

Pre-consultation Manual

-for Applicants-

Pre-consultation is a **procedure to confirm that there are no discrepancies in field of study between yourself and the selected faculty member** prior to application.

Applicants who are not from SIT who plan to pursue study in the university^{*1} are required to go through the pre-consultation before applying.

^{*1}This process is applicable to applicants from other universities, international students from Japanese language school or overseas universities (including SIT research students) etc.

Please note that current SIT students who plan to further study at SIT do not need to go through this pre-consultation process.

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■ Prior to the Pre-consultation Period

1.1 Confirmation of Entrance Examination Schedule and Pre-Consultation Period

① The Graduate School of Engineering and Science at Shibaura Institute of Technology accepts students twice a year, in the Fall and Spring semesters. There are a few types of entrance examinations, including general (1st round) entrance examination, general entrance examination (2nd round) and Special Selection for Foreign Students/ Working Adults entrance examination etc.. Please check the entrance examination schedule and application guidelines of previous years to determine which entrance examination you wish to take.

Entrance Examination Schedule : <https://www.shibaura-it.ac.jp/en/study/graduate/schedule.html>

Application Guidelines : <https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>

※ Please note that the contents of the application guidelines may have changed from those of previous years. Please be sure to check the latest application guidelines when they are released.

② Once you have decided which entrance examination you wish to take, please check the **pre-consultation period** corresponding to that entrance examination.

Pre-consultation : <https://www.shibaura-it.ac.jp/en/study/graduate/Pre-consultation.html>

※ If the pre-consultation period corresponding to the entrance examination you wish to take has expired, you will not be able to request a pre-consultation for that entrance examination. (You will be asked to complete the procedures during the next pre-consultation period), so we recommend you be prepared as soon as feasible to avoid on the circumstances.

※ If the faculty member of your first choice is not available, you can consult with the faculty member of your second choice, but you must do so within the pre-consultation period. (Maximum of 3 members) Therefore, we recommend that you consult with the faculty member of your first choice as soon as possible. (Please note that there is a possibility that you may not be able to consult with the faculty member of your second or third choice if the pre-consultation period has expired, etc.)

1.2 Decision/Selection of Preferred Faculty Member and Course

① Based on your research plan, decide whom you would like to be supervised by referring to the URL below. At the same time, decide which course you wish to apply for.

Graduate School of Engineering and Science : <https://www.shibaura-it.ac.jp/en/academics/graduate-school/>

② Please be sure to check the **faculty members list** in this URL to confirm that they will be available for supervising at the time of admission.

(If the faculty member's name does not appear on the list, he/she will not be available for pre-consultation or application.)

Faculty Members List : <https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>

※ The maximum number of faculty members allowed to provide the pre-consultation is **up to three members**.

※ The list of faculty member is subject to change, so please be sure to confirm them before beginning the pre-consultation process.

1.3 Preparation of documents for submission

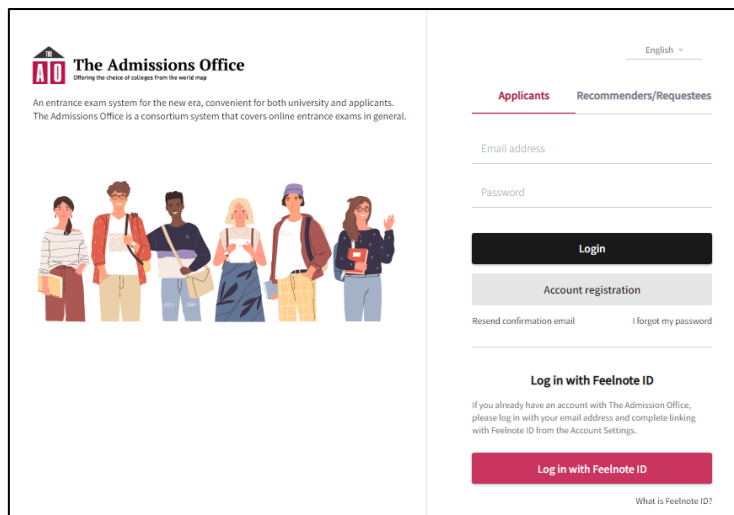
The documents listed in the URL below must be submitted for the pre-consultation. We recommend that you prepare them prior to the pre-consultation period

Pre-consultation : <https://www.shibaura-it.ac.jp/en/study/graduate/Pre-consultation.html>

■ After the Pre-Consultation Period

2.1 (For first-time users of The Admissions Office only) Create an account

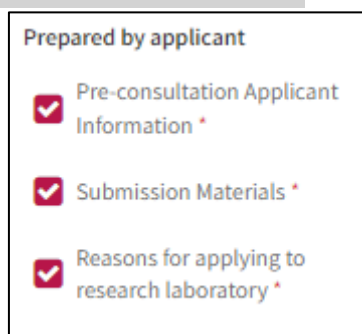
Please go to the "Applicant" tab on the top page and create an applicant account by clicking on "Member Registration".



