

Shibaura Institute of Technology

Graduate School of Engineering and Science, Master's Program

Recommendation Selection Guideline

Fall Semester AY2026 Enrollment

【Contents】

- 1. Introduction**
 - (1) Pre-consultation
 - (2) Handling of Personal Information
 - (3) Security Trade Control (Export Control)
 - (4) Reasonable accommodation for Examination and Study
- 2. On the Application**
 - (1) Major/Course, Degree, Capacity of Admission
 - (2) Application Qualification
 - (3) Procedure of Application
 - (4) Schedule
 - (5) Application Documents
 - (6) Entrance Examination Fee
 - (7) Important Notes
- 3. Examination**
 - (1) Examination ID Number
 - (2) Announcement of Results
- 4. Admission procedure**
 - (1) Payment for Admission
 - (2) Entering Admission Procedure
 - (3) Admission Schedule
- 5. Tuition Fee**
- 6. Regarding the Inability to Withdraw from Admission**
- 7. Scholarship Information**
- 8. Education Research Field and Supervisor List**
- 9. Acquisition of Status of Residence as "Study Abroad" (Foreign Nationals only)**
- 10. Inquiries**

1. Introduction

(1) Pre-consultation

Please inform your desired faculty member of your intention to apply before submitting your application. There is no need to complete the pre-consultation procedure through the online application system, The Admission Office (TAO).

(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 support, learning instructions and emergency contact, after the applicant’s admission. SIT manages and stores personal information provided by applicants under a strict management system in accordance with the Shibaura Institute of Technology Personal Information Protection Regulations.

(3) Security Trade Control (Export Control)

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 may be requested to change the education or research you (will) desire if it is possibly regulated.

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

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

(4) Reasonable accommodation for Examination and Study

SIT accepts 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/Course, Degree, Capacity of Admission

Graduate School	Major/ Course	Degree	Capacity of Admission
Graduate School of Engineering and Science	Electrical Engineering and Computer Science Course	Master of Engineering	200
	Materials Science and Engineering Course		50
	Applied Chemistry Course		40
	Mechanical Engineering Course		140
	Civil Engineering Course		40
	Architecture and Architectural Engineering Course	Master of Architecture or Engineering in Architecture and Architectural Engineering	170
	Systems Engineering and Science Course	Master of Science in Systems Engineering and Science	150
	Global Course of Engineering and Science	Master of Science in Engineering	10

※The capacity number of applicants is for enrollment in 2027 (not for each examination).

(2) Application Qualification

- ① Individuals who are in the fourth year of their undergraduate program in April 2026 and are expected to graduate in September 2027.
 - ② Cumulative GPA of 3.1 or higher at the end of the third year of undergraduate study.
 - ③ TOEIC score must be registered in the SIT Portfolio by the due date.
 - ④ Those who have completed the application procedures within the designated period.
- ※ Each applicant may apply for departmental recommendation only once, regardless of the reason.
- ※ Applications during a leave of absence are not permitted.
- ※ Concurrent enrollment in another university, junior college, graduate school, or college of technology as defined by the School Education Act is not permitted. Applicants must be expected to graduate from their current institution before the date of enrollment (October 1st) (Dual enrollment is not allowed).

(3) Procedure of Application

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

- ① Consult with the faculty member you wish to have as your supervisor about your research plan after entering graduate school and obtain their consent to apply.
 - ② Prepare the required documents listed on the next page.
 - ③ Enter the necessary information into TAO and upload the required documents.
 - ④ Request the prospective supervisor to prepare a Letter of Acceptance through TAO.
 - ⑤ Complete the application process by paying the examination fee through TAO and finalizing your application.
(TAO **Application completed**)
- ※ Please refer to "[The Admissions Office \(TAO\) User Manual](#)" for instruction on how to use TAO.

