Shibaura Institute of Technology

Graduate School of Engineering and Science, Master's Program

Special Selection for Working Adult

Application Guideline

Spring Semester FY2025 Enrollment

【Table of Contents】

1. Introduction

(1) Pre-consultation

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)

《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 【May 31st (Fri.) 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.
Application document:	A scan data of your medical certificate issued by medical institution or disability certificate (upload on TAO)

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	110
	Materials Science and Engineering Course		40
	Applied Chemistry Course		30
	Mechanical Engineering Course		85
	Civil Engineering Course		25
	Architecture and Architectural Engineering Course	Master of Architecture or Engineering in Architecture and Architectural Engineering	110
	Systems Engineering and Science Course	Master of Science in Systems Engineering and Science	75
	Global Course of Engineering and Science	Master of Science in Engineering	10

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

※　Please refer to the official website for an overview of each major and admission policy.
https://www.shibaura-it.ac.jp/en/academics/graduate-school/gces.html

(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 March 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 "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 March 2025.
③ Those who have completed 16 years of school education abroad and who are expected to graduate by the end of March 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 March 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 March 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 March 2025.
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 March 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 March 2025. (*1)

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   Regarding qualification ⑧, it will be an examination through "Shibaura Institute of Technology Graduate School of Engineering Master's Program Special Selection Examination for University Third-Year Graduates' Graduate School Enrollment." Please consult the Graduate School Section in advance as there are other conditions.

  *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 March 2025, admission will not be permitted.

⑷ 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)

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 with a password 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. (TAO Submitted)

⑸ 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	May 31st (Fri) 2024, 16:00	
Application Period	June 16th-17th 2024 (Mon) 12:00 ～June 28th 2024 (Fri.) 16:00	・Online Application System (TAO)
Interview Date	August 20th, 2024 (Tue.) or August 21st, 2024 (Wed.)	・Online using Zoom, the web conference service ・The date and time of the oral examination will be notified by August 1st (Thu.),

	Due Date and Time (JST)	Note
Announcement of Results	September 12nd ,2024 (Thu.) 13:00	・It will be updated on TAO's personal page
Payment for admission	January 15th, 2025 (Wed.)	・Payment must been deposited into the designated account of our university

(6) Selection Process

・ Selection is done by document assessment and oral examination.

・ Acceptance judgement is based on the submitted document and an oral examination.

・ The date and time of the oral examination will be notified by August 1st (Thu.), after accepting the application and setting the interview order.

・ 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 in order to take the exam online. If problems with the applicant's equipment or communication environment affect the content of the examination on the date of the examination, no retests or time changes will be made.

(7) Application Documents

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

*SIT: Shibaura Institute of Technology

Application Documents ＜Target person of submission＞	Type	Submission Method or Requirement
① Application Form	Direct input into TAO System	★Please fill-in the form on TAO [Application Form] ・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	★Please upload the file on TAO [Application Form] ・4cm*3cm, Photo taken within 3 months before application （Upper body・Front ・No hat・No frame） ・Upload files less than 500 KB. ・For successfully enrolled applicants, the photo will also be used for your Student's ID card
③ Entrance Examination Fee （￥35,000） ＜All Applicant＞ ※ SIT Graduates （¥15,000）	－	★Please make a payment by TAO [Examination fee payment]. ・ Select the payment method from two types : credit card payment and convenience store payment. ・Paying by "Papyrus mate in Campus" is not permitted. ・Please kindly bear all remittance fees.
④ Transcript Certificate	PDF (Scan Data)	★Please upload the file on TAO [Submission of Documents] ・Please note that current SIT Research Students are also required to submit this document. ・Graduates of SIT are required to submit certificates obtained through PapyrusMate or convenience store. ・Submit certificate of the course you have obtained (including the prospects) of your undergraduate degree completion.

Application Documents <Target person of submission>	Type	Submission Method or Requirement

		・If you are a transfer student, please submit a pre-transfer certificate.
		・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.
		・In case that your official transcript from the university does not include GPA, please provide following merged file :
		  1. Official transcript from your university
		  2. Document certifying GPA or screenshot from the university's grade confirmation website showing GPA (including university name and your name)"
		・It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload data as ④ and leave ⑤ blank.

