

Guidelines for Submitting Documents for stamp

2024/05/23

1. Document Preparation

- **No Handwriting:** Ensure that all information is typed.
- **Clear and Legible:** Documents must be clear and easy to read. Acceptable formats include Microsoft Word (.doc or .docx) and PDF (.pdf).

2. Email Submission

- **Email Title:**

Signature/Stamp Requested: [Student ID] + [Full Name]

Exp. Signature/Stamp Requested: Z123456 KIMMY

- **Where to Send:**

Email Address: global-admission@ow.shibaura-it.ac.jp

3. Filling in Your Information

- **Complete all sections with your personal details by **YOURSELF!****

Program Dates:

SDW Program:

- Orientation Date: Same as Before Arrival Guidebook
- Program Period : Same as the LOA

REP Program:

- Orientation Date: the first day of your program
- Program Period : Same as the LOA

Learning Agreement Course List Explanation :

1. Timing for Signing:

We will sign the learning agreement which including course information, only after the courses have started.

2. Course List Requirements:

The courses listed on the learning agreement must exactly match the courses shown in the Sgost system or the Scombz timetable.

The course credits must be the same as those listed in the Sgost system. We will not sign for documents that are not designated as "SIT Credit".

4. Additional info list

- ❑ Address: 3-7-5 Toyosu, Koto-Ku, Tokyo, Japan
- ❑ Email: global-admission@ow.shibaura-it.ac.jp
- ❑ Phone: 03-5859-7140 or +81 3 5859 7140
- ❑ Department: Office of International Services
- ❑ International Coordinator: Runqing Zhang

5. Important Notes

- **Stamp Schedule:** Please be aware that the International Office follows its own schedule for stamping documents. We do not accommodate specific dates requested by students.
- **Patience Required:** Allow sufficient time for processing and be patient.

Following these guidelines will ensure a smooth and efficient processing of your request. Thank you for your cooperation!