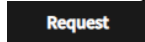

(4) Schedule

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

	Due Date and Time (JST)	Note
Application Period	April 14th, 2026 (Tue.), 12:00 ~May 8th, 2026 (Fri.), 16:00	
Interview Date	May 23th, 2026 (Sat) ~ June 5th (Fri)	<ul style="list-style-type: none"> • Interviews will be conducted for applicants of each course. • Details regarding the interviews will be provided by each course. Please note that the Graduate School Section is unable to respond to inquiries about interview schedules.
Announcement of Results	July 9th, 2026 (Thu), 13:00	<ul style="list-style-type: none"> • It will be updated on TAO's personal page.
Payment for admission	August 20, 2026 (Thu)	

(5) Application Documents

TAO Menu	Documents	Details
Application Form	Application Form	<ul style="list-style-type: none"> ● If there is not enough space in the input fields, create a PDF file and upload it under "Other Documents" in Submitted Documents.
	Face Photo	<ul style="list-style-type: none"> ● The photo must have an aspect ratio of 4:3 (vertical:horizontal). ● It must be taken within 3 months prior to the date of application. ● The photo must be in color, showing the upper body, facing forward, without a hat, with a plain background, and without borders. ● Do not edit or retouch the face in any way (including app-based filters or enhancements). ● The file size must be 500 KB or less. ● As the photo will also be used for your student ID card, please ensure the correct size and format.
Submission Materials	Reason for Application (Designated format) <Only for Civil Engineering Course and Architecture and Architectural Engineering Course>	<ul style="list-style-type: none"> ■ Civil Engineering Course ● After affixing your seal or signature, request the faculty member of your desired laboratory to review the content, and upload the scanned document. ■ Architecture and Architectural Engineering Course ● After affixing your seal or signature, ask the faculty member of your desired laboratory to review and sign or stamp it, and upload the scanned copy.
	Residence Card / Passport Copy <Foreign Students only>	<ul style="list-style-type: none"> ● Residence Card: Submit scan data of both sides of the card. ● Passport: Submit scan data of the Passport page which has the face photo.
	Medical certificate or Disability certificate Copy <For applicants requesting reasonable accommodations only >	<ul style="list-style-type: none"> ● Medical certificate: Submit a scanned copy issued by a medical institution. ● Disability certificate: Submit a scanned copy issued by the local government. For card-type certificates, submit both sides; for paper-type certificates, submit the page with your photo.

TAO Menu	Documents	Details
	TOEIC Score Report * Not uploaded to TAO	<ul style="list-style-type: none"> ● Please make sure that your TOEIC score is registered in your Portfolio. If your score is not registered, your application will not be accepted. ● The highest TOEIC score registered in the SIT Portfolio will be used for evaluation.
Scholarship Application		<ul style="list-style-type: none"> ● Refer to the “Scholarship Application Guidelines” and enter your responses in the TAO question fields.
Application for Reasonable Accommodation for Examination and Study		<ul style="list-style-type: none"> ● Respond accordingly.
Confirmation Check Sheet		<ul style="list-style-type: none"> ● Check each item and mark the box.
Letter of Acceptance		<ul style="list-style-type: none"> ● Please see List of Academic Staff for Master program and check which category the supervisor belongs to: “Supervisor,” “Co-Supervisor,” or “Research Collaborator.” ● From the TAO menu, click “Letter of Acceptance” & select Email, and then click the  button.  <ul style="list-style-type: none"> → An automatic email is sent from TAO to the instructor. → The instructor approves it in TAO. ● If the desired faculty member is listed as a “Co-Supervisor” or “Research Collaborator,” also send a request to the paired “Supervisor” (total of 2 recipients). Please see “8. Education Research Field and Supervisor List”.
Exam fee payment	Application Fee (¥ 15,000)	<ul style="list-style-type: none"> ● Payment must be made by credit card or at a convenience store on TAO. ● Any handling fees must be borne by the payer.

* Please note that the submission of original documents for uploaded materials is not required.

(6) Entrance Examination Fee

- Please pay the application fee of 15,000 yen via TAO. Any transaction fees incurred must be borne by the applicant.
- It may take time to reflect on the system, so ensure to make the payment by noon on the deadline date.
- Please note that once the entrance examination fee has been paid, it is non-refundable for any reason. However, if any of the eligible reasons apply, the application fee may be refunded upon request. If you wish to apply for a refund, please request by the deadline. [Withdrawal Request](#)

<Reason for Eligibility>

- (1) If the applicant has paid the application fee but has not submitted the application document.
- (2) If the application fee was paid and the application documents were submitted but not being accepted.
- (3) If there is case of double or excessive payment of the application fee by mistake.

