT students</p>
<p>⑤ Certificate of Graduation or Certificate of Expected Graduation</p>	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> Please note that current SIT Research Students and Guest Students are also required to submit this document. Graduates of SIT are required to submit certificates obtained through Papyrus Mate or convenience store. A document officially issued by the applicant's most recent (or expected) school. ※ If the original transcript is in a language other than Japanese or English, submit both the original and an English version together. It is also acceptable to submit a combined document that includes both the transcript and the certificate of (expected) graduation. In this case, upload the same data for both sections ④ and ⑤. <p>< Those who are other than above ></p> <ul style="list-style-type: none"> Those who have received (or expect to receive) a master's degree or professional degree outside Japan should upload a document certifying the degree award. Those who have obtained a master's degree or professional degree outside Japan must submit a document certifying the degree. ※ To confirm whether you meet the application qualifications, consult the Graduate School Office by the application qualification review deadline, 【Wednesday, May 7, 16:00】 . 	<p>Non-current SIT students</p>
<p>⑥ Reason of Application</p>	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> Please use the designated format. 1 page of A4 size, convert it into PDF format. Must be described in English. 	<p>All Applicants</p>
<p>⑦ Research Plan and Schedule</p>	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> Free Format. Write in about 2 pages (image included) of A4 size paper and convert it into PDF format. Must be described in English. Be sure to include any ethical considerations related to the conduct of your research or its outcomes. 	<p>All Applicants</p>
<p>⑧ Letter of Acceptance</p>	<p>★Please request [Letter of Acceptance] via TAO</p> <ul style="list-style-type: none"> Requests Letter of Acceptance after all items except for the "Confirmation Check Sheet" have been completed. (Deleted:2025/4/17) Select the preferred supervisor and send a request for the creation of an acceptance letter. 	<p>All Applicants</p>

	<p>Please see “8.Education Research Field and Supervisor List”.</p> <p>List of Academic Staff of Doctor program</p> <ul style="list-style-type: none"> To ensure that you can complete your application within the period, please request preliminary approval well in advance, rather than waiting until the last minute of the application deadline. 	
⑨ Letter of Recommendation	<p>★Please complete the [Letter of Recommendation] form on TAO.</p> <ul style="list-style-type: none"> Enter the recommender's email address and send a request through TAO to create and submit 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. To ensure that you can complete your application within the period, please request preliminary approval well in advance, rather than waiting until the last minute of the application deadline. 	All Applicants
⑩ Research Achievement	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> Please use the designated format. Must be described in English. 	All Applicants
⑪ Abstract of Master's thesis	<p>★Please upload the file on TAO [Submission Materials]</p> <p><Those who have received (or expect to receive) a master's degree></p> <ul style="list-style-type: none"> The abstract should be free format, within 2 pages and A4 size. For those who expect to complete master's programs, submit a summary of your current research projects. A summary also should be free format, within 2 pages and A4 size. <p><Those who are other than above></p> <ul style="list-style-type: none"> Upload the PDF data of an essay regarding your work on your specialized area. It should be within 1 page, A4 size and free format. Must be described in English. 	All Applicants
⑫ English Test Score Report	<p>★Please upload the file on TAO [Submission Materials]</p> <p>< Non-current SIT students ></p> <ul style="list-style-type: none"> Please note that current SIT Research Students/Guest 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. Only on-site test is acceptable. Submit a scanned or downloaded score report that is officially issued. (Screenshot from the Computer PC is not acceptable) <u>IP Test Score is NOT acceptable.</u> <u>Only scores obtained after May 31, 2023, are acceptable.</u> <p>< Current SIT Students ></p> <p>The highest score of the TOEIC score registered in S*gsot Portfolio will be used. If no score is registered in the S*gsot SIT Portfolio by the application deadline, the application will be rejected. Therefore, be sure to check it yourself.</p> <p>< Applicants who have obtained (or are in the process of obtaining) a degree from a higher education institution through instruction and research guidance in English. ></p> <p>Submit a document that proves you have obtained (or are in the process of obtaining) a degree from a higher education institution through instruction and research guidance in English (such as a document indicating the language of instruction). This will replace the requirement for an English test score report.</p>	All Applicants
⑬ Residence Card and Passport Copy	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> Passport Submit the scanned data of the page with a printed photo. Residence Card Only for those who reside in Japan, submit scan data of both side of the card. 	Non-Japanese Nationals

