

Shibaura Institute of Technology
Graduate School of Engineering and Science, Master's Program
- Special Selection for Working Adult

Application Guideline
Fall Semester AY2025 Enrollment

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1. Introduction

(1) Pre-consultation

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

《Pre-consultation with Supervisor/ Faculty Member》

[Pre-Consultation | Shibaura Institute of Technology \(shibaura-it.ac.jp\)](https://www.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 (A4size 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 make sure that the content of your research plan matches the research field of the supervisor/faculty member you wish to be supervised.
- ※ English test score reports, a score certificate of the Japanese Language Proficiency Test and a certificate confirming the results of the Examination for Japanese University Admission for International Students “Japanese” are [optional] to be submitted at the pre-consultation time. However, it is required to submit it at the time of admission application. We will not be able to complete your application if you do not have it for the admission application. (Screenshots from PC/ mobile etc. are not acceptable). For those who do not have the English test score report during the pre-consultation, please prepare or sit for the test as soon as possible.
- ※ Deadline of Pre-consultation is 【April 30 (Wed), 16:00】
- ※ If the first-choice professor declines to accept you, it is possible to consult with the second-choice professor, but please note that this must be done within the pre-consultation period. Pre-consultations with professors are possible up to the third choice, but they cannot be conducted simultaneously. We recommend that you make pre-consultation with the first-choice professor as early as possible. Please note that there is a possibility that you may not be able to consult with the faculty member of your second or third choice if the pre-consultation period has expired.
- ※ Please note that some department of the Architecture and Architectural Engineering Course require pre-interview with the desired supervisor at least 15 days before the end of the application deadline. Please see the details in 3.(2) Examination Contents.

(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.

(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	Electrical Engineering and Computer Science Course	Master of Engineering	200
	Materials Science and Engineering Course		50
	Applied Chemistry Course		40
	Mechanical Engineering Course		140
	Civil Engineering Course		40
	Architecture and Architectural Engineering Course	Master of Architecture or Engineering in Architecture and Architectural Engineering	170
	Systems Engineering and Science Course	Master of Science in Systems Engineering and Science	150
	Global Course of Engineering and Science	Master of Science in Engineering	10

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

(2) Definition of Working Adult

- ① Engineers and researchers with more than 1.5 years of experience in the front lines of society such as companies, research institutions and educational institutions
- ② Those who have been graduating from university for more than 3 years and wish to pursue study again.

As a general rule, those who wish to enroll while still employed should receive the recommendation from the head of the workplace.

The course plan for earning credits necessary for completing the course is flexibly, and it is possible to obtain a degree over the standard term (2 years) (maximum of 4 years of study).

- ① Research in companies can be accepted as a research theme if the content corresponds to a master's thesis, and research outside the school (research using facilities at the workplace) can be conducted.
- ② Research at companies, etc. is also accepted as a research theme if the content is equivalent to a master's thesis, and research can be conducted outside the university (using the facilities of the company where the student works, etc.).

(3) Application Qualification

Those who meet the above (2) Definition of Working Adult and one of the following qualification requirements.

If you have inquiry on which application meet your qualification, please be sure to consult in advance. If you do not meet any of qualifications ① to ⑧, you will need to undergo a "Qualification Examination" before making a formal application. If you pass the "Qualification Examination" and are recognized to have academic ability equivalent to or higher than that of university graduates, you can formally apply under qualification ⑨. For details, please refer to the "9. On the Pre-Qualification of Application (To applicable person only)".

- ① Those who graduated from the university specified in Article 83 of the School Education Act (学校教育法) or who are expected to graduate by the end of September 2025.
- ② Those who have been awarded a bachelor's degree according to the provisions of Article 104, Paragraph 4 of the School Education Act (those who have been awarded a bachelor's degree from the “National Institution for Academic Degrees and Quality Enhancement of Higher Education” (独立行政法人 大学改革支援・学位授与機構)) and expected to obtain a degree by the end of September 2025.
- ③ Those who have completed 16 years of school education abroad and who are expected to graduate by the end of September 2025 in a foreign country.

