

Academic Year 2024 Shibaura Institute of Technology
Graduate School of Engineering and Science
Application Guideline for Guest Students

Definition of a Guest Student

A guest student(credited student) is someone who takes a limited number of courses at the Shibaura Institute of Technology but has no current interest in pursuing a degree. The student is awarded with credits but no degree after completion of his or her studies as a guest student.

1. Persons corresponding to ① or ② are able to apply.

- ① College Graduates
- ② Applicants who are evaluated by the Graduate School of Engineering and Science Committee to possess the scholarly abilities exceeding those of college graduates.

2. Application Documents

- ① CV with one photo attached (standard form by SIT)
- ② 1 photo (4cm x 3cm, taken within 3 months of application, front view, hatless, upper body)
- ③ Certificate of Graduation from the school graduated most recently
- ④ Academic Record from the school graduated most recently
- ⑤ Evaluation fee 10,000 yen (not necessary for SIT Graduates)
- ⑥ In the case of foreign applicants, the following documents are necessary :
 - 1) (If you are taking a Japanese subject) Copy of Japanese Language Proficiency Test (N1) result
 - 2) Covenant (Standard form by SIT, written guarantee by the applicant's guarantor)
 - 3) Copy of the applicant's Residence Card or Passport

3. Please check the following URL for subject content and other information.

- ① For information about the subject content, please refer to the online syllabus of the Shibaura Institute of Technology
[\(http://syllabus.sic.shibaura-it.ac.jp/\)](http://syllabus.sic.shibaura-it.ac.jp/) (Changes to the class content are possible.)
 For information about the campuses and timetable, please refer to the search engine of the SIT timetable
[\(http://timetable.sic.shibaura-it.ac.jp/\)](http://timetable.sic.shibaura-it.ac.jp/) (Changes in campuses and class hours are possible)
 Depending on the subject, it might be that classes have to be taken in a certain order and that the student has to pass some courses first before he or she can attend the next ones.
- ② It is possible that the class supervisor denies the participation in a class. We ask for your understanding.
 (Please contact the supervisors of each class via the office of the Graduate School Section.)

4. Procedure until enrolment and schedule after matriculation

Academic Year 2024 Spring Semester	
Application period	2024, Jan. 19 th (Fri.) ~ Jan. 26 th (Fri.)
Submission Method	The Admissions Office https://admissions-office.net/applicant/sign_in
Evaluation	End of February
Announcement of Results	End of February~
Enrolment procedures	By end of March ※The Graduate School Section will inform later on the procedure.
Fall Semester (including the final examination period)	April 13 th (Sat), 2024 ~ July 30 th (Tue), 2024
Distribution of the Academic Record	Around early September

5. The period during which the student will be allowed to enroll in the program if the student is approved for enrollment in this application.

Credited Auditors are enrolled for a half-year period.

April 1st, 2024 (Mon) - September 30th, 2024 (Sat) (First Semester of Academic Year 2024)

6. When attending class, please pay attention to the following points.

- ① Changes in classrooms are possible.
- ② In the case of missing a class due to private reasons, a makeup class might not be offered.

- ③Classes might be cancelled due to the lecturer's private reasons or university matters. Class cancellation will be announced on the university's website and on the bulletin board.
- ④If the lecturer does not arrive in the class room within 50 minutes after the class has started, the class is automatically cancelled. However, please confirm the matter with the Graduate School Section.
- ⑤If the course content cannot be covered completely during the semester due to class cancellations etc., the lecturer can decide to hold a makeup class if he or she finds it necessary.
- ⑥Depending on the subject, a final exam might take place during the last class of the semester.

7. Please pay attention to the following points when taking an exam.

- ①Exams can be held during and outside the examination period.
- ②Exams which take place during the examination period do not necessarily take place on the same weekday or at the same time as the class normally does.
- ③If the examination room does not have a notice with the text Guest Student Card 「科目等履修生証」, the guest student cannot take the exam.

8. If you have passed a test and received credits for the class, it is possible to issue a Credit Certificate.

- ①For a passed subject, the student is awarded with a settled amount of credits.
- ②You can check the amount of credits from your academic record. You may receive the academic record at the Graduate School Section.
- ③If applied for, the university issues Credit Certificates for submission to outside organizations.
- ④The costs for one Credit Certificate is 400 yen.