⑭ Medical certificate or Disability certificate Copy	<p>★Please upload the file on TAO [Submission Materials]</p> <p>< Medical certificate ></p> <p>Submit scan data of medical certificate issued by medical institution.</p> <p>< Disability certificate ></p> <p>Submit a scanned copy of the disability certificate issued by the local government. If it is a card-type, submit both sides; if it is a paper-type, submit the page with the photo</p>	Applicants for Reasonable Accommodation
⑮ Verification Report of China Higher Education Degree Certificate or Report of Student Record	<p>★Request issuance from CHSI and have it sent directly to our university via email from CHSI.</p> <p><Applicants who are not a current SIT regular student and have obtained a degree from a higher education institution in China ></p> <p>中国高等教育学历认证报告 (Education Degree Certificate)</p> <p>< Applicants who are not a current SIT regular student and are expected to obtain a degree from a higher education institution in China. ></p> <p>教育部学籍在线验证报告 (Report of Student Record)</p> <ul style="list-style-type: none"> • Apply for the issuance of 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 • Apply early to ensure that the electronic verification email is sent directly from CHSI to our university by the application deadline. Data submitted via the applicant will not be accepted. Send to daigakuin@ow.shibaura-it.ac.jp <p>※ It may take more than one month to be issued. Certificates that arrive at our university before the application period will also be accepted, so please apply early. They will be valid for entrance examinations conducted within the same academic year.</p>	Applicable applicants only
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)	<p>★Request issuance from CHSI and have it sent directly to our university via email from CHSI.</p> <p><Applicants who are not a current SIT regular student and have obtained (or are expected to obtain) a degree from a higher education institution in China. ></p> <ul style="list-style-type: none"> • Apply for the issuance of 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 • Apply early to ensure that the electronic verification email is sent directly from CHSI to our university by the application deadline. Data submitted via the applicant will not be accepted. Send to daigakuin@ow.shibaura-it.ac.jp <p>※ It may take more than one month to be issued. Certificates that arrive at our university before the application period will also be accepted, so please apply early. They will be valid for entrance examinations conducted within the same academic year.</p>	Applicable applicants only
⑮ Confirmation Check Sheet	<p>★Please fill-in the form on TAO [Confirmation Check Sheet]</p> <ul style="list-style-type: none"> • Please read the confirmation displayed on TAO and check the checkbox. 	All Applicants

(7) Entrance Examination Fee

- The Entrance Examination fee is 35,000 yen. The Entrance Examination fee will be 15,000 yen for those who are SIT University graduates who are applying as Working-Adults.
- Please make the payment through credit card or convenience store payment from the 'Examination Fee Payment' section on TAO.
- Payment cannot be made through the on-campus certificate issuing machine (Papyrus Mate).
- It may take time to reflect in the system, so ensure to make the payment by 12 o'clock on the application deadline date.
- The applicant (payer) is responsible for any remittance fees.

- Please note that once the Entrance Examination Fee has been paid, it is non-refundable for any reason. However, if any of the eligible reasons apply, the Entrance Examination fee may be refunded upon request.

[Exam Withdrawal Form for graduate school • Withdrawal Request](#)

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.

(8) Online application system (TAO) and precaution for application

- Application for this entrance examination is done by online application system of “The Admission Office (TAO)”. For details, please refer to ““The Admissions Office (TAO) User Manual” published in the Application Guidelines.
- Be sure to check that you have completed your application by the deadline, that your application is marked as “Completed” **Application completed** 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.)
- 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, and the admission fee will not be refunded.
- Those currently enrolled in another university, junior college, graduate school, or technical college cannot be simultaneously enrolled at our university. As a condition for application, you must have obtained permission to graduate or withdraw from your current school before the entrance date of SIT (April 1 or October 1). Dual enrollment is not permitted.

3. Examination

(1) Examinee Number

The examinee numbers will be displayed on TAO by 1 week before the exam date.

Please make sure to check your examinee number by the day before the exam.

Additionally, as the document screening process takes time, it may take approximately 3 to 4 weeks to receive your examinee number.

(2) Examination Contents

- ① Applicants who apply as General Examination will take a presentation (15 mins) and an oral assessment (15 mins) based on the submitted Abstract of Master's thesis and Research Plan and Schedule.
- ② Applicants who are foreign students will take an examination same as the General Examination.
- ③ Applications who apply as Working-Adults will take a presentation (15mins) and an oral assessment (15mins) regarding the related specialized area based on the submitted Research achievements and Research Plan and Schedule.