- ④ Those who have completed 16 years of courses in the corresponding country by taking correspondence courses conducted by foreign schools in Japan and those who are expected to graduate by the end of September 2025.
 - ⑤ Those who have completed a foreign school program in Japan designated as equivalent to a foreign university (a foreign university designated by the Minister of Education, Culture, Sports, Science and Technology) and those who are expected to graduate by the end of September 2025.
 - ⑥ Those who have been awarded a degree equivalent to a bachelor's degree at a foreign university or other institution, by completing a course of study of three years or more (five years for a doctoral program in medicine, dentistry, pharmacy, or veterinary medicine) and those who are expected to be awarded by the end of September 2025. (*1)
 - ⑦ Those who have completed a special course of vocational school (limited to 4 years or more of study period and other criteria that meet the criteria set by the Minister of Education, Culture, Sports, Science and Technology) designated by the Minister of Education, Culture, Sports, Science and Technology separately, or those in the special course who are expected to graduate by the end of September 2025.
 - ⑧ A person designated by the Minister of Education, Culture, Sports, Science and Technology (the Ministry of Education Notification No. 5 in 1954) or have equivalent qualifications by the end of September 2025.
 - ⑨ In addition, those who have been recognized by the Graduate School of Science and Engineering Committee that they have at least the same academic ability as those who graduated from a university. (*2)
- *1 Qualification ⑥ does not apply to those who have not obtained a degree equivalent to a bachelor's degree. For example, a person who graduated from a 3-year university (technical university, vocational university, etc.) in China.
- *2 For qualifications ① to ⑦, if you take the examination with "expected" status and pass, but fail to meet the requirements for the qualifications by the end of September 2025, admission will not be permitted.

(4) Procedure of Application

Application must be completed on Online system called TAO (The Admission Office) by the deadline for Documents submission period.

- 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 \(shibaura-it.ac.jp\)](http://shibaura-it.ac.jp)
- (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.(7) Application Documents」 and 「2.(9)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	
Application Period	May 16, 2025 (Fri.), 12:00 ~May 30, 2025 (Fri.), 16:00	• Online Application System (TAO)
Interview Date	June 27, 2025 (Fri.)	• 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

(6) Selection Process

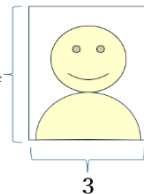
- Selection is based on the assessment of submitted documents and an oral examination.
- The acceptance decision is based on the submitted documents and an oral examination.
- We cannot accept requests for changes to exam dates and times.
- All oral examinations will be conducted online. Applicants are 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.

(7) Application Documents

The contents of the oral examination and the preparation items are described in 「3.(2) Examination Contents」.

*Shibaura Institute of Technology, hereafter referred to as SIT.

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 JPG 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 us before completing the application. • <u>Please kindly bear all remittance fees.</u> 	All Applicants

Documents	Details	Required Applicants
④ Transcript Certificate with GPA	<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 PapyrusMate or convenience store. Submit a certificate of the program in which you obtained (or expect to obtain) your bachelor's degree. Transfer students are also required to submit certificates from their previous institution. <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. If the original is written in a language other than Japanese or English, the original must be merged with the Japanese or English version and submitted. <p><For applicants to the Architecture and Architectural Engineering Course></p> <p>In addition to the transcript, please calculate the adjusted GPA using the following formula and submit it in PDF format, combined with your transcript. Please input numbers to 2 decimal places.</p> <p>※Please input numbers to 2 decimal places.</p> <p>※Use the designated calculation sheet.</p> <p><Formula></p> <p>Adjusted GPA = (4 x Credits for A + 3 x Credits for B + 2 x Credits for C) / Total Credits</p> <p>Grade A: 80 - 100 (out of 100 points)</p> <p>Grade B: 70 - 79 (out of 100 points)</p> <p>Grade C: 60 - 69 (out of 100 points)</p>	Non-current SIT students
⑤ Certificate of Graduation or Certificate of Expected Graduation	<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. Submit a Bachelor degree certificate. 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. Those who have been awarded a bachelor's degree by [Institute for Academic Reform and Degree Grant] should submit a certificate of degree award. If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both. <p>If you have already obtained a master's degree from any university in addition to the bachelor's degree, upload it to the "Other Documents" field on the "Submitted Documents" form of TAO.</p>	All Applicants
⑥ Reason of Application	<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. 	All Applicants