⑤ Certificate of Graduation or Certificate of Expected Graduation	PDF (Scan Data)	★Please upload the file on TAO [Submission Materials] ・Please note that current SIT Research Students are also required to submit this document. ・Graduates of SIT are required to submit certificates obtained through PapyrusMate or convenience store. ・Submit a Bachelor degree certificate. ・It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload data as ④ and leave ⑤ blank. ・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. ・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.
⑥ Reason of Application	PDF (Designated Type Available)	★Please upload the file on TAO [Submission Materials] ・Please use the designated type/style published in the application guideline page. ・Write in 1 page of A4 size paper. ・Must be described in English.
⑦ Research Plan and Schedule	PDF (Designated Type Available)	★Please upload the file on TAO [Submission Materials] ・Please use the designated type/style published in the application guideline page. ・Write in about 2 pages (image included) of A4 size paper. ・Must be described in English. <**For Applied Chemistry Course Applicant Only**> ・Instead of a research plan, create a graduation research overview (a summary should be two A4 sheets of paper including figures, and the research results and implications are about two-thirds of the total.) to be uploaded in a PDF file. ・Please use designated format which published in application form.
⑧ Work Achievement/Contribution Summary	PDF	★Please upload the file on TAO [Submission Materials] ・No specification of style ・Create in A4 size ・Must be described in English.
⑨ Letter of Acceptance	Direct Input into TAO System	★Please request [Letter of Acceptance] via TAO ・Requests must be made after all items except for the "Confirmation Check Sheet" have been completed and submitted.

Application Documents ＜Target person of submission＞	Type	Submission Method or Requirement
		・Select the name of the supervisor whom you are going to be supervised to, and send a request for preparation of the acceptance letter.
		・If the supervisor you want to be supervised is "Co-supervisor／Research Collaborator", obtain an acceptance letter from both "Supervisor" and "Co-supervisor／Research Collaborator" through TAO. (Send a total of 2 requests for this matter).
		・Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.
⑩ Letter of Recommendation	Direct Input into TAO System	★Please complete the [Letter of Recommendation] form on TAO. ・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. ・Allow for ample days for this request to the recommender as to be able for it to be received and completed before the application system deadline period.
⑪ English Test Score Report or Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English. ＜ Those who have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English only ＞	PDF (Scan Data)	★Please upload the file on TAO [Submission Materials] ＜ English Test Score Report＞ ・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 scan data of officially issued score reports. (Screenshot from the Computer PC is not accepted) ・Score of IP Test cannot be accepted (Only those taken at SIT can be accepted). ・Only scores that were taken two years or more before the application acceptance period and able to submit the scores to TAO. (Score taken on or after June 28, 2022) ＜**Document certifies that have obtained a degree from a higher education institution by taking classes and receiving research guidance etc. in English.**＞ ・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.)
⑫ Residence Card and Passport Copy ＜Foreign Students only＞	PDF (Scan data)	★Please upload the file on TAO [Submission Materials] ＜Passport＞ ・Submit scan data of the page which has the face photo. ＜Residence Card＞ ・Only for those who reside in Japan, submit scan data of both side of the card.

Application Documents ＜Target person of submission＞	Type	Submission Method or Requirement
⑬ Medical certificate or Disability certificate Copy ＜Applicant for Reasonable Accommodation only＞	PDF (Scan data)	★Please upload the file on TAO [Submission Materials] ＜Medical certificate＞ ・Submit scan data of medical certificate issued by medical institution ＜Disability certificate＞ ・Submit scan data of disability certificate issued by local government -For card type, front and back sides of the card. -For paper type, a page with a photo of the face
⑭ Verification Report of China Higher Education Qualification Certificate（中国高等教育学历认证报告）＜Those who have graduated from an institution of higher education in China only＞ or 教育部学籍在線験証報告 ＜Those who will graduate from an institution of higher education in China only＞	Submission directly from CHSI to the Graduate School Section	★Please note that we will not accept any data submitted via the applicant. ・Apply for the issuance of electronic 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 ・The deadline for submission is within the acceptance period of the online application system（TAO）.
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）＜Those who will graduate or have graduated from an institution of higher education in China only＞	Submission directly from CHSI to the Graduate School Section	★Please note that we will not accept any data submitted via the applicant. ・Apply for the issuance of electronic 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 ・The deadline for submission is within the acceptance period of the online application system（TAO）.
⑯ Confirmation Check Sheet	Direct Input into TAO System	★Please fill-in the form on TAO [Confirmation Check Sheet] ・Please read the confirmation items displayed on the form and submit by checking the checkbox.