(3) Announcement of Results

Here is the method for announcing successful applicants and various precautions.

- The result announced on TAO's personal page at 13:00 July 10th (Thu.), 2025.
- We will not respond to any inquiries on the result by a phone call or a mail.

4. Admission procedure

(1) Payment for Admission

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.

Amount	SIT University graduates : 420,900 円 Non-SIT University graduates : 680,900 円
Payment deadline	August 21, 2025 (Thu)
transfer destination	Bank Name: Mizuho bank Branch Name: Hamamatsucho Account: Ordinary Savings Account 3271331 Shibaura Institute of Technology daigakuin nyugakukin-guchi

- ※ The payment will be applied to the tuition fees for the first semester of the first academic year.
- ※ We do not accept any payments made after the payment deadline.
- ※ 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 リ コ) If you use a different name, we may not be able to confirm your identity.
- ※ When making the payment at a financial institution, please use the account information for the admission procedure fee provided by TAO and transfer the details to the payment slip specified by the financial institution before making the payment. Please note that SIT will not be held responsible for any issues caused by errors in bank transfers.
- ※ Please kindly bear all remittance fees.
- ※ If you wish to make a payment via overseas remittance, please contact the Graduate School Section to request an invoice for overseas remittance.

(2) Entering of Admission Procedure

For admission to graduate school, it is necessary to enter information about the guarantor and the payer of the tuition fees at the time of admission procedures. Please ensure to obtain consent from the guarantor and the payer of the tuition fees before proceeding with the admission procedures.

(3) Admission Schedule

Middle of July, 2025	Scheduled to be notified of the account information and payment due date through TAO.
Early September, 2025	Those who have paid the enrollment fee will be notified through TAO about the required documents for the admission procedure, registration of student-related information, confirmation of the student ID name, the date of the admission procedure (student ID issuance date), and other related information.
Middle of September, 2025	Notifications will be sent regarding the submission of admission documents (such as the pledge), student ID issuance, and various guidance information.

5. Tuition Fee

(AY2025／Yen)

	Year 1			Year 2・3		
	1st Sem.	2nd Sem.	Total	1st Sem.	2nd Sem.	Total
Admission Fee	(260,000)	—	(260,000)	—	—	—
Tuition Fee	328,900	328,900	657,800	328,900	328,900	657,800
Maintenance Fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	420,900 (680,900)	420,900	841,800 (1,101,800)	420,900	420,900	841,800

※ The admission fee is waived for SIT graduates. The amount in parentheses is the fee to be paid by those who are not graduates of SIT.

【Information on Admission to the School】

(1) Compulsory Use of Notebook PC

At Shibaura Institute of Technology, PC will be used for classes, research activities, and various procedures. Therefore, students will be required to prepare their own PC and internet connection at home. Please understand this beforehand.

(2) Donations

After completing the admission procedures, students may be asked to donate (voluntary).

6. Withdrawal after Receiving Successful Results

Those who withdraw their admission by the end of September 2025 will have the payment refunded, excluding the entrance fee, upon request. The procedure will be completed by submitting the university-designated admission withdrawal form. If the enrollment fee is not paid by the deadline, you must still submit the admission withdrawal form.

Withdrawal Form for graduate school : <https://form.run/@daigakuin-nyugakujitai-AfsotvrY87UISettgnNt>

Under the university's graduate school regulations, students cannot take a leave of absence during the first semester of the first year. Therefore, if there are circumstances that prevent you from engaging in academic activities immediately after admission, please be sure to complete the admission withdrawal procedure by the above deadline.

7. Scholarship Information

(1) SIT Scholarship for Doctor's Program

For details, please refer to Application Guideline for SIT Scholarship for Doctor's Program

(2) SIT Scholarship for foreign graduate student

For details, please refer to Application Guideline for SIT Scholarship for foreign graduate student.

(3) 芝浦工業大学校友会大学院博士（後期）課程女性研究者育成奨学金

For details, please refer to 芝浦工業大学校友会大学院博士（後期）課程女性研究者育成奨学生募集要項

※Japanese guideline only

(4) 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】

Around End of September, 2025（details will be announced separately when determined.）

【Selection period（plan）】December 2025

Please refer to the JASSO website for the scholarship outline and application conditions

→ [大学院に在学中の方 | JASSO](#)

8. Education Research Field and Supervisor List

In the List of Academic staff, if a faculty member is marked with ◎ on their remarks and you wish to receive guidance from them, you must decide on a “sub-supervisor” in advance, so please consult with the supervisor beforehand.

