Carefully read the following guideline first. Then, press the "Start applying" button at the end to start your application.

The information collected from your application will be used for the following purposes.

- **SIT acceptance process**
- **Certificate of Eligibility (COE)** issued by Japanese Immigration Bureau *Only for students who will stay in Japan for more than 90 days.

ALL INFORMATION IN THE APPLICATION FORM MUST BE COMPLETELY ACCURATE otherwise, you may not be allowed to enter Japan or be accepted by SIT

Things to keep in mind while filling out the application form...

1. **Use English characters ONLY to fill out the application**
   A-Z, a-z, 0-9, (-) (.) (,) (;) (')

   *If your name, address, and/or home university name include **special characters**, please change them to the basic English alphabet. See the examples below.

   Ex) François → FRANCOIS   Nguyễn → NGUYEN
   Ex) São Paolo → Sao Paulo   Hồ Chí Minh → Ho Chi Minh

2. **YOU CAN NOT CHANGE information after the submission**

3. **Meet the application deadline**

[Commonly made mistakes]

■ Incomplete Home Address

Complete home address needs to be filled in with the city, state/province/area, zip code, and room number (if any).

■ Shortage of Living Cost

For living cost in Japan, all students need to be able to cover/afford at least 80,000 JPY per month.

*Please note only **the total sum** of your coverage, supporter's coverage and scholarship needs to be at least 80,000 JPY per month. There for the individual coverage amount can be less than 80,000 JPY if you are combining more than two coverage types.

■ Incorrect Exchange Rate and Date

Please write as **1 JPY=[number]XXX** (number and the three-letter currency code of your country) and the date you checked the exchange rate.

EX) 1 JPY=0.0078 USD

■ Inadequate Photograph

Please check the photograph requirements and follow them.

*Please note submitting inadequate photo will result in the delay of our process and you may not be able to receive COE in time for your VISA application.

Photograph requirements | Immigration Services Agency of Japan (isa.go.jp)

⚠ **ATTENTION: For students with Chinese** 🇨🇳 **, Vietnamese** 🇻🇳 **Hong Kong** 🇭🇰 **, Taiwanese** 🇹🇼 **Nationality**

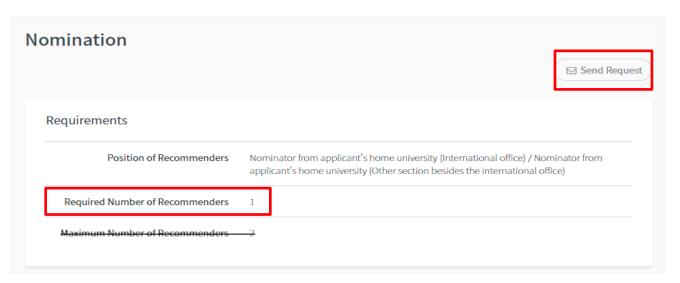■ When you fill in your *first name*, please write in one phrase.

    Good Ex)   LI SHIBAURA or LI SHIBA-URA
      Bad Ex)   LI SHIBA URA

■ When you fill in your *home address* and *place of birth*, please write country, province, (district), and city name. We must have the province (district) information.

[How to send a nomination request]

When you fill in the application, you will be asked to send a nomination request to your nominator. Please click on "**Send Request**" to send out a nomination request.

*__The required number of recommenders (i.e., nominator) is ONE__. The maximum number of recommenders is written as 2 but please ignore this part.

Instructions for the nominator can be found in the link below:

For university coordinator/nominator for outbound program (shibaura-it.ac.jp)

[The Admissions Office (TAO) user guide]

Please have this step-by-step user guide in hand while you fill in your application.

Application Guideline (shibaura-it.ac.jp)

Next step is to start your application!

Start applying