（8）**Entrance Examination Fee**

・ The Entrance Examination fee is 35,000 yen. The Entrance Examination fee will be 15,000 yen for those who are SIT University graduates who are applying as Working-Adults.

- The applicant (payer) is responsible for any remittance fees (please confirm the amount of remittance fees for convenience store payment or credit card payment when you pay the application fee on TAO).
- Please 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 refer to the following and submit your request by the deadline. Please see the following URL for the detail.
  Refund of Admission Application Fee guide
  Application Form for Refund of Admission Application Fee

⑼ 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.
- We do not accept application after the acceptance period.
- Be sure to check that you have completed your application by the deadline, that your application is marked as "Submitted" in the system, and that you have received an application completion e-mail from TAO. (If you do not receive the email, please check your junk mailbox, etc.)
- 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.

3. Examination

⑴ 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

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	The presentation should explain the following: （1）Reason for pursuing to Graduate School：about 3 minutes （2）Graduation research contents：about 9 minutes （3）Research Plan for Graduate School：about 3 minutes 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.
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	Please submit a Word file outlining your motivations and research ethics, totaling approximately 1,000 words. (Details regarding the submission of the Word file will be announced when scheduling the examination). Prepare a PowerPoint presentation about graduation research, focusing on the background, purpose, significance, research plan, and experimental (research) progress (results). (The pages number depends on you, but just to make sure that the presentation should be less than 5 minutes)
Contents of Questions	5 minutes of PowerPoint presentation. 15 minutes of questions about basic academic skills, mainly about the background of research, and questions and answers about research and motivation for applying. Total is 20 minutes.
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	【Electronic Information Department】【Social and Environmental Department】【Life Sciences Department】 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. 【Machine Control Department】 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. 【Mathematical Science Department】 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 presented presentation contents.
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	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: 【1.Architectural Planning Department、Architectural History Department】 20 mins of oral examination : Presentation (7 mins), Q&A (13mins) 【2.Architectural Design Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【3.Environmental Engineering Department】 20 mins of oral examination : Presentation (10 mins), Q&A (10mins) 【4.Building Structure Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【5.Industrial Engineering Department】 20 mins of oral examination : Presentation (8 mins), Q&A (12mins) 【6.City Planning Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)
Preparation Materials	【1. Architectural Planning Department、Architectural History Department】 Please submit your explanatory materials summarizing your works and research in PDF format (10MB 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".

	【2. Architectural Design Department】 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) Please share your portfolio ② during the oral examination. Portfolio ① (PDF 10MB or less): For pre-interview. Format is free (more than 2 works). 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) 【3. Environmental Engineering Department】 The oral examination is conducted online using PowerPoint. Please submit a summary of your graduation research (format is free) and a date of presentation to your desired professor in advance. Please follow the instructions of your desired professor regarding the submission date. 【4. Building Structure Department】 The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination. The detailed instructions will be provided later. 【5. Industrial Engineering Department】 Your desired professor will instruct you on the documents to bring with you for the pre-interview. The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination. 【6. City Planning Department】 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 on your computer at the time of the oral examination.
Contents of Questions	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. 【1.Architectural Planning Department、Architectural History Department】 In the oral examination, explain the reason for application, research plan, works and research etc. and then Question & Answer about them. 【2. Architectural Design Department】 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. 【3. Environmental Engineering Department】 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. 【4. Building Structure Department】 In the presentation, please explain the reason for application, your research plan for master program and your graduation research. Also, Question & Answer session on the general knowledge in the field of Building Structure. 【5. Industrial Engineering Department】 Please explain the following in the presentation. ・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. 【6. City Planning Department】 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.
Others	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. 【1.Architectural Planning Department、Architectural History Department】 Please conduct a pre-interview with your desired professor at least 15 days before the end of the application period. Your desired professor will instruct you about the documents to be brought in for the pre-interview. 【2. Architectural Design Department】 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. 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. 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. 【3. Building Environmental Facilities Department】 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. 【4.Building Structure Department】 Your desired professor will instruct you about the documents to be brought in for the pre-interview. 【5.Industrial Engineering Department】 Your desired professor will instruct you about the documents to be brought in for the pre-interview. 【6. City Planning Department】 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. If you fail to complete the pre-interview with your desired professor by the deadline, he/she may not approve your application. Your desired professor will instruct you about the documents to be brought in for the pre-interview.

（3） Announcement of Results

・ The result announced on TAO's personal page at 13：00 September 12th (Thu), 2024

・ 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.

Please make sure to share information about the pre-admission information to the graduate school from the applicant to the guarantor and the payer of tuition.

Amount	SIT University graduates：602,500 円
	Non-SIT University graduates：862,500 円
Payment for admission	January 15th, 2025（Wed.）
Bank Information	Bank Name:　Mizuho bank
	Branch Name: Hamamatsucho
	Account:　　Ordinary Savings Account 3271331
	Shibaura Institute of Technology daigakuinnyuugakukinn-guchi

※　Appropriated for the first semester of tuition fee for the master's course.

※　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.

※　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

End of November, 2024	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. though 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

〔The tuition fees for the AY 2025 are currently undetermined. Please refer to AY2024 for reference.〕
Graduate School Section of Engineering and Science Master's Program

(Reference: AY2024／Yen)

	Payment / Yen					
	Year 1			Year 2		
	1st Sem.	2nd Sem.	Total	1st Sem.	2nd Sem.	Total
Admission Fee*	(260,000)	—	(260,000)	—	—	—
Tuition Fee	510,500	510,500	1,021,000	560,500	560,500	1121,000
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

【SIT Parents Association Fee】

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

① Parents of enrolled students should be enrolled at the same time as the enrollment of students as a regular member of Shibaura Institute of Technology Support Association.
② Amount of admission fee and membership fee (30,000 yen for 2 years) are shown in the chart on the left.
③ Admission fee is waived for the graduate of Shibaura Institute of Technology who become a full member when entering at the undergraduate school.
※ () is the amount to be paid for those who graduate other than Shibaura Institute of Technology

【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 グローバル理工系人材育成大学院給付奨学金（給付）（Only for Current SIT students or SIT graduated students）
For more details, please refer to the scholarship guideline. (Japanese only)
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.
Application period in SIT（plan）: 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
https://www.shibaura-it.ac.jp/examinee/graduate/tuition.html

8. Education Research Field and Supervisor List

· Please confirm whether the desired faculty member in the faculty list is a "Supervisor" or an " Co-Supervisor/Research Collaborator. If he/she is a "Supervisor," obtain consent from that faculty member.

· If you wish to receive guidance from "Co-Supervisor/Research Collaborator", you must obtain consent from both the "Supervisor" and either the "Co-Supervisor" or the "Research Collaborator (indicated with ◇)" for a total of 2 consents.

· If a faculty member is marked with ◎ before their name and you wish to receive guidance from them, you must decide on a "sub-supervisor" in advance, so please consult with the supervisor beforehand (No need to obtain consent from sub-supervisor).

· Global Course of Engineering and Science
The generic Research Title in GEneS is "Advanced Science and Innovative Engineering".
Please find your preferred supervisor from the list below including professors in GEneS and concurrent professors.
https://www.shibaura-it.ac.jp/en/academics/graduate-school/gces.html

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.(2)Application Qualification ⑨ 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 Certificate of Graduation/Enrollment of applicant's affiliated school	A document mixed up of ③ and ④ will also be accepted.
④ Transcript of the applicant's affiliated school	
⑤ Research Plan and Schedule	Use the designated form
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

※ SIT shall ask the applicant to submit document(s) other than the 7 documents mentioned above in case SIT 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 24th, 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, Master's Program Working Adults" 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, the latest by May 24th (Fri).

(3) Pre-qualification Examination Date

Pre-qualification Examination Date	Venue and Time	Result notification
June 7th, 2024 (Fri.)	Online (TBA)	June 17th, 2024 (Mon.)

(4) Pre-qualification Fee

Pre-qualification is made at no charge.

(5) Selection Process
　　An applicant will be qualified by face-to-face 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.
　　-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 「Master's (Working Adults) Application+ Your name」 in the email title when emailing.