

Shibaura Institute of Technology
Graduate School of Engineering and Science, Master's Program
IGP Department Recommendation Selection Guideline
Fall Semester AY2025 Enrollment

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

(3) Security Trade Control (Export Control)

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/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 are for enrollment in 2025 (not for each examination).

(2) Application Qualification

- ① Individuals who are in the fourth year of their undergraduate program in April 2025 and are expected to graduate in September 2025.
- ② Cumulative GPA of 3.1 or higher at the end of the third year of undergraduate study.
- ③ TOEIC(-IP) score must be registered in the SIT Portfolio by the due date.
※Application for Recommendation Selection is limited to one time only, regardless of circumstances.
※Applications is not permitted during a leave of absence.

(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 advisor about your research plan after entering graduate school and obtain their consent to apply.
- ② Prepare the required documents listed next page.
- ③ Enter the necessary information into TAO and upload the required documents.
- ④ Request the faculty member for Acceptance Approval through TAO.
- ⑤ Complete the application process by paying the examination fee through TAO and finalizing your application.
(TAO **Application completed**)

(4) Selection 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 15th, 2025 (Tue.), 12:00 ～May 9th, 2025 (Fri.), 16:00	• Online Application System (TAO)
Interview Date	May 24th, 2025 (Sat) ～ June 6th (Fri)	<ul style="list-style-type: none"> • Interviews will be conducted with applicants for each course. • The format of the interview varies depending on the courses, and details of the interview will be provided by each course, so please wait for further instructions. Please note that inquiries regarding schedules, etc., cannot be answered by the Graduate School Section.
Announcement of Results	July 10th, 2025 (Thu), 13:00	• It will be updated on TAO's personal page.
Payment for admission	August 21st, 2025 (Thu)	• Payment must be deposited into the designated account of our university.

(5) Application Documents

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

Application Documents < Target person of submission >	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 (¥ 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 Letter of Acceptance	Direct Input into TAO System	<p>★Please request [Letter of Acceptance] via TAO</p> <ul style="list-style-type: none"> • Requests Letter of Acceptance after all items except for the "Confirmation Check Sheet" have been completed. • Select the preferred supervisor and request for an acceptance approval by TAO. • Please see 「8.Education Research Field and Supervisor List」 List of Academic Staff for Master program

Application Documents < Target person of submission >	Type	Submission Method or Requirement
		<ul style="list-style-type: none"> Please request acceptance with enough time to ensure your application is completed within the deadline.
⑤ Residence Card and Passport Copy < Foreign Students only >	PDF (Scan data)	★Please upload the file on TAO [Submission Materials] < Passport > <ul style="list-style-type: none"> Submit scan data of the Passport page which has the face photo. < Residence Card > <ul style="list-style-type: none"> Only for those who reside in Japan, submit scan data of both side of the card.
⑥ English Score	S*gsot Portfolio	Please make sure to confirm that your TOEIC score is registered in S*gsot Portfolio before the end of the online application system acceptance period. If there is no registration of the score in the S*gsot, the application cannot be accepted.
⑦ Scholarship Application Form	Direct Input into TAO System	★Please answer [Scholarship Application] on TAO <ul style="list-style-type: none"> See the scholarship application guidelines for the details.
⑧ Reason of Application (Designated format) < Only for Civil Engineering Course and Architecture and Architectural Engineering Course >	PDF (Scan Data)	★Please upload the file on TAO 「Submitted Documents」 . <u>• If you apply for “Co-supervisor” or “Research Collaborator”, please get the seal or signature of Co-supervisor or Research Collaborator.</u> ■Civil Engineering Course <ul style="list-style-type: none"> After affixing your own seal or signature, please request the faculty member of your desired research laboratory to review the content, and then upload the scanned document. ■Architecture and Architectural Engineering Course <ul style="list-style-type: none"> After affixing your own seal or signature, please request the faculty member of your desired research laboratory to review the content and affix the seal or signature, and then upload the scanned document.
⑨ Medical certificate or Disability certificate Copy < Applicant for Reasonable Accommodation only >	PDF (Scan data)	★Please upload the file on TAO [Submission Materials] < Medical certificate > <ul style="list-style-type: none"> Submit scan data of medical certificate issued by medical institution < Disability certificate > <ul style="list-style-type: none"> Submit scan data of disability certificate issued by local government <ul style="list-style-type: none"> -For card type, front and back sides of the card. -For paper type, a page with a photo of the face
⑩ Confirmation Check Sheet	Input into TAO System	★Please fill-in the form on TAO [Confirmation Check Sheet] <ul style="list-style-type: none"> Please read the confirmation items displayed on the form and submit by checking the checkbox.