9. Tuition

- ① Enrollment fee **30,000 yen (15,000 yen for SIT Graduates)**
- ② Study fee **15,000 yen for 1 credit**
 - [Important Point I] ①has to be paid only once and is not needed when applying for the second time.
 - [Important Point II] Please pay ①② after you have received the acceptance to enroll as a guest student.

10. About 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. It does not affect the result of entrance examination. 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>

10. Additional Information

- Please keep in mind that makeup classes do not necessarily take place on the same weekday or at the same time as the class normally does.
- It is possible to use the Academic Information Center (学術情報センター), but a certain standard procedures are necessary before use.
- Please direct all your inquiries to the Graduate School Section
 - Division of Academic Affairs, Toyosu Campus, Graduate School Section
 - inquiry
 - <https://forms.office.com/pages/responsepage.aspx?id=jQTFvwSX7UCKTKNczzapNnrXwXAaoYIPsD6wnQdpksVUMERPR0xSWkc4V0VYVzJZNUdJMEpOT0wyVCQlQCN0PWcu>

Q&A (as of 11/21/2023)

Q: Are Graduate Credited Auditors and Undergraduate Credited Auditors the same status?

A: Graduate Credited Auditors and Undergraduate Credited Auditors have different statuses. The former belongs to the "Shibaura Institute of Technology Graduate School" and takes classes at the graduate school. The latter belongs to Shibaura Institute of Technology and takes classes at the university.

Q: I was a graduate credited student in the first semester (or second semester), but if I want to continue to be a graduate credited student in the second semester (first semester), what should I do?

A: Application for graduate credited auditors is semi-annual. If you were a member in the first semester, please apply again for the second semester. The application will be reviewed each semester. Please note that even if you were a non-degree student in the first semester, you will not automatically continue to be a non-degree student in the second semester.

Q: I was a graduate credited student before, but I would like to know how much it costs if I apply and become a graduate credited student again.

A: The admission fee is only charged the first time you apply, not the second time. After the second application, you will only be required to pay the screening fee and the course registration fee for that term.

Q: I was an undergraduate credited student before, but I would like to apply and enroll as a graduate credited student next time.

A: Since you belong to a different educational institution, you will be screened as a new Graduate Credited Auditors and your admission will be treated as a new admission. In this case, you will be required to pay the admission fee, screening fee, and course registration fee.

Q: I have completed my term as a graduate credited student. How will I be treated if I want to re-join as a Graduate Credited Auditors after a gap of one year, for example?

A: There is no admission fee. Please pay the screening fee and apply for the application for the term you wish to be affiliated. Please note that since you are not continuously affiliated, your previously assigned student ID number will expire and a new one will be issued.

Curriculum Vitae (Guest Student)

		Sex	photo (3×4 cm) head and shoulder (w/o hat) Frontal pose Taken within 3 months
Full Name		M · F	
Date of Birth (yyyy/mm/dd)	19 / / (age)		
Nationality			
Present Address	zip code mobile ()		
	Email:		
Personal History	/ (yyyy/mm)	High School Graduated	
	From / -To /	University Faculty Department	Enrolled Completed
	From / -To /	University Graduate School Major	Enrolled (Expected) Completed
Employment Record	Present Work: [start job (yyyy/mm) / /] TEL () Ext.		
	/	enter / leave	
	/	enter / leave	
	/	enter / leave	
License /Qualification	/		
	/		
	/		
<p>I hereby certify that all information provided on this form is true and correct to the best of my knowledge.</p> <p>20 / / Name stamp</p>			

Covenant

Honored University President

As a guest student I will abide to the university's rules and regulations and earnestly focus solely on my studies. This I pledge together with my guarantor and co-guarantor as co-signers. In the case I should fail to pay my tuition in time, my guarantor or sub-guarantor will pay on my behalf.

Date

APPLICANT	Nationality				
	Present Address	Zip code			
	Name	Stamp		Date of Birth	
	School graduated most recently	Graduation date (yy/mm)		University Department	

	Guarantor			Co-Guarantor		
	Mother or father of the guest applicant (or relative), a person the age of 25 or older with an independent livelihood			A person the age of 25 or older living in the metropolitan area or in its vicinity with an independent livelihood		
Present Address	TEL			TEL		
	Zipcode			Zipcode		
(Name in katakana) Name	Seal			Seal		
	Date of birth (yyyy/mm/dd)			Date of birth (yyyy/mm/dd)		
Occupation		Relationship with the applicant			Relationship with the applicant	