Documents	Details	Required Applicants
⑦ Research Plan and Schedule	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> Please use the designated format. Write in about 2 pages (image included) of A4 size paper and convert it into PDF format. Must be described in English. <p><For Applied Chemistry Course Applicant Only></p> <ul style="list-style-type: none"> Prepare a thesis research plan (including the background, objectives, significance, and future research plan, summarized in 2 A4-sized pages with diagrams and tables) and a statement of purpose and research ethics (summarized in 1 A4-sized page). Convert them into PDF format and upload. 	All Applicants
⑧ Work Achievement / Contribution Summary	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> No specification of style Create in A4 size Must be described in English. 	All Applicants
⑨ Letter of Acceptance	<p>★Please request [Letter of Acceptance] via TAO</p> <ul style="list-style-type: none"> Select the preferred supervisor and send a request for the creation of an acceptance letter. Please see “8.Education Research Field and Supervisor List”. List of Academic Staff of Master program Requests Letter of Acceptance after all items except for the "Confirmation Check Sheet" have been completed. (Deleted: April 17th, 2025) 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 Letter of Recommendation	<p>★Please complete the [Letter of Recommendation] form on TAO.</p> <ul style="list-style-type: none"> Please note that current SIT Research Students and Guest Students are also required to submit this document. Enter the recommender's e-mail address and send a request to create/write 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. 	Non-current SIT students
⑪ English Test Score Report	<p>★Please upload the file on TAO [Submission Materials]</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>< 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

Documents	Details	Required Applicants
⑫ 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
⑬ 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>	Applicable applicants only
⑭ Verification Report of China Higher Education Degree Certificate or Report of Student Record	<p>★Please note that we will not accept any data submitted via the applicant.</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
⑮ 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>★Please note that we will not accept any data submitted via the applicant.</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
⑯ 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

(8) Entrance Examination Fee

- The Entrance Examination Fee is 35,000 yen. It 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 fee has been paid, it is non-refundable for any reason. However, if any of the eligible reasons apply, it 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.

(9) 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](#)” in the Application Guidelines website.
- Be sure to check that you have completed your application by the deadline, that your application is marked as “Completed” in the system **Application completed** 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 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.

(2) Examination Contents

The examination format and contents are as follows.

The list of faculty and supervisors who are affiliated to the faculties are listed in the 「8.Education Research Field and Supervisor List」

■Electrical Engineering and Computer Science Course

Oral Examination Implementation Format	The oral examination will be held for 25 minutes of presentation (15 minutes) and a Question & Answer session (10 minutes).
Preparation Materials	Prepare materials for a presentation and be well prepared to present them by screen share during the oral exam.
Contents of Questions	<p>The presentation should explain the following:</p> <p>(1) Reason for pursuing to Graduate School : about 3 minutes</p> <p>(2) Graduation research contents : about 9 minutes</p> <p>(3) Research Plan for Graduate School : about 3 minutes</p> <p>If graduation research is not conducted, the content should indicate the ability to conduct research in pursuing to master's program. In addition, the research plan should include research results such as literature and papers related to previous research.</p>
Others	None

■Materials Science and Engineering Course

Oral Examination Implementation Format	The oral examination will be held for 15 minutes of presentation (5 minutes) and Question & Answer session (10 minutes).
Preparation Materials	In the presentation, explain the following three points: 「Reason for Application」, 「contents of graduation research」, and 「research plan for Graduate School」. If you wish to make a presentation using PowerPoint, be prepared to present it by screen share during the oral exam.
Contents of Questions	Questions will be asked in response to the presentation.
Others	None

■Applied Chemistry Course

Oral Examination Implementation Format	The oral examination will be conducted in 20 minutes, with oral presentations using PowerPoint (5 minutes) and Question & Answer session (15 minutes).
Preparation Materials	<p>Prepare a PowerPoint presentation about graduation research, focusing on the background, purpose, significance, research plan, and experimental (research) progress (results).</p> <p>(The pages number depends on you, but just to make sure that the presentation should be less than 5 minutes)</p>
Contents of Questions	<p>5 minutes of PowerPoint presentation and 15 minutes of questions about basic academic skills, mainly about the background of research, and questions and answers about research and motivation for applying.</p> <p>Total is 20 minutes.</p>
Others	None

■Mechanical Engineering Course

Oral Examination Implementation Format	The oral examination will be conducted for 20 minutes, consisting of presentation (8 minutes) and a Question & Answer session (12 minutes).
Preparation Materials	Prepare a PowerPoint presentation on the following questions and be prepared to share the presentation on the screen during the oral examination. For matters on pursuing the research laboratory, it is advisable to consult with the supervisor.
Contents of Questions	In presentation format, explain on 「reason of application」, 「content of graduation research」 and 「research plan in pursuing the study」. Include related content such as, engineering ethics, awareness of communication and management skills in the presentation. In the Question & Answer session, questions may be asked about basic research skills and expertise in specialized fields.
Others	None

■Systems Engineering and Science Course

Oral Examination Implementation Format	15mins of oral examination: PowerPoint Presentation (5mins), Question & Answer session (10mins)
Preparation Materials	Depends on the supervisor. If there is an instruction to prepare any materials, please prepare as instructed.
Contents of Questions	<p>【Electronic Information Department】 【Social and Environmental Department】</p> <p>【Life Sciences Department】</p> <p>The presentation will be conducted based on the themes of 「reason of application」, 「current research (progress and results)」 and 「research plan for graduate school」, and evaluation will be based on the suitability of the person to graduate school, including from the Question & Answer session.</p> <p>【Machine Control Department】</p> <p>The presentations is to focus on 「reason of application」 and 「research plan」. 「Weekly scheduled at graduate school and laboratory」 (from what time to what time you will be able to do research / be in the research laboratory) must be included in PowerPoint.</p> <p>【Mathematical Science Department】</p> <p>The theme of the presentation will be based on 「reason of application」, 「the contents of the mathematical sciences you are currently studying」, 「research plan for graduate school」 and 「your future outlooks after completion」. The Question & Answer session will focus on confirming the presentation contents.</p>
Others	The oral examination will be given at a time that considers the time difference with the local area as much as possible for students who are in the labs of supervisors who are on overseas business trip or studying abroad.

■Global Course of Engineering and Science

Oral Examination Implementation Format	The total time of oral examination is 25 minutes. It consists of two sessions, a 10-minutes presentation and a 15-minutes Question & Answer sessions.
Preparation Materials	In the presentation, please be sure to include the following points. (1) your motivation of joining the Global Course of Engineering and Science (2) objective and key results of your bachelor's degree research. (3) objective, research plan and schedule of your master's degree research project. (4) If there is any, please explain the relation between your past research and your proposed master's degree research project. (5) Please include your plan for study abroad (Japanese students) or internship (International students) in your schedule.
Contents of Questions	Questions will be related to basic science and engineering knowledge of your bachelor and proposed master's degree research project.
Others	Please make an appointment with your supervisor and discuss the plan and schedule of your master's degree research project.