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

(6) Entrance Examination Fee

- The Entrance Examination fee is 15,000 yen.
- 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.
- The applicant (payer) is responsible for any remittance fees.
- It may take time to reflect in 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) 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” in the system **Application completed**, and that **you have received an application completion e-mail from TAO. If you do not receive the email, please check your junk mailbox, etc.)**
- If there is defect in the application content, the application may not be accepted.
- **Any documents other than those described in English will not be accepted.** If you can only prepare documents in other languages, please prepare a notarized translation, and upload it to TAO along with the original language document.
- We could not cooperate at all about any correction and substitution of documents which you have submitted.
- After the application, you cannot change the application details (year of admission, major, supervisor etc.)
- If there is a forgery, a false statement or bribery in the documents / documents submitted at the time of application, etc., it may be regarded as fraudulent, and the result of the entrance examination may be invalidated. Also in this case, the submitted documents, and the admission fee will not be refunded.
- Enrolling simultaneously in another university, junior college, graduate school, or college of technology as defined by the School Education Act is not permitted (dual enrollment is not allowed). However, in the case of studying abroad at a foreign university, enrollment in either a regular or non-regular program at the host university may be permitted.
Note: Students enrolled as non-degree students (credit auditors) are not considered to be in dual enrollment, regardless of whether they are enrolled at this university or another institution.

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) Announcement of Results

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

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 TAO

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
Payment for admission	August 21, 2025 (Thu)
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. **Please note that if the payment deadline has passed, it will be considered a forfeiture of your enrollment rights.**
- ※ 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 note that SIT will not be responsible for any troubles caused by errors in bank transfers.
- ※ Please kindly bear all remittance fees.
- ※ If you wish to make a payment via overseas remittance, please contact the Graduate School Section to request an invoice for overseas remittance.

(2) Entering of Admission Procedure

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

(3) Admission Schedule

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

5. Tuition Fee

Graduate School Section of Engineering and Science Master's Program

(AY2025/Yen)

	Payment / Yen					
	Year 1			Year 2		
	1 st Sem*1 (Enrollment Fee)	2 nd Sem.	Total	1 st Sem.	2 nd Sem.	Total
Admission Fee*2	—	—	—	—	—	—
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 amount stated under "Fall Sem" should be paid as a payment for admission (fees are the responsibility of the payer).

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

【SIT Parents Association Fee】

Cost	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 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.

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

6. Regarding the Inability to Withdraw from Admission

Department recommendations do NOT allow withdrawal after application submission. Additionally, under the graduate school regulations, students cannot take a leave of absence during the spring semester of their first year.

Please note that if a student is admitted through a department recommendation but fails to graduate from their undergraduate program, they will not be eligible to apply again the following year.

7. Scholarship Information

① 修士課程進学奨励給付奨学金 (Scholarship of encouragement for Master's program admission)

This is a Grant-type scholarship for only current SIT students.

For more details, please refer to the scholarship guideline.

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

② グローバル理工系人材育成大学院給付奨学金(Global Human Resource Development in Science and Engineering)

This is a Grant-type scholarship for only current SIT students or SIT graduated students.

For more details, please refer to the scholarship guideline.

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

③ Japan Student Services Organization (Type 1) (loan, non-interest bearing) / Japan Student Services Organization (Type 2) (loan, interest bearing) ※Foreign students are not applicable.

Applicants enrolling in graduate school in April 2026 can apply to JASSO reservation-based scholarship program.

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

[大学院に在学中の方 | JASSO](#)

Application period in SIT (plan) : End of September to October, 2025

*Details will be announced separately at the admission procedure.

Selection period (plan) : Middle of December, 2025

Scholarship Disbursement Start Date : End of December, 2025

8. Education Research Field and Supervisor List

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

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

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 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)	<p>To apply for a status of residence, you must first apply for a Certificate of Eligibility (CoE) from the Immigration Bureau in Japan. Shibaura Institute of Technology applies for the CoE on behalf of the student in Japan.</p> <p>Once the CoE is issued from the Immigration Bureau to Shibaura Institute of Technology, it will be mailed to the applicant.</p> <p>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.</p>

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 enrollment 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 information.
 - Examination number and your name.
 - Action that you need to proceed (ex; Extension of residence period, Change of residence status or new acquisition of residence status)
 - Scanned data of residence card (only in case of application for permission to renew period of residence / 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.
- We will inform by email on the issuance date of the documents, therefore please come to the Graduate School Section to receive the document. (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.

9. 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 Fall + Your name」 in the email title.