(7) Important Notes

- After applying through TAO, you will receive an **application completion email**. If you do not receive it, please also check your spam or junk mail folder.
- If your application does not appear under the “Completed” tab in TAO, your application is not complete. Make sure to finish all steps until your application is marked as complete.
- If there are any deficiencies or errors in the application content, your application may not be accepted.
- Once documents are submitted, you cannot make corrections or substitutions.
- After completing your application, you cannot change your application details (such as admission year & month, major, supervisor, etc.).

- If any falsification, misrepresentation, or plagiarism is found in the submitted documents or information, the result of the entrance examination will be invalidated, and the submitted documents and application fee will not be returned.

3. Examination

(1) Examination ID Number

- Your examination number will be displayed on TAO a few days after the application period ends.
- Please make sure to check it by the day before the examination.
- Please note that notification may take 3 to 4 weeks due to the time required to verify submitted documents.

(2) Announcement of Results

- The result announced on TAO's personal page at 13:00 July 9, 2026 (Thu.).
- We will not respond to any inquiries about the results by phone or email.

4. Admission procedure

(1) Payment for Admission

- We will notify you about the payment instructions around November 2026.
- If the payment deadline is missed, the admission fee will not be accepted and your admission right will be invalidated.
- We are not responsible for any mistakes made during the transfer.
- The applicant is responsible for any transfer fees.
- If you wish to make an overseas transfer, please request the Graduate School Office to issue an invoice.

Amount	SIT University Graduates : 602,500 円
Payment Deadline	August 20, 2026 (Thu)
Bank Information	Bank Name: Mizuho bank Branch Name: Hamamatsucho Account: Ordinary Savings Account 3271331 Shibaura Institute of Technology daigakuinnyuugakukinn-guchi

(2) Entering Admission Procedure

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

(3) Admission Schedule

Middle of July, 2026	Scheduled to be notified of the account information and payment due date through TAO.
Ealy September, 2026	Notifications regarding the required documents, student information registration, and dates for admission procedures will be sent to those who have completed the payment.
Middle of September, 2026	Notifications will be sent regarding the submission of admission documents (such as the pledge), student ID issuance, and various guidance information.

5. Tuition Fee

As the tuition and fees for the 2027 academic year have not yet been determined, the information provided here is based on the 2026 example.

(AY2025 / Yen)

	Payment / Yen					
	Year 1			Year 2		
	1 st Sem*2 (Enrollment Fee)	2 nd Sem.	Total	1 st Sem.	2 nd Sem.	Total
Admission Fee*1	Waived	—	—	—	—	—
Tuition Fee	510,500	510,500	1,021,000	560,500	560,500	1,121,000
Maintenance Fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	602,500	602,500	1,205,000	652,500	652,500	1,305,000

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

*2 The amount listed as “1st Sem” must be paid in advance as an admission procedure fee (any handling fees are the responsibility of the payer).

【SIT Parents Association Fee】

	Year 1 Spring Semester	Year 2 Fall Semester
Admission Fee	(10,000)	—
Membership Fee	15,000	15,000
Total	15,000 (25,000)	15,000

① Parents of enrolled students should be enrolled at the same time as the enrollment of students as a regular member of S.I.T. Support Association.

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

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

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

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

6. Regarding the Inability to Withdraw from Admission

- For department recommendations, withdrawal of admission is not permitted.
- You cannot take a leave of absence during the first semester of your first year of enrollment.
- If you pass the entrance exam through departmental recommendation but fail to graduate from your undergraduate program, you cannot reapply the following year.

7. Scholarship Information

① 芝浦工業大学大学院修士課程給付奨学金（給付）

(Scholarship of encouragement for Master's program admission)

This is a grant-type scholarship available only to current SIT students. For more details, please refer to the scholarship guidelines.