2.2 Transition to Pre-Consultation Screen

After the pre-consultation period begins, please proceed on these screen transitions. "Shibaura Institute of Technology" → "Graduate School of Engineering and Science" → "Pre-Consultation" → "Pre-Consultation 1~4". After confirming the outline, click "Start Application".

2.3 Filling out required information and documents submission



These documents will be viewed by the faculty members whom you request to supervise, so please be sure to prepare them accordingly and attentively.

- ① Please follow the entry rules and enter the "Pre-Consultation Applicant Information."
 - ② Please submit the "Submission Materials".
 - ③ Please indicate and explain to the faculty member whom you selected for the pre-consultation of "reasons for applying to research laboratory"
- ※ Please provide details of the contents.
 - ※ When requesting a pre-consultation with a faculty member of your second or third choice, please modify the content accordingly.

2.4 Request for Pre-Consultation Completion Form “事前相談完了届” (Important)



- ① After all documents in “Filling out required information and documents submission” have been completed, please select “Pre-Consultation Completion Form”.
- ② Click “Request” and select the faculty member you wish to instruct from the “E-mail address to request” list. An e-mail will be sent to the faculty member.
- ③ Please confirm the following <Request Status and Response> and take response action accordingly.
- ④ When the completion status changes to “Submitted”, the pre-consultation is complete. Please proceed to the “2.5 Pre-Consultation Completion Report”.

<Rules regarding requests for Pre-consultation Completion Form >

- Once all documents have been entered and submitted, a request for a Pre-Consultation Completion Form can be requested.
- The maximum number of faculty members whom you may request for pre-consultation is **up to three members**.
- Please **do not make multiple requests to the same one faculty member**.

※ We will cancel the registration data if you made request for more than four faculty members or if you made multiple requests to one faculty member.

<Request Status and Response >

Completion Status	Document View Status	Response
Not submitted	Not Opened	The situation where a faculty member has not viewed the applicant's documents yet. If this situation continues for more than three days , please contact the Graduate School Section using this form https://forms.office.com/r/gjUcmTuyzf to inquire about the status. Please do not contact the faculty member directly at this time.
Request Cancelled	Not Opened	The situation where the applicant has canceled the request. If you have mistakenly submitted a request to a different faculty member, please click the “Cancel Request” button to cancel the request.
Not submitted	Opened	Faculty member is in the process of reviewing applicants' documents and completing the process. Please note that it may take more than two weeks for the process to be completed. If this situation continues for more than two weeks , please contact the Graduate School Section using this form https://forms.office.com/r/gjUcmTuyzf to inquire about the status of your application. Please do not contact the faculty member directly at this time.
Request Recipient Declined	Opened	This situation happens when the faculty member decided that it is difficult to supervise your planned research. Please return to step “2.3 Filling out required information and documents submission”, rewrite your reasons for applying to the laboratory (and your research plan, if necessary) and send your request to the second faculty member of your choice. The same applies to the third-choice faculty member.
Submitted	Opened	The status shows that the faculty member has submitted the Pre-Consultation Completion Form and the pre-consultation process is completed. You may proceed

< Handling after the Pre-Consultation Period >

- After the pre-consultation period ends, you will no longer be able to enter application materials or request a pre-consultation completion form. If you missed the deadline, please submit your application during the next pre-consultation period.
- If a request was submitted to a faculty member during the Pre-consultation period, the faculty member may submit a "Pre-Consultation Completion Form" even after the Pre-consultation period has ended. If the form has been submitted but the 2.5 Pre-consultation Completion Report cannot be performed on time, however it is considered as **Pre-consultation process has been completed**. If the request recipient declines the request, the request cannot be made to the next faculty member, so please submit the request in the next pre-consultation period.

2.5 Pre-Consultation Completion Report

Once all documents have been entered and the Pre-Consultation Completion Form from the faculty member has been received, the "Confirm Details" button will appear. Press this button, then press the "Complete Application" button to report the completion of the pre-consultation.

※ Although it mentions as "Application completed", this process is only for a pre-consultation. Please note that a separate application is required for admission application and entrance examination.

■ FAQ

Q1. Pre-Consultation Period has ended before a Pre-Consultation Completion Form is submitted.

A1. If the applicant submitted a request to the faculty member during a Pre-Consultation Period, the faculty member may submit a "Pre-Consultation Completion Form" even after the Pre-Consultation Period has ended.

Q2. I would like to apply for the entrance examination corresponding to the Pre-Consultation Period (2), but can I proceed an Pre-Consultation first in Pre-Consultation Period (1)?

A2. Pre-Consultation is available only for entrance examinations that can be selected on the TAO Pre-Consultation.

Q3. Can applicants send a "Request for Pre-Consultation Completion Form" to more than one faculty member at a time?

A3. The applicant can only submit a request to one faculty member at a time. The applicant can submit a request to the next faculty member only if the faculty member withdraws the request.