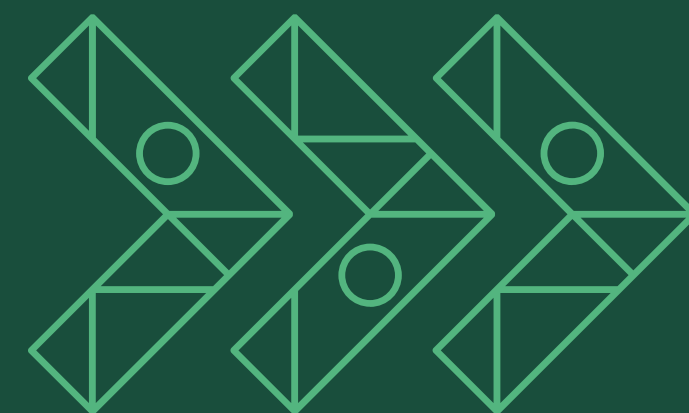




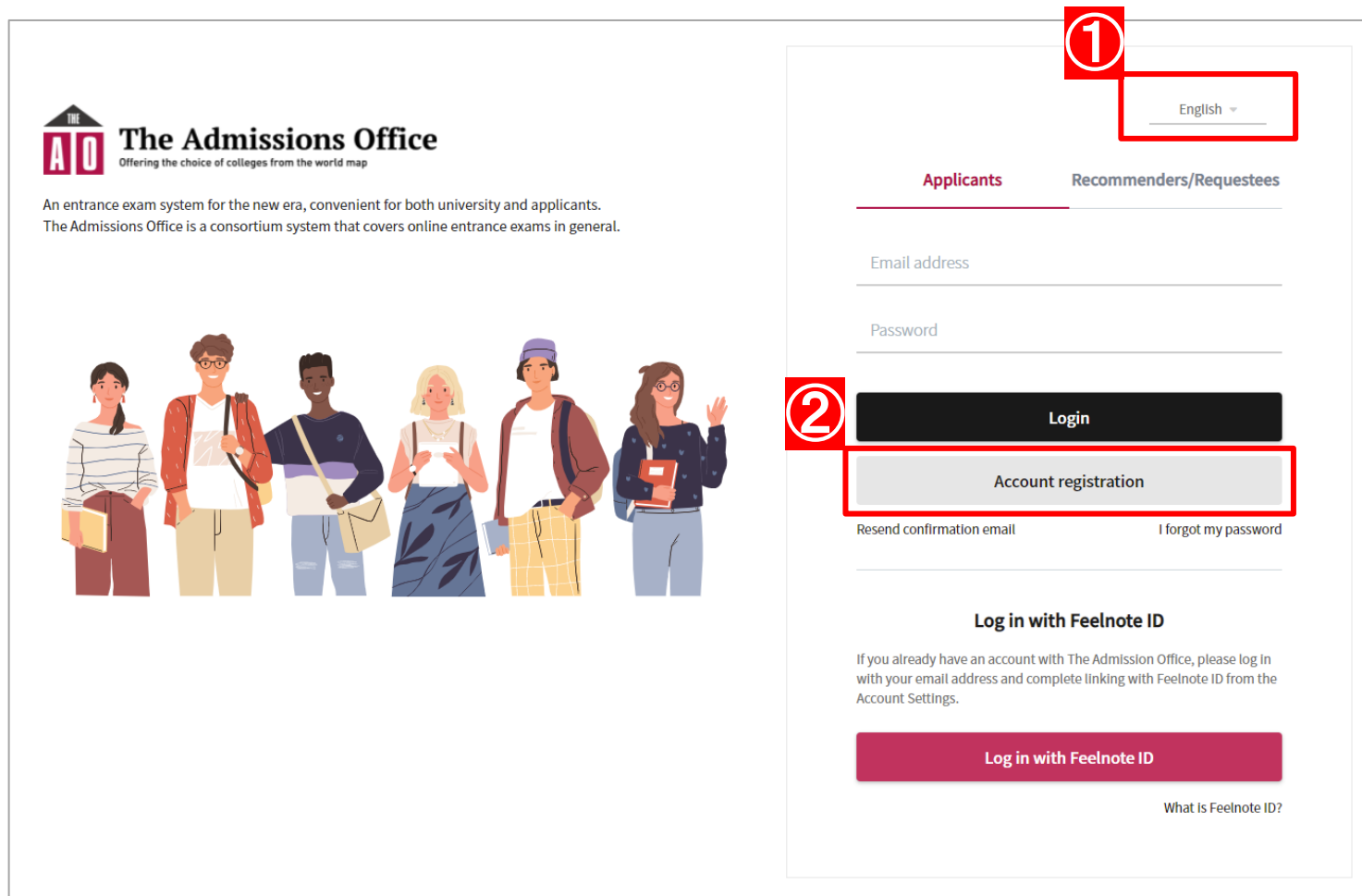
Shibaura Institute of Technology

The Admission Office (TAO) Quick Reference Guide

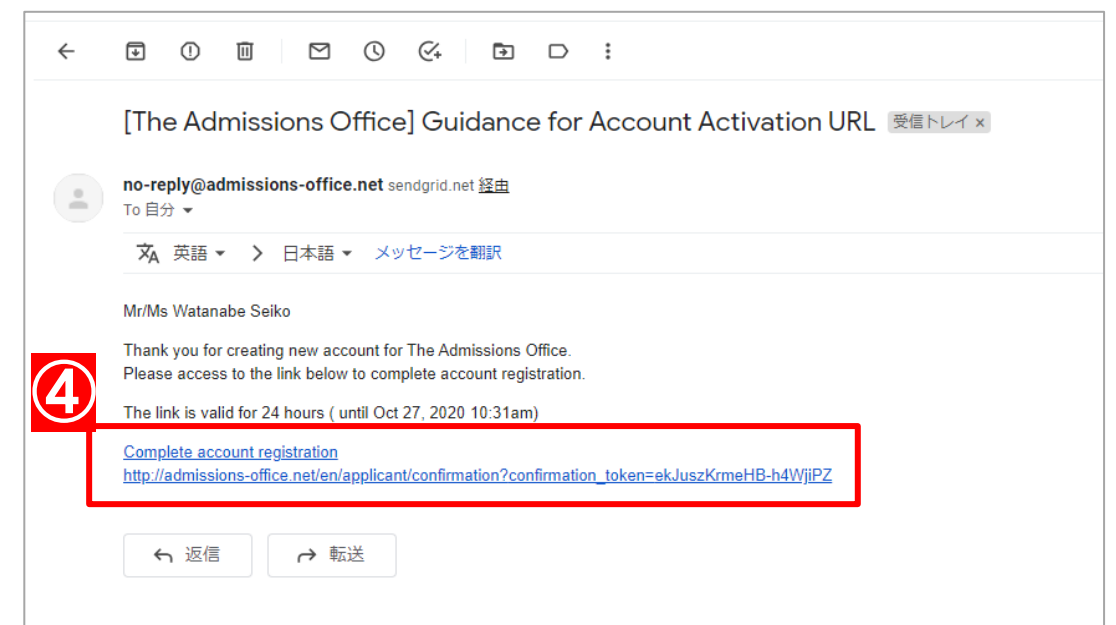


Create TAO account

- ① Language - select “English” if you prefer English
- ② Create an account from “Account registration” and fill in your information
- ③ You will receive a confirmation email
- ④ Click on the link to activate your account

