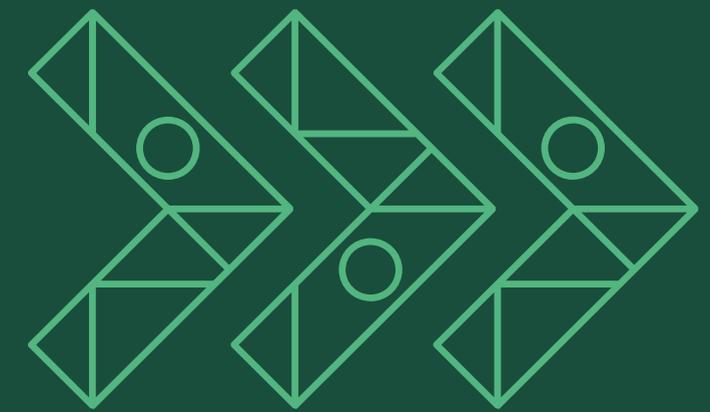




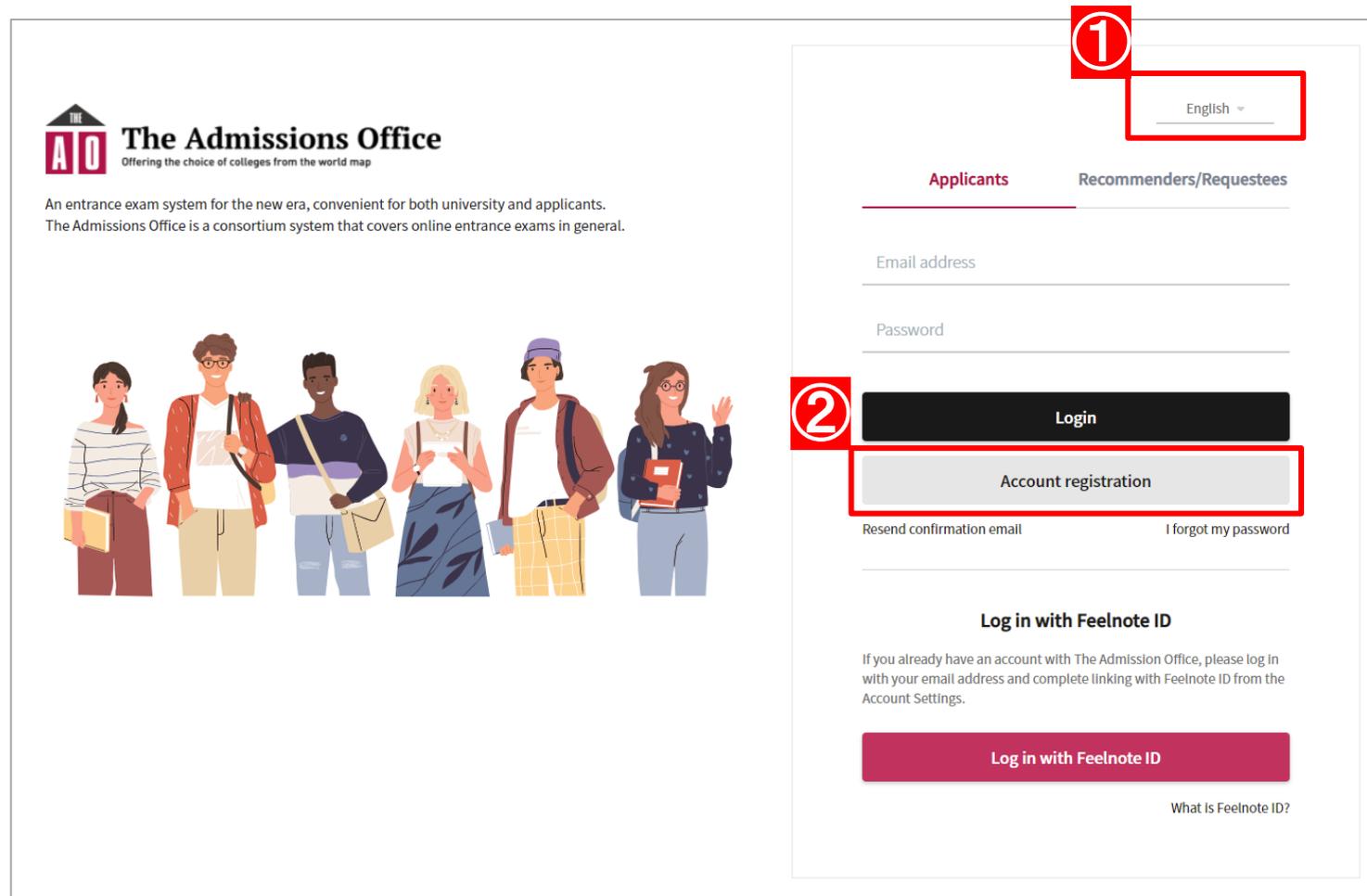
Shibaura Institute of Technology

# The Admission Office (TAO) Quick Reference Guide

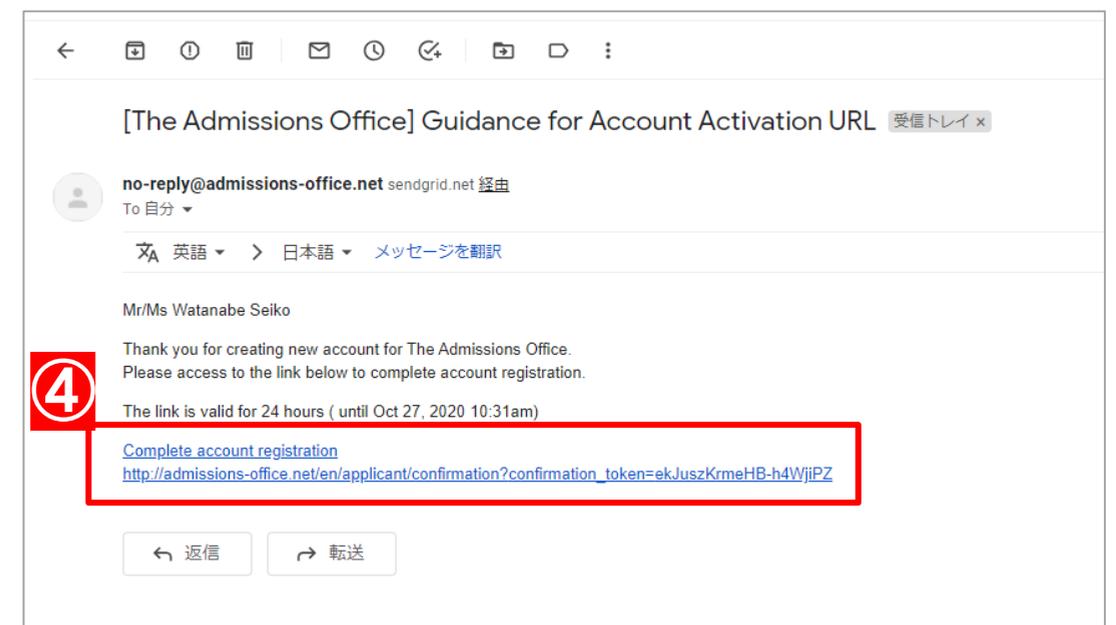


# Create TAO account

- 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

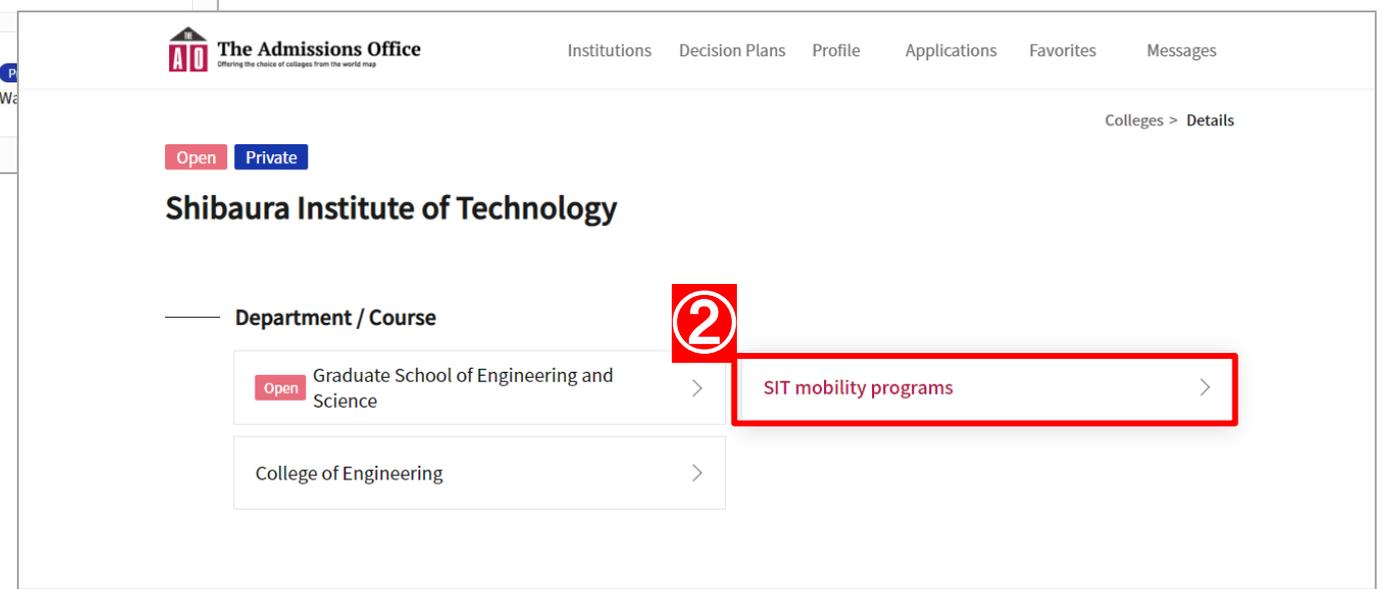
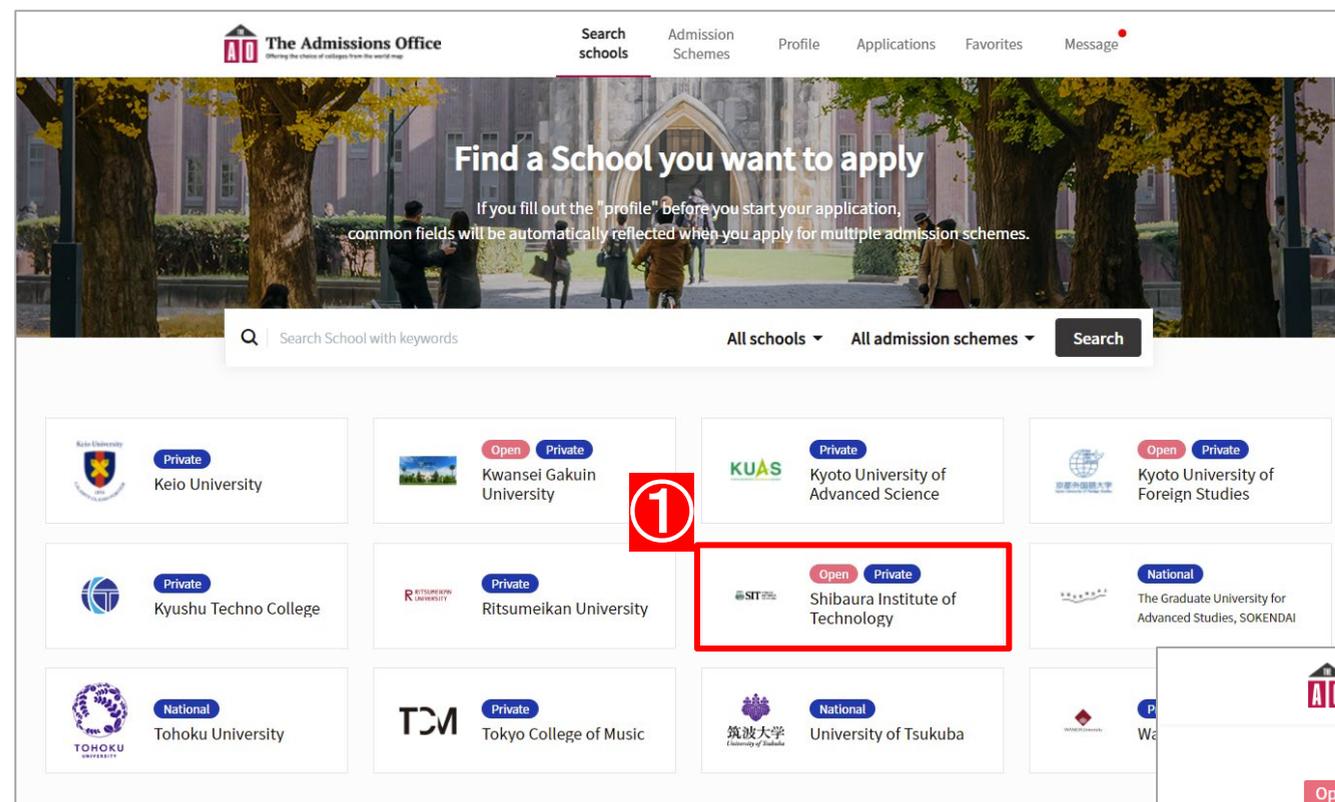


The screenshot shows the The Admissions Office website. On the left, there is a logo and a group of diverse students. On the right, there is a registration form. A red box with the number 1 highlights the language dropdown menu, which is set to "English". Below the form, a red box with the number 2 highlights the "Account registration" button. The form includes fields for "Email address" and "Password", and a "Login" button. There are also 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 "What is Feelnote ID?".



# 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 image displays three sequential screenshots from the 'The Admissions Office' website, illustrating the initial setup process for applying to Shibaura Institute of Technology (SIT) mobility programs.

**Screenshot 1 (Top):** Shows the 'Program / Major' selection screen. The user is viewing 'Shibaura Institute of Technology / SIT mobility programs'. Two options are highlighted with red boxes and a circled '3': 'Course-Taking Sandwich Program' and 'Research Exchange Program'. The word 'or' is centered below these options.

**Screenshot 2 (Middle):** Shows the 'Decision Plan' selection screen. The user is viewing 'Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program'. A table lists the available entry types, with '2022 Spring Entry' highlighted by a red box and a circled '4':

Status	Decision Plan
☆ Open	2022 Spring Entry

**Screenshot 3 (Bottom):** Shows the 'Course Taking Sandwich Program / 2022 Spring Entry' details page. The 'Start application' button is highlighted with a red box and a circled '5':

Information	
Opening Date	May 25, 2021 02:50pm
Application Fee (JPY)	¥ 30,000

At the bottom of the page, there are two buttons: 'Add to Favorite' and 'Start application' (highlighted with a red box and a circled '5').

# Fill out your information



Institutions Decision Plans Profile Applications Favorites Messages

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

Draft Private

## 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 \*

Opening Date May 25, 2021 02:50pm

Cancel Message

**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

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  
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

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

2) If you wish to request an update to your application, please email to SIT international office (global-admission@ow.shibaura-it.ac.jp). Title must be "Request: Application change, Your name". When making a request, please be specific about what you wish to edit, attaching any documents you wish to update.

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? \*

**Annotations:**

- As you proceed, the gauge shows your progress.
- Complete all the sections.
- Do not forget to "Save" each page.

**Buttons:** 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 screenshot shows the 'The Admissions Office' website interface. The top navigation bar includes 'Institutions', 'Decision Plans', 'Profile', 'Applications', 'Favorites', and 'Messages'. The main content area is titled 'Nomination' and contains the following sections:

- 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:** A table with columns for 'Request Status', 'Opening Status', 'Email', and 'Original Request Form'.

Annotations on the page include:

- A blue box with the text 'Click here to send a nomination request to your nominator.' pointing to a 'Send Request' button.
- A blue box with the text 'Ignore the number here. You only need 1 nominator.' pointing to the 'Maximum Number of Recommenders' field.

The sidebar on the left shows the user's progress for 'Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー'. It includes progress bars for 'Progress' (5/7) and 'Progress - Required Documents' (5/7), and a list of application form sections: 1. Personal information, 2. Program and VISA information, 3. English proficiency, 4. Portrait face photo and signed pledge, and 5. Questionnaire. The 'Request Form' section shows '6' next to 'Nomination'.

# Send a nomination request to your nominator

The screenshot shows the 'Nomination' form in the AIO system. The header includes the AIO 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のコピー' and progress bars for 'Progress' (5/7) and 'Progress - Required Documents' (5/7). The main form area is titled 'Nomination' and contains the following fields and options:

- Reuse Request Form Previous
- Position of Recommenders \* (Dropdown menu with 'Nomin...' selected)
- Recipient's Email \* (Text input field containing 'i043386@ow.shibaura-it.ac.jp')
- (A black button with a red border, highlighted by a callout box)

Two blue callout boxes provide instructions: one points to the 'Recipient's Email' field with the text 'Enter the email address of your nominator. \*Note the nominator usually is your university coordinator.', and another points to the 'Request' button with the text '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



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  
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 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
<b>Total</b>	<b>¥ 30,000</b>

② Click here to continue

Pay

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

# Make an application(registration) fee payment

芝浦工業大學  
SHIBAURA INSTITUTE OF TECHNOLOGY

Contact Help Log in English

1. Payment Info 2. Payment method 3. Payer Info 4. Info for the receiver 5. Review & Confirm 6. Make payