

Shibaura Institute of Technology

Graduate School of Engineering and Science

Doctor's Program

General Entrance Examination／Working Adults

Spring 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 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 \(shibaura-it.ac.jp\)](http://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 make sure that the content of your research plan matches the research field of the supervisor/faculty member you wish to be supervised.
- ※ You are not able to apply for pre-consultation to more than one faculty member at a time.
- ※ English test score reports 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 【October 31st(Thu.) 16:00】
- ※ A score certificate of the Japanese Language Proficiency Test or a certificate confirming the results of the Examination for Japanese University Admission for International Students "Japanese" (for international students) is [optional] to be submitted at the time of pre-consultation. However, if you wish to take an examination in Japanese but you will not submit at the time of the Entrance Examination application, international students may not be able to complete the application for some entrance examinations. (Screenshots from PC/ mobile etc. are not acceptable) For those who do not have the score certificate during the pre-consultation, please prepare or sit for the test as soon as possible.
- ※ 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, and the university will not leak and share the applicant’s personal information to any third party.

(3) Security Trade Control (Export Control)

Shibaura Institute of Technology (SIT) checks them at any case of technology transfers, or the entries of researcher or student based on rules of the Foreign Exchange and Foreign Trade Act and related laws and regulations.

Therefore, you will be required to change the education or research you (will) desire in case it is (will be) possibly regulated.

Please refer to the website of the Ministry of Economy, Industry and Trade (METI) for detail;

<http://www.meti.go.jp/policy/anpo/index.html>

(4) Reasonable accommodation for Examination and Study

SIT accept consultation (consideration for examination and study) for applicants with physical or other disabilities. Applicants with visual impairment, hearing impairment, physical disability, speech and language impairment, chronic illness, developmental disability, etc. who wish to receive special consideration for examination and study must apply for reasonable accommodation.

《How to apply》

Target person: Applicant for Reasonable Accommodation

How to apply: Answer the items in the Application for Reasonable Accommodation for Examination and Study in the designated TAO form during the application period.

Please upload on TAO, a scan data of your medical certificate issued by medical institution or disability certificate (Refer to 2. On the application,(8)Application documents ⑭).

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

You can apply for this course if you meet all the following requirements.

- You meet one of the requirements of “3. Qualification for Applicants”.
- You are working in the public office, company or organization and your superior or boss has authorized your application for this doctor’s program.
- As a general rule, applicant is supposed to enroll in the doctor’s program while continuing to work full-time.

(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 March 2025.
- ② Those who have received or expect to receive a degree by the end of March 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 March 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 March 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 March 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 March 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 (Note 1).

(Note1) 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 ⑥⑦, 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

Application must be completed on Online system called TAO by the deadline for Documents submission period.

- ① (All applicants who are NOT from SIT) Confirm the Pre-consultation Period and the Pre-consultation on The Admissions Office (TAO), Obtain a "Pre-consultation Completion Form" from the faculty member you wish to be supervised by on TAO (if acceptable). [Pre-Consultation | Shibaura Institute of Technology \(shibaura-it.ac.jp\)](https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html)
- ② (All applicants) Have a meeting with the faculty member to discuss the timing of your application and the content of your research. (Depending on the faculty member, a meeting may be held prior to the submission of the "Pre-consultation Completion Form".)
- ③ (All applicants) Download the application guidelines and read them carefully.
<https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>
- ④ (All applicants) Prepare the necessary documents and convert them into data as instructed by the application guidelines. Encrypt required information and upload the required documents within the online application system acceptance period.
- ⑤ (All applicants) During the online application system acceptance period, request the supervisor who agreed to accept you to issue a letter of acceptance.
- ⑥ (Other than current SIT regular students) During the documents submission period, make a request for recommender to create a recommendation letter. (SIT research students or alumni are also required to make a request)
- ⑦ (All applicants) Check your application thoroughly on any defects or incomplete information. Pay the examination fee during the online application system acceptance period and complete your application on TAO. **Application completed**

(5) Examination Schedule

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

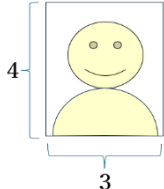
	Due Date and Time (JST)	Note
Pre-Consultation Period	By October 31st, 2024 (Thu.), 16:00	
Application Period	November 16th, 2024 (Sat.), 12:00 ~November 29th, 2024 (Fri.), 16:00	• Online Application System (TAO)
Interview Date	January 29th, 2025(Wed.)	• Online using Zoom, the web conference service • The date and time of the oral examination will be notified by January 22nd (Wed.) by TAO.
Announcement of Results	February 13th, 2025 (Thu.), 13:00	• It will be updated on TAO's personal page
Payment for admission	February 28th, 2025 (Fri.)	• Payment must be deposited into the designated account of our university by this date

The selection method and important notes are as follows.

- Selection is done by document assessment and oral examination.
- Acceptance judgement is based on the submitted document and an oral examination.
- We cannot accept requests for changes to exam dates and times.
- All oral examinations will be conducted online. Applicants are requested to prepare a PC, communication environment, web camera, microphone, and a tranquil environment to take the exam online.
- 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.

Application Documents	Type	Submission Method or Requirement
① Application Form	Direct input into TAO System	<p>★Please fill-in the form on TAO [Application Form]</p> <ul style="list-style-type: none"> If you were not be able to fill your fields in provided column such as academic background and work history, due to the limited space or etc, you can submit it separately at 「Submitted Documents」 in TAO's designated form as 「Other Documents」
② Face Photo	JPG	<p>★Please upload the 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. 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> 
③ Entrance Examination Fee (¥ 35,000) ※SIT University graduates who are applying as Working-Adults (¥15,000)	—	<p>★Please make a payment by TAO [Examination fee payment].</p> <ul style="list-style-type: none"> Select the payment method from two types : credit card payment and convenience store payment. Paying by “Papyrus mate in Campus” is not permitted. <u>Please kindly bear all remittance fees.</u>
④ Transcript Certificate with GPA <Other than current SIT students >	PDF (Scan Data)	<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 Upload the certificate issued in the name of the president of the latest (including prospective) educational institution. ※If the original is written in a language other than Japanese or English, the original must be merged with the English version translated by an official organization and submitted. Transfer students must also submit transcript from before their transfer. <u>Submit a transcript certificate with GPA.</u> If the GPA is not written on the transcript certificate from your university, request a separate document with the GPA and the name of the university, merge the file with the transcript, and upload it. 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.
⑤ Certificate of Graduation or Certificate of Expected Graduation <Other than SIT students >	PDF (Scan Data)	<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. Upload the certificate issued in the name of the president of the latest (including prospective) educational institution. ※If the original is written in a language other than Japanese or English, the original must be merged with the English version translated by an official organization and submitted. 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 there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both.

Application Documents	Type	Submission Method or Requirement
		<p><Those who are other than above></p> <p>Those who have received (or expect to receive a master's degree or professional degree out of Japan should upload the document to certify the degree award.</p> <p>* As we need to check if you meet the application qualifications, please contact to the Graduate School Section <u>before November 22nd (Fri.)</u>.</p>
⑥ Reason of Application	PDF (Designated form)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> • Download the specified form from the designated forms on the website. • Write in 1 page of A4 size paper. • Must be described in English.
⑦ Research Plan and Schedule	PDF	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> • Write in about 2 pages (image included) of A4 size paper. • Must be described in English. • Be sure to describe any ethical considerations in the conduct of the research or with respect to the research results.
⑧ Letter of Acceptance	Direct Input into TAO System	<p>★Please complete the 「Letter of Acceptance」 form on TAO.</p> <ul style="list-style-type: none"> • Requests must be made after all items except for the "Confirmation Check Sheet " have been completed and submitted. <p>*Do not request a "Letter of Acceptance" if any of these items have not been filled out or are in the process of being filled out.</p> <ul style="list-style-type: none"> • Enter the prospective supervisor and send a request to do an acceptance process. • Allow enough time for request to the supervisor so that you can complete the Acceptance procedures before the application deadline.
⑨ Letter of Recommendation	Direct Input into TAO System	<p>★Please complete the 「Letter of Recommendation」 form on TAO.</p> <ul style="list-style-type: none"> • 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. • In the case of applicants for the special entrance examination for working adults who wish to continue their studies while employed, the current supervisor must prepare the document.
⑩ Research Achievement	PDF (Designated form)	<p>★Please upload the file on TAO [Submission Materials]</p> <ul style="list-style-type: none"> • Download the specified form from the designated forms on the website.
⑪ Abstract of Master's thesis	PDF	<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.

Application Documents	Type	Submission Method or Requirement
<p>⑫ English Test Score Report</p> <p>< Other than current SIT students ></p> <p>or</p> <p>Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English.</p> <p>< Those who have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English only ></p>	PDF (Scan Data)	<p>★Please upload the file on TAO [Submission Materials]</p> <p>< English Test Score Report ></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 November 30, 2022, are acceptable.</u> <p>< Shibaura Institute of Technology Students Only ></p> <ul style="list-style-type: none"> • We will use the highest score of the TOEIC score registered in S*gsot Portfolio. If there is no score registration in S*gsot Portfolio before the online application system acceptance period end, the application will be rejected, so be sure to check for it by yourself. <p><Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English.></p> <ul style="list-style-type: none"> • The submission of the Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English shall be substituted for the English Test Score Report. (Documents indicating the Medium of instruction, etc.)
<p>⑬ Residence Card and Passport Copy</p> <p>< Foreign Students only ></p>	PDF (Scan Data)	<p>★Please upload the file on TAO [Submission Materials]</p> <p>< Passport ></p> <ul style="list-style-type: none"> • Submit scan data of the Passport page which has the face photo. <p>< Residence Card ></p> <ul style="list-style-type: none"> • Only for those who reside in Japan, submit scan data of both side of the card.
<p>⑭ Medical certificate or Disability certificate Copy</p> <p>< Applicant for Reasonable Accommodation only ></p>	PDF (Scan Data)	<p>★Please upload the file on TAO [Submission Materials]</p> <p>< Medical certificate ></p> <ul style="list-style-type: none"> • Submit scan data of medical certificate issued by medical institution <p>< Disability certificate ></p> <ul style="list-style-type: none"> • Submit scan data of disability certificate issued by local government <p>-For card type, front and back sides of the card. -For paper type, a page with a photo of the face</p>

Application Documents	Type	Submission Method or Requirement
<p>⑮ Verification Report of China Higher Education Qualification Certificate (中国高等教育学历认证报告)</p> <p>< Those who have graduated from an institution of higher education in China only ></p> <p>or</p> <p>教育部学籍在线验证报告</p> <p>< Those who will graduate from an institution of higher education in China only ></p>	Submission directly from CHSI to the Graduate School Section	<p>★Apply for issuance to CHSI</p> <ul style="list-style-type: none"> • Please apply for the issuance of electronic data of the verification report in English from the following page. <p>CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp</p> <ul style="list-style-type: none"> • Please apply early so that the electronic certification email from CHSI is sent directly to our university (daigakuin@ow.shibaura-it.ac.jp) by the application deadline. • If the data from CHSI arrives at our university before the application start date, it will be accepted if you plan to take the exam within the same academic year. • Data submitted through the applicant is not acceptable.
<p>⑯ 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> <p>< Those who will graduate or have graduated from an institution of higher education in China only ></p>	Submission directly from CHSI to the Graduate School Section	<p>★Apply for issuance to CHSI</p> <ul style="list-style-type: none"> • Please apply for the issuance of electronic data of the verification report in English from the following page. <p>CHSI (中国高等教育学生信息网) https://www.chsi.com.cn/en/pvr/index.jsp</p> <ul style="list-style-type: none"> • We will not accept any data submitted via the applicant. • If the data from CHSI arrives at our university before the application start date, it will be accepted if you plan to take the exam within the same academic year. • Data submitted through the applicant is not acceptable.
⑰ Confirmation Check Sheet	Direct Input into TAO System	<p>★Please fill-in the form on TAO [Confirmation Check Sheet]</p> <ul style="list-style-type: none"> • Please read the confirmation items displayed on the form and submit by checking the checkbox.

(7) Entrance Examination Fee

- The Entrance Examination fee is 35,000 yen. For graduates of our university who are taking the special selection for working adults, the admission examination fee is 15,000 yen. The payment method will be provided separately, so please be sure to contact the Graduate School Office before applying (paying the examination fee through TAO).
- Please make the payment on TAO.
- The payment method is by convenience store payment or credit card payment; hence payment by other means cannot be accepted.
- Payment method by certificate issuing machine (Papyrus mate) in the campus is not permitted.
- It may take time to reflect in the system, so ensure to make the payment by 12 o'clock on the deadline date.
- The applicant (payer) is responsible for any remittance fees.
- Please note that once the application fee has been paid, it is non-refundable for any reason. However, if any of the eligible reasons apply, the application fee may be refunded upon request.
If you wish to apply for a refund, please see the [Guide for Refund of Admission Application Fee](#) and submit your request sheet by the deadline.

(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) Examination ID Number

After the online application system acceptance period is over, examination ID numbers will be assigned, and the result will be uploaded to the message form in the online application system (TAO).

※It may take 3 to 4 weeks to be notified the examination ID number due to the time required for document screening.

(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 on February 13th (Thu.), 2025.
- For your information, we will not respond to any inquiry on this matter 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	February 28, 2025 (Fri.)
transfer destination	Bank Name: Mizuho bank Branch Name: Hamamatsucho Account: Ordinary Savings Account 3271331 Shibaura Institute of Technology daigakuinnyugakukinn-guchi

- ※ Appropriated for the first semester of tuition fee for the doctor's course.
- ※ We do not accept any payments made after the payment deadline.
- ※ The enrollment procedure fee must be credited to the designated university account by the payment deadline. If you are unsure how long it will take for the payment to be credited, please check with your respective financial institution.
- ※ 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.
- ※ If you wish to make a bank transfer over the counter, please have the Entrance Procedure Fee Transfer Form sent by TAO ready at hand and make the transfer at the counter after transcribing it on the transfer request form.
- ※ 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 February, 2025	Scheduled to be notified of the account information and payment due date through TAO.
End of February, 2025	Those who have paid the fee will be notified of information such as forms to be submitted during the enrollment procedures, information on registration of information related to student registration, confirmation of the name on the student ID card, and the date of the enrollment procedures (date of issuance of the student ID card) etc. through TAO.
End of March, 2025	Submission of Admission documents, issuance of the student ID card Information about various guidance will be notified.

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 will be waived for SIT graduates. The price of inside () is applicable to other than SIT graduates.

【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

For those who have submitted a [notice of withdrawal](#) by the end of March 2025, the deposit will be refunded upon request, excluding the admission fee. There is a notice/ letter of admission decline, a designated form by the University, so please contact the Graduate School Section in this matter. Please be sure to submit the designated form even if you have not made payment of the admission fee by the due date.

Under the academic regulations of our graduate school, it is not possible to take a temporary leave during the first semester of the first year of enrollment. Therefore, if you have a circumstance that prevents you from engaging in your studies immediately after admission, please be sure to complete the procedures for declining admission by the above date.

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*)Spring】

Around End of March to April, 2025 (details will be announced separately when determined.)

【Selection period (plan)】 July 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. (Please download the form from the web page of the Application Guideline)
② Personal Sheet	Use the designated form. (Please download the form from the web page of the Application Guideline)
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).
⑦Resources 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
November 22nd, 2024 (Fri.)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 Graduate School of Engineering and Science, Doctor’s Program General Entrance Examination Selection (Spring Enrollment)” in the email subject line. Complete all documents into one ZIP file.

※ If ⑦ cannot be scanned because it is a booklet or book, please state this information in the email when submitting other documents and send it separately by post mail by November 22nd, 2024 (Fri.).

(3) Pre-qualification Examination Date

Pre-qualification Examination Date	Venue and Time	Result notification
December 20th, 2024 (Fri.)	Online (TBA)	January 16th, 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”

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

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

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

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

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

【Necessary documents for the application of status of residence’s issuance procedure】

- 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.
Title : : Necessary documents for the application of status of residence’s issuance procedure + your name
Content :
 - Examination number, name
 - Necessary procedure name (Period of extension of period of residence, application for change of status of residence or new acquisition of status of residence)
 - Attachment of scanned data of residence card (only in case of application for permission to renew period of residence / application for change of status of residence)
- After confirming the status of payment transfer of the applicant's admission fee, SIT Graduate School Section will issue the required documents
- We will inform by email on the issuance date of the documents, therefore please come to Graduate School Section to collect the document for your next procedure of application (for the issuance of CoE by the Immigration Bureau, we will deliver the CoE by EMS airmail to your home address).
- The issuance of status of residence procedure takes weeks to complete. Make sure each student is responsible for managing his / her period of stay and taking necessary procedures accordingly.

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 (Spring Enrolment) Application+ Your name」 in the email title when emailing.