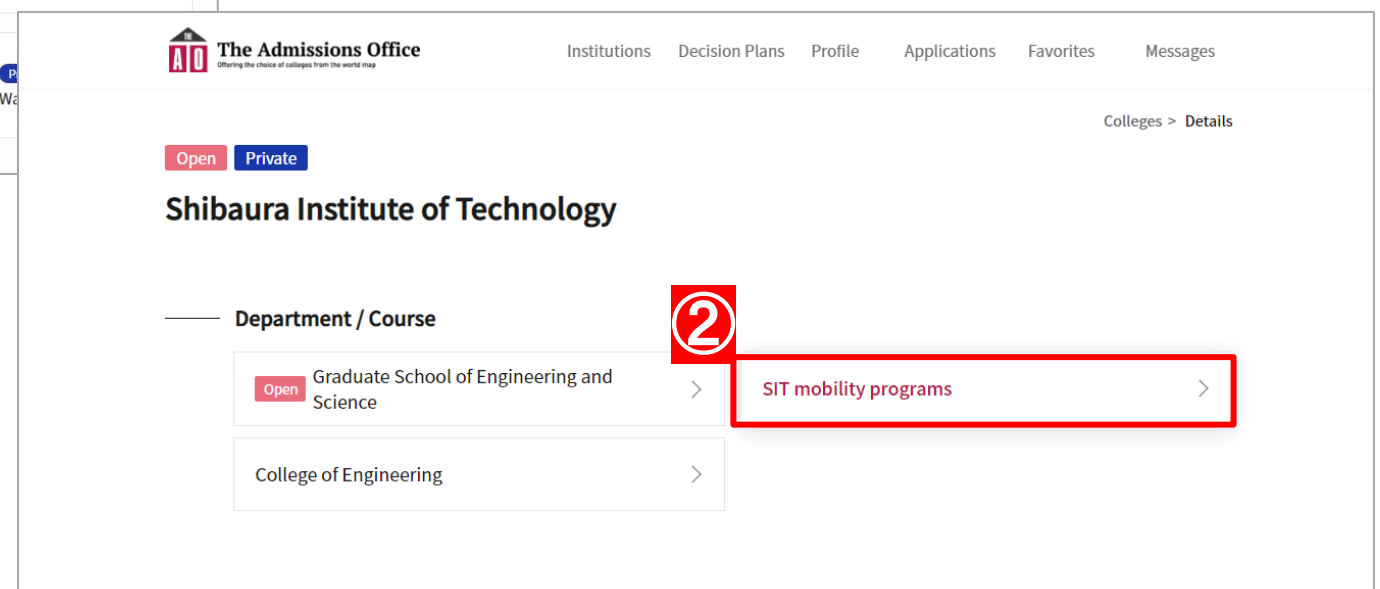
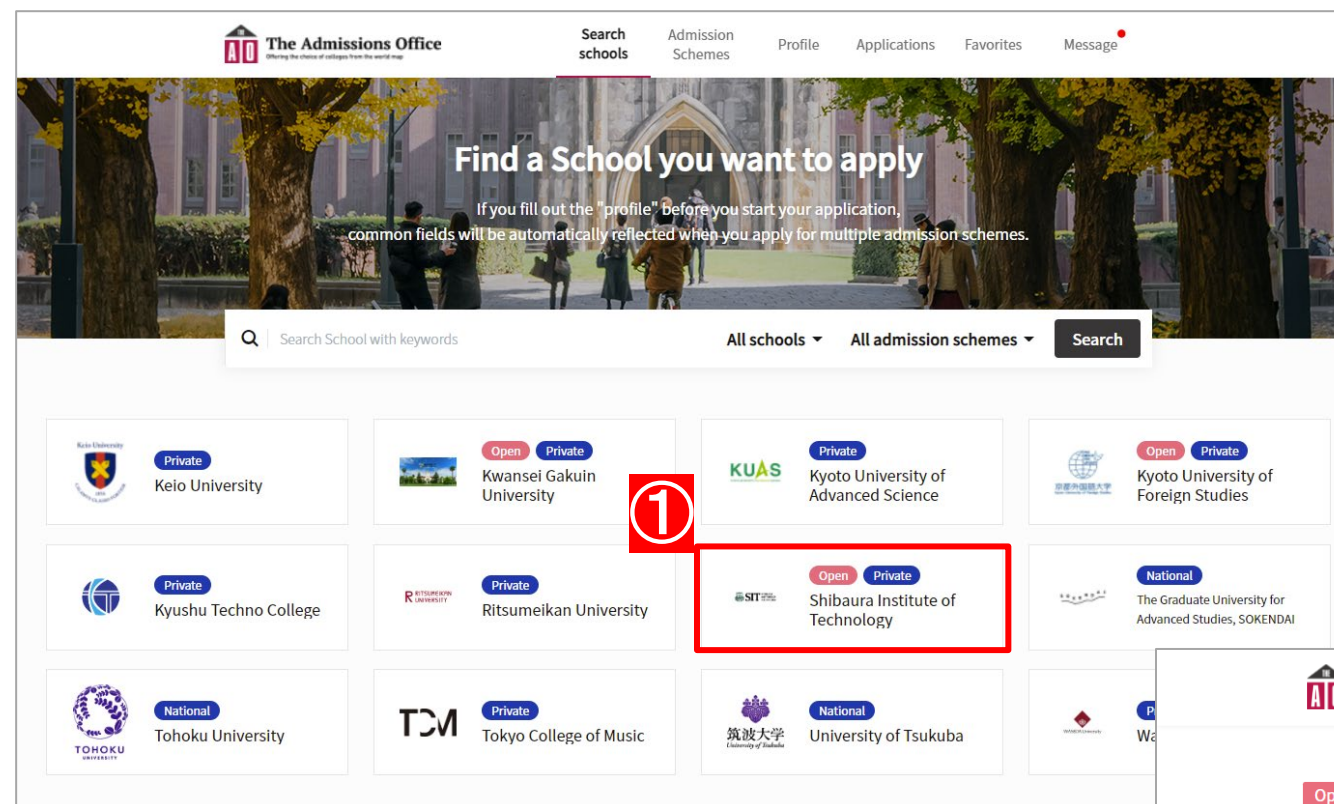