■Civil Engineering Course

Oral Examination Implementation Format	The oral examination will be held for 10 minutes of presentation (5 minutes) and Question & Answer sessions (5 minutes).
Preparation Materials	Presentations must be conducted using PowerPoint.
Contents of Questions	In your presentation, please explain your research for your graduation research and your research plan for your master's thesis.
Others	None

■Architecture and Architectural Engineering Course

Oral Examination Implementation Format	<p>The Architecture and Architectural Engineering Course is divided into 7 departments. The following are 6 entrance examination categories in conducting the oral examinations on line. The format of each entrance examinations are as follows:</p> <p>【1.Architectural Planning Department、 Architectural History Department】 20 mins of oral examination : Presentation (7 mins), Q&A (13mins)</p> <p>【2.Architectural Design Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)</p> <p>【3.Environmental Engineering Department】 20 mins of oral examination : Presentation (10 mins), Q&A (10mins)</p> <p>【4.Building Structure Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)</p> <p>【5.Industrial Engineering Department】 20 mins of oral examination : Presentation (8 mins), Q&A (12mins)</p> <p>【6.City Planning Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)</p>
Preparation Materials	<p>【1. Architectural Planning Department、 Architectural History Department】</p> <p>Please submit your explanatory materials summarizing your works and research in PDF format (10MB</p>

	<p>or less) to your desired professor. Please follow your desired professor for submission deadline. The file name of the submitted PDF should be “Explanatory Material (Architectural Planning Section, Architectural History Section), Examinee number, Name”.</p> <p>【2. Architectural Design Department】</p> <p>Please bring along or share the portfolio ①, research plan and explanation on reason to pursue study at the time of pre-interview. (In case of working adult, please bring along the Work Achievement/Contribution Summary too)</p> <p>Please share your portfolio ② during the oral examination.</p> <p>Portfolio ① (PDF 10MB or less): For pre-interview. Format is free (more than 2 works).</p> <p>Portfolio ② (PDF 10MB or less): For oral examination. The format is 10 sheets or less on one side of A3 paper (more than 2 works)</p> <p>【3. Environmental Engineering Department】</p> <p>The oral examination is conducted online using PowerPoint.</p> <p>Please submit a summary of your graduation research (format is free) and a date of presentation to your desired professor in advance.</p> <p>Please follow the instructions of your desired professor regarding the submission date.</p> <p>【4. Building Structure Department】</p> <p>The oral examination is conducted online using PowerPoint.</p> <p>Prepare a presentation material before the day of the oral examination. The detailed instructions will be provided later.</p> <p>【5. Industrial Engineering Department】</p> <p>Your desired professor will instruct you on the documents to bring with you for the pre-interview.</p> <p>The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination.</p> <p>【6. City Planning Department】</p> <p>You should prepare a presentation material using PowerPoint or equivalent software and send the material file to your desired professor via e-mail or online storage by 12:00 noon (JST) on the day before the oral examination. Also open the material file on your computer at the time of the oral examination.</p>
Contents of Questions	<p>In the oral examination, basic research skills, specialized skills, communication skills, presentation skills, and management skills are evaluated from the presentations, explanation and Question & Answer session.</p> <p>【1. Architectural Planning Department、 Architectural History Department】</p> <p>In the oral examination, explain the reason for application, research plan, works and research etc. and then Question & Answer about them.</p> <p>【2. Architectural Design Department】</p> <p>The presentation will be about the reason for application, the research plan and the portfolio (In case of working adult, please bring along the Work Achievement/Contribution Summary too) and then Question & Answer about them.</p> <p>【3. Environmental Engineering Department】</p> <p>The presentation will be about the reason for application, the graduation research and the research plan for master program. Also, Question & Answer about the results of the graduation research and the research plan for master program. In addition, Question & Answer on the general knowledge in the field of Environmental Engineering.</p> <p>【4. Building Structure Department】</p>

	<p>In the presentation, please explain the reason for application, your research plan for master program and your graduation research.</p> <p>Also, Question & Answer session on the general knowledge in the field of Building Structure.</p> <p>【5. Industrial Engineering Department】</p> <p>Please explain the following in the presentation.</p> <ul style="list-style-type: none"> • Your graduation research (including research in company): background and purpose of the research, research methods, research results and future issues. • Research plan for master program: Development / differences from graduation research (if it is different from graduation research, explain on the outline of research) • Question & Answer about research plan and related contents. <p>【6. City Planning Department】</p> <p>In the presentation, please explain the reason for application, research content (or design content) of the graduation thesis (or graduation design) and the research plan for the master's thesis by using PowerPoint or equivalent software. There is also a Question & Answer session on the contents above and the general knowledge in the field of City Planning.</p>
Others	<p>Applicants will make appointments by e-mail to your desired professor before applying, and consult on the oral examination, research content etc. (pre-interview). Approval for the application must be obtained from your desired professor. Please note on the required items which you need to bring during the pre-interview and oral examinations depending on your choice of departments.</p> <p>【1. Architectural Planning Department、 Architectural History Department】</p> <p>Please conduct a pre-interview with your desired professor at least 15 days before the end of the application period.</p> <p>Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p> <p>【2. Architectural Design Department】</p> <p>Please conduct a pre-interview with your desired professor of your first choice in person or via Internet/online at least 15 days before the end of the application period.</p> <p>If you fail to complete the pre-interview with your desired professor by the deadline, he/ she may not approve your application. Please indicate only one name of the professor who wish to be supervised on Application form.</p> <p>The portfolio ② which will be shown in the oral examination should be modified the portfolio ①, reflecting the questions and suggestions received in the pre-interview.</p> <p>【3. Building Environmental Facilities Department】</p> <p>When you conduct a pre-interview with your desired professor of your first and second choice (only if you have a second choice), prepare a reason for application and a research plan in the format specified by the Graduate School and an outline of your graduation research.</p> <p>【4. Building Structure Department】</p> <p>Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p> <p>【5. Industrial Engineering Department】</p> <p>Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p> <p>【6. City Planning Department】</p> <p>Please conduct a pre-interview with your desired professor of your first choice and second choice (only if you have a second choice) in person or via Internet/online at least 15 days before the end of the application period.</p> <p>If you fail to complete the pre-interview with your desired professor by the deadline, he/ she may not</p>

	<p>approve your application.</p> <p>Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p>
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(3) Announcement of Results

- 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	<p>SIT graduates : 602,500 円</p> <p>Non-SIT University graduates : 862,500 円</p>
Payment for admission	August 21, 2025 (Thu)
Bank Information	<p>Bank Name: Mizuho bank</p> <p>Branch Name: Hamamatsucho</p> <p>Account: Ordinary Savings Account 3271331</p> <p>Shibaura Institute of Technology daigakuin nyugakukin-guchi</p>

- ※ 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

Graduate School Section of Engineering and Science Master's Program

(AY2025／Yen)

	Payment / Yen					
	Year 1			Year 2		
	1 st Sem. (Enrollment Fee)	2 nd Sem	Total	1 st Sem	2 nd Sem	Total
Admission Fee*	(260,000)	—	(260,000)	—	—	—
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 (862,500)	602,500	1,205,000 (1,465,000)	652,500	652,500	1,305,000

※ 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.

【S.I.T. Support Association Fee】

(Yen)

Cost	First Year Spring Semester	Second Year Fall 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 S.I.T. 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.

※The amount in parentheses is the cost applicable to those who are not graduates of our university.

【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 admission 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 グローバル理工系人材育成大学院給付奨学金(Global Human Resource Development in Science and Engineering)

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

<https://www.shibaura-it.ac.jp/examinee/graduate/tuition.html>

② Japan Student Services Organization (Type 1) (loan, non-interest bearing) / Japan Student Services Organization (Type 2) (loan, interest bearing)

※Foreign students are excluded.