You also need to obtain consent from sub-supervisor on TAO.

9. On 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 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 qualification requirements 2.(3) Application Qualification ⑥ and ⑦ required to take pre-qualification.

(2) Method of application for pre-qualification

■ 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.
③ Graduation certificate or enrollment certificate from the most recent school attended (scanned)	A document mixed up of ③ and ④ will also be accepted.
④ Graduation certificate or enrollment certificate from the most recent school attended (scanned)	
⑤ Short Essay	Free form ※ Please describe your efforts in your field of specialization.
⑥ Achievement Report or equivalent	Summary of your final year project, for instance. Free form (A4).
⑦ Resources or research papers that work as the evidence of ⑥	Free form

※ We shall ask the applicant to submit document(s) other than the 7 documents mentioned above in case we would find it necessary to do so after the submission is completed.

※ We do not use TAO for Pre-Qualification of Application.

■ Application period

Application period	Submission
May 7th, 2025 (Wed.) 16:00 (Strictly Observed)	Scan all ① to ⑦ and email to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp

※ Please include “Pre-Qualification for 2025 Fall Doctor’s Program” in the email subject line. Complete all documents into one ZIP file.

※ If item ⑦ cannot be scanned due to being a booklet or book, please clearly state this in the body of your submission email and mail the document to the Graduate School Office by Wednesday, May 7, 2025 (must arrive by this date).

Mailing Address:

Shibaura Institute of Technology, Graduate School Section, 3-7-5 Toyosu, Koto-ku, Tokyo 135-8548, Japan

Please write in red on the envelope: " Pre-Qualification for 2025 Fall Doctor’s Program".

(3) Pre-qualification Examination Date

Pre-qualification Examination Date	Venue and Time	Result notification
May 23rd, 2025 (Fri.)	Online (TBA)	June 12th, 2025 (Thu.)

(4) Pre-qualification Fee

Pre-qualification is made at no charge.

(5) Selection Process

An applicant will be qualified by interview, research plan, and achievement report etc.

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

International students who are granted admission to our university may apply for the "Student" residence status. However, please note that it is not possible to be enrolled at the university with the "Short-Term Stay" residence status. Please read the following carefully, and if applicable, ensure that you complete the necessary procedures, such as residence status extension, change of residence status, or application for Certificate of Eligibility on behalf of the applicant.

Current Condition	Required Procedures
a) 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.
b) Having the status of residence as “Short Term Stay”	As a rule, please leave the country once and apply for the "Student" residence status. For more details, please refer to "(d)"
c) Have a status of residence other than "Student" or "Short-term stay" ※ "Permanent Resident " and "Family Stay" etc.	No special procedure is required; however, if you wish to change to the "Student" residence status, please submit a "Change of Residence Status Application."
d) Not having status of residence (New acquisition of status of residence)	<p>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 will submit this application on your behalf.</p> <p>Once the CoE is issued by the immigration office and received by the university, it will be mailed to the applicant.</p> <p>After you received the CoE, apply for a “Student” visa at a Japanese embassy or consulate in your home country or country of residence within the validity period of the CoE, in order to obtain your residence status.</p>

For " Application for Extension of Stay" and "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 enrollment fee.](#)

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

【Regarding the application for the issuance of documents required for residence procedures.】

- After passing the entrance exam, please follow the instructions to pay the enrollment fee.
- Please send an email to the Graduate School Section <daigakuin@ow.shibaura-it.ac.jp> with the following contents.
 - Examination number and your name
 - Necessary procedure "Application for Extension of Stay" or "Application for Change of Status of Residence" or "New Acquisition of Status of Residence"
 - Scanned image of the residence card (only in the case of Application for Extension of Stay or Application for Change of Residence Status).

- After confirming the applicant's admission fee payment status, the Graduate School Section will issue the necessary documents.
- You will receive an email with instructions on the date and time the documents will be available for pickup, as well as the items you need to bring. Please follow these instructions and visit the campus accordingly.
- Residence procedures may take some time. Everyone is responsible for managing their own residence period and should make every effort to complete the necessary procedures.

11. Inquiries

If you have any questions regarding the entrance exam, please email us at: daigakuin@ow.shibaura-it.ac.jp

Please put the word 「Doctor's (Fall Enrolment) Application+ Your name」 in the email title when emailing.