The screenshot shows the homepage of The Admissions Office. On the left, there is a logo and a group of diverse students. On the right, there is a registration form. A red box with a circled '1' highlights the language selection dropdown menu, which is currently set to 'English'. Below this, there are fields for 'Email address' and 'Password'. A red box with a circled '2' highlights the 'Account registration' button, which is located below the 'Login' button. Below the registration button, there are links for 'Resend confirmation email' and 'I forgot my password'. At the bottom, there is a section for 'Log in with Feelnote ID' with a corresponding button and a link for 'What is Feelnote ID?'. The text on the page reads: 'The Admissions Office Offering the choice of colleges from the world map. An entrance exam system for the new era, convenient for both university and applicants. The Admissions Office is a consortium system that covers online entrance exams in general.'



Initial setup

- ① Select “Shibaura Institute of Technology”
- ② Select “SIT mobility programs”



Initial setup

- ③ Select the program you are applying for
("Course-Taking Sandwich Program" or "Research Exchange Program")
- ④ Select entry type
- ⑤ Select "Start application"

The first screenshot shows the 'Program / Major' selection step. It features a red circle with the number 3 and two buttons: 'Course-Taking Sandwich Program' and 'Research Exchange Program', both highlighted with red boxes. The word 'or' is centered between the two boxes.

The second screenshot shows the 'Decision Plan' selection step. It features a red circle with the number 4 and a table with two columns: 'Status' and 'Decision Plan'. The table has one row with 'Open' in the status column and '2022 Spring Entry' in the decision plan column. The entire row is highlighted with a red box.

The third screenshot shows the 'Start application' step. It features a red circle with the number 5 and a button labeled '+ Start application' highlighted with a red box. The button is located at the bottom right of the page, next to an 'Add to Favorite' button.

The screenshots are overlaid on a background image of a person sitting at a desk with a computer monitor.

Fill out your information

 **The Admissions Office**
Offering the choice of colleges from the world map

InstitutionsDecision PlansProfileApplicationsFavoritesMessages

Shibaura Institute of Technology / SIT
mobility programs / Course-Taking
Sandwich Program / 2022 Spring
Entry

Progress
0 / 7

Progress - Required Documents
0 / 7

* Is required.

Application Form

1. Personal information *
2. Program and VISA information *
3. English proficiency *
4. Portrait face photo and signed pledge *
5. Questionnaire *

Request Form

6. Nomination *

Payment

7. Exam fee payment *

Draft **Private**

2022 Spring Entry

CancelMessage

Application Details

Opening DateMay 25, 2021 02:50pm

Green part need to be completed by you

Red part need to be completed by your nominator

Submit

Division of Global Initiatives

Fill out your information

The Admissions Office
Offering the choice of colleges from the world map

InstitutionsDecision PlansProfileApplicationsFavoritesMessages

Shibaura Institute of Technology / SIT
mobility programs / Course-Taking
Sandwich Program / 2022 Spring
Entryのコピー

Progress
1 / 7

Progress - Required Documents
1 / 7

* is required.

Application Form

☒ 1. Personal Information *

☐ 2. Program and VISA information *

☐ 3. English proficiency *

☐ 4. Portrait face photo and signed pledge *

☐ 5. Questionnaire *

Request Form

☐ 6. Nomination *

1. Personal information

As you proceed, the gauge shows your progress.

Prerequisites

* Required

1) The information you filled in this application form will be used for the application of COE, which is the necessary document to apply for a VISA, SIT acceptance process and the scholarship selection. Answer precisely and honestly. Try NOT to make any

2) Inaccurate answers, the Immigration Bureau may ask for additional official documents(original) and take

3) We will make every effort to keep all courses on schedule, but there is a possibility that some courses may be cancelled.

Did you check and agree with ☒ Yes ☐ No (You are not allowed to apply for the above prerequisites? *

Do not forget to "Save" each page.

Save

Next

Fill out your information

 **The Admissions Office**
Offering the choice of colleges from the world map

[Institutions](#) [Decision Plans](#) [Profile](#) [Applications](#) [Favorites](#) [Messages](#)

Applications

[In Progress](#) [Submitted](#)

Status	Decision Plan	Deadline	Messages
 Draft	Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / Copy of 2022 Spring Entry	-	Unread 0 >

Click here to resume your application.

Note: You may temporarily save your application by clicking on the “Save” button.
Your saved application can be found under “Applications”.

Send a nomination request to your nominator

**The Admissions Office**
Offering the choice of colleges from the world map

[Institutions](#) [Decision Plans](#) [Profile](#) [Applications](#) [Favorites](#) [Messages](#)

Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー

Progress
5 / 7

Progress - Required Documents
5 / 7

* is required.

Application Form

- ☒ 1. Personal information *
- ☒ 2. Program and VISA information *
- ☒ 3. English proficiency *
- ☒ 4. Portrait face photo and signed pledge *
- ☒ 5. Questionnaire *

Request Form

- ☒ 6. Nomination *

Nomination

Click here to send a nomination request to your nominator.

✉ Send Request

Requirements

Position of Recommenders	Nominator from applicant's home university (International office) / Nominator from applicant's home university (Other section besides the international office)
Required Number of Recommenders	1
Maximum Number of Recommenders	2

Ignore the number here. You only need 1 nominator.

Status

Request Status	Opening Status	Email	Original Request Form
----------------	----------------	-------	-----------------------

Send a nomination request to your nominator

The screenshot shows the 'Nomination' form on The Admissions Office website. The header includes the logo and navigation links: Institutions, Decision Plans, Profile, Applications, Favorites, and Messages. The left sidebar shows the user's profile for Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entry, with progress bars for Progress (5/7) and Required Documents (5/7). The main form area is titled 'Nomination' and includes a checkbox for 'Reuse Request Form Previous' and a dropdown for 'Position of Recommenders'. A blue callout box points to the 'Nominator' field with the text: 'Enter the email address of your nominator. *Note the nominator usually is your university coordinator.' The 'Recipient's Email' field contains 'i043386@ow.shibaura-it.ac.jp'. A red box highlights the 'Request' button, with a blue callout box pointing to it that says: 'Click here to send a nomination request.'

Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー

Progress
5 / 7

Progress - Required Documents
5 / 7

* is required.

Application Form

- ☒ 1. Personal information *
- ☒ 2. Program and VISA information *
- ☒ 3. English proficiency *
- ☒ 4. Portrait face photo and signed pledge *
- ☒ 5. Questionnaire *

Request Form

- ☒ 6. Nomination *

Nomination

☐ Reuse Request Form Previous

Position of Recommenders *

Nominator *

Enter the email address of your nominator. *Note the nominator usually is your university coordinator.

Recipient's Email *

i043386@ow.shibaura-it.ac.jp

Request

Click here to send a nomination request.

When you send a nomination request to your nominator, he/she will receive an email of the request.
Once your nominator complete and submit the nomination, you will also be notified by email.

Send a nomination request to your nominator



InstitutionsDecision PlansProfileApplicationsFavoritesMessages

Shibaura Institute of Technology / SIT
mobility programs / Course-Taking
Sandwich Program / 2022 Spring
Entryのコピー

Progress
7 / 7

Progress - Required Documents
7 / 7

* Is required.

Application Form

- 1. Personal information *
- 2. Program and VISA information *
- 3. English proficiency *
- 4. Portrait face photo and signed pledge *

Payment

- Exam fee payment *

Send Request

Requirements

Position of Recommenders	Nominator from applicant's home university (International office) / Nominator from applicant's home university (Other section besides the international office)
Required Number of Recommenders	1
Maximum Number of Recommenders	2

Status

Request Status	Opening Status	Email	Original Request Form
Submitted	Opened	i043386@ow.shibaura-it.ac.jp	

Submit

The status changes to "Submitted" once your nominator complete your nomination submission.

Make an application(registration) fee payment

The screenshot shows the 'Application Fee' page on 'The Admissions Office' website. The left sidebar contains a progress bar (6/7), a list of required documents (all checked), and a 'Payment' section with 'Exam fee payment' checked. The main content area shows the 'Payment method' as 'Flywire' and a total fee of ¥30,000. A blue box with '① Select Flywire' points to the 'Flywire' radio button. Another blue box with '② Click here to continue' points to a 'Pay' button, which is highlighted with a red rectangle.

The Admissions Office
Offering the choice of colleges from the world map

Institutions Decision Plans Profile Applications Favorites Messages

Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー

Progress
6 / 7

Progress - Required Documents
6 / 7

* Is required.