Applicants enrolling in graduate school in Fall 2025 can apply to JASSO enrollment-based scholarship program.

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

<https://www.shibaura-it.ac.jp/examinee/graduate/tuition.html>

Application period in SIT (plan) : September, 2025

*Details will be announced separately when determined

Selection period (plan) : End of December, 2025

Scholarship Disbursement Start Date : End of December, 2025

8. Education Research Field and Supervisor List

- You can check the faculty members through the [faculty list](#) when applying. Please verify whether your desired faculty member is listed under "Supervisor" "Co-Supervisor," or "Research Collaborator."
- The number of acceptance approvals required varies depending on the category. Please refer to the list below and request acceptance approval through TAO.

Desired Faculty Member	A combination of faculty members from whom you will receive acceptance approval	依頼書類	TAO Menu
A. Supervisor	Supervisor (6 only)	6 Letter of Acceptance (Supervisor) *	
B. Co-Supervisor	Supervisor and Co-Supervisor (6 & 7)	7 Letter of Acceptance (Co-supervisor)	
C. Research Collaborator	Supervisor and Research Collaborator (6 & 8)	8 Letter of Acceptance (Research Collaborator)	
A. Supervisor with ◎	Supervisor and Sub-Supervisor (6 & 9)	9 Letter of Acceptance (Sub-Supervisor)	

<Electrical Engineering and Computer Science>

Department	Research Guidance	Supervisor	Co-Supervisor	Research Collaborator
Materials and Devices	Functional Material Engineering	YAMAGUCHI Masaki		
	Photonic Devices Engineering	YOKOI Hideki		
	Seminar in semiconductor physics and devices	ISHIKAWA Yasu	B	C
	Solid-state physics on quantum materials	NAKANISHI		
Circuits and Control	Electronic circuit engineering	KOIKE Yoshikazu		
		SASAKI Masahiro		
		MAEDA Yoshihiro		
		PREMACHANDRA		
		CHINTHAKA		
	Electric Machinery and Applications	AIISO Kohei	SAITOH Makoto	

9. On the Pre-Qualification of Application (To applicable person only)

With the aim of fostering researchers and professionals with high expertise while responding to the demands arising from advancements in science and technology, as well as changes in society and the economy, the Graduate School of Shibaura Institute of Technology carefully evaluates individual competence and welcomes individuals who have sufficient research capabilities, even if they have not graduated from a university.

(1) The case when a Pre-qualification is required:

An applicant who meets the qualification requirements under 2.(2) Application Qualification ⑨ is required to undergo a pre-qualification process.

(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.(Download from the application guidelines page.)
② Personal Sheet	Use the designated form.(Download from the application guidelines page.)
③ Certificate of Graduation/Enrollment of applicant's affiliated school	A combined document of the ③graduation certificate and ④ academic transcript is also acceptable.
④ Transcript of the applicant's affiliated school	
⑤ Research Plan and Schedule	Use the designated form.(Download from the application guidelines page.)
⑥ Achievement Report or equivalent	Summary of your final year project, for instance. Free form.
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 Master’s Program” in the email subject line. Complete all documents into one ZIP file.

※ If you are unable to scan booklets or books of ⑦, please state this in the email when submitting the documents and send it separately by post mail, the latest May 7th 2025 (Wed).

(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

The application qualification screening fee is free of charge.

(5) Selection Process

The evaluation will be based on the oral examination (interview), research proposal, summary of achievements, and other relevant documents.

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) Has the "Student" residence status	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) Has the "Short-Term Stay" residence status	As a rule, please leave the country once and apply for the "Student" residence status. For more details, please refer to (d)
c) Has a residence status other than "Student" or "Short-Term Stay" (e.g., "Permanent Resident," and "Family Stay,")	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) Does not have a residence status (new acquisition of residence status)	<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 admission 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 admission 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 「Master's (Working Adults) Application+ Your name」 in the email title when emailing.