[Application Guideline | Shibaura Institute of Technology](#)

② グローバル理工系人材育成大学院給付奨学金（給付）

(Global Human Resource Development in Science and Engineering)

This is a grant-type scholarship available only to current SIT students and SIT graduates. For more details, please refer to the scholarship guidelines.

[Application Guideline | Shibaura Institute of Technology](#)

③ Japan Student Services Organization (non-interest bearing, interest bearing)

(Not available to international students / Japanese language only / Application possible depending on residence status)

Applicants enrolling in graduate school in Fall 2026 can apply to JASSO enrollment-based scholarship program.

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

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

Application period in SIT (plan) : September, 2026

*Details will be announced separately when determined

Selection period (plan) : End of December, 2026

Scholarship Disbursement Start Date : End of December, 2027

8. Education Research Field and Supervisor List

- Please check the [faculty list](#) to confirm whether your desired professor is listed as an "Supervisor," "Co-Supervisor" or "Research Collaborator".
- The number of acceptance approvals required varies depending on the category. Please refer to the list below and request acceptance approval through TAO.

<Electrical Engineering and Computer Science>

Department	Research Guidance	Supervisor	Co-Supervisor	Research Collaborator
Materials and Devices	Functional Material Engineering	YAMAGUCHI Masaki		
	Photonic Devices Engineering	YOKOI Hideki		
	Seminar in semiconductor physics and devices	ISHIKAWA Hiroyasu		
	Solid-state physics on quantum materials	NAKANO Masaki		
Circuits and Control	Electronic circuit engineering	KOIKE Yoshikazu		
		SASAKI Masahiro		
		MAEDA Yoshihiro		
		PREMACHANDRA		
		CHINTHAKA		

Desired Faculty Member	A combination of faculty members from whom you will receive acceptance approval
Supervisor	Supervisor (6 only)
Co-Supervisor	Supervisor and Co-Supervisor (6 & 7)
Research Collaborator	Supervisor and Research Collaborator (6 & 8)
Supervisor with ©	Supervisor and Sub-Supervisor (6 & 9)

依頼書類	TAO Menu
6 Letter of Acceptance (Supervisor) *	
7 Letter of Acceptance (Co-supervisor)	
8 Letter of Acceptance (Research Collaborator)	
9 Letter of Acceptance (Sub-Supervisor)	

9. Acquisition of Status of Residence as “Study Abroad” (Foreign Nationals only)

Foreign students who have received admission approval can apply for the “Student” residence status. Please note that you cannot be enrolled under a “Short-Term Stay” status. If you fall under any of the following cases, please complete the necessary procedures.

Current Status	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" Ex: "Settlement person" "Family Stay" “Dependence”	There is no particular process is needed. 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 residence status)	To apply for a status of residence, you must 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 us, 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.

Documents stamped by our university are required for the “Application for Extension of Period of Stay,” “Application for Change of Status of Residence,” and “Application for Acquisition of Status of Residence.” These documents will be issued **only to those who have passed the entrance examination and paid the admission fee**. As it may take several days to issue these documents, please contact us in advance according to the instructions below.

【How to Apply for the Required Documents for Residence Procedures】

- After passing the entrance exam, please follow the instructions to pay the admission fee.
- Please send an email to the Graduate School Section <daigakuin@ow.shibaura-it.ac.jp> with the following information.
 - Examinee Number and Name
 - Type of Procedure (Application for Extension of Period of Stay / Application for Change of Status of Residence / Application for New Status of Residence)
 - Scanned image of your Residence Card (only for Application for Extension of Period of Stay or Application for Change of Status of Residence)
- SIT Graduate School Section will issue the required documents after confirming the status of payment of your admission fee.
- You will be notified via email on the date your documents are issued. Please visit the Graduate School Section to collect your documents at that time. (for the issuance of CoE by the Immigration Bureau, we will deliver the CoE by EMS airmail to your home address).
- The issuance process takes several days to complete. Please ensure that you manage your period of residence and complete the necessary procedures.

10. Inquiries

If you have any questions regarding the entrance exam, please email us at: daigakuin@ow.shibaura-it.ac.jp. Please put 「Master's Recommendation Spring + Your name」 in the email title.