Application Form

- ☒ 1. Personal information *
- ☒ 2. Program and VISA information *
- ☒ 3. English proficiency *
- ☒ 4. Portrait face photo and signed pledge *
- ☒ 5. Questionnaire *

Request Form

- ☒ Nomination *

Payment

- ☒ Exam fee payment *

Application Fee

About payment
You need to pay for JPY30,000 as registration fee.

Payment method

Select Payment method ☒ Flywire

① Select Flywire

+ Application Fee	¥ 30,000
+ Administrative Fee	¥ 0
Total	¥ 30,000

② Click here to continue

Pay

*Please note “exam fee” means the application(registration) fee.

Make an application(registration) fee payment

芝浦工業大学
SHIBAURA INSTITUTE OF TECHNOLOGY

ContactHelpLog inEnglish

1. Payment Info2. Payment method3. Payer Info4. Info for the receiver5. Review & Confirm6. Make payment

Your payment

③ Select country where the payment will come from

The payment will come from

Shibaura Institute of Technology-
Mobility Program receives

Country or region *

Amount *
30,000

Amount will be formatted in the destination currency, in this case Japanese Yen. i.e. 10,000 for ten thousand JPY.

④ Click here to continue

NEXT →

ology- Mobility Program: <https://www.shibaura-it.ac.jp/en/>
ku, Tokyo, 108-8548

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Make an application(registration) fee payment

Select your preferred payment method



Best Price Guaranteed Subject to terms and conditions 



Domestic Bank Transfer in US Dollars (USD)
\$278.00
[More info](#) 

[SELECT](#)



Online Banking in USD
\$284.00
Supports:      & more
[More info](#) 

[SELECT](#)



Debit/Credit in USD
\$286.00
Supports:  

[SELECT](#)



American Express in USD
\$286.00

[SELECT](#)

 ⑤ Select a preferred payment type

Make an application(registration) fee payment

Payer information

Please provide the details of the person whose card/bank account will be used to pay.

(*) required field

Email *

First name *

Middle name

Family name *

Address 1 *

Address 2

City *

Zip code / Postal Code

☐ I would like to receive emails from Shibaura Institute of Technology

☐ I have read, understand, and agree to the Terms of Service

⑥ Enter your information

1. Payment Info

2. Payment method

3. Payer Info

4. Info for the receiver

5. Review & Confirm

6. Make payment

Information for Shibaura Institute of Technology- Mobility Program (TAO)

(*) required field

Student Information

Student Name *

Your full name

Date of Birth *

Student Email Address *

Your email address

← PREVIOUS

⑦ Click here to make a payment

NEXT →

Submit your application

The screenshot shows the 'The Admissions Office' application form. On the left, a sidebar lists progress for 'Shibaura Institute of Technology / SIT mobility programs / Research Exchange Program / Research Exchange Students'. The main area is divided into 'Application form' and 'Documentation Request Form'. A modal dialog titled 'Complete my application' is open, displaying a note about data becoming uneditable and a checkbox 'Apply after you review the above' which is checked. Below the modal are 'Cancel' and 'Yes' buttons. A blue callout box with an arrow points to the 'Yes' button, containing the text: 'Check off the box and select “YES” to submit your application.' The form also includes a 'content confirmation' section at the bottom left and a footer with links like 'Terms and conditions' and 'help center'.

The Admissions Office
Offering the choice of colleges from the world map

Shibaura Institute of Technology / SIT mobility programs / Research Exchange Program / Research Exchange Students

Progress
8 / 8

Progress of required fields
8 / 8

* indicates a required field.

Prepared by applicant

- ☒ 1. Personal Information *
- ☒ 2. Program and VISA information *
- ☒ 3. English proficiency *
- ☒ 4. Laboratory selection *
- ☒ 5. ID photo and signed pledge *
- ☒ 6. Questionnaire *

Prepared by person other than applicant

- ☒ Nomination *

Application form

Please check your application documents again.

- 1. Personal Information
- 2. Program and VISA information
- 3. English proficiency
- 4. Laboratory selection
- 5. ID photo and signed pledge
- 6. Questionnaire

Documentation Request Form

Please check your application documents again.

- Nomination

Please check all the documents again.

- ☒ Yes, I have checked.

Continue editing Complete my application

Terms and conditions Recommended environment Handling of personal information help center

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content confirmation

Check off the box and select “YES” to submit your application.

Make sure all application steps are completed before you make the final submission. This includes your nomination process and the application(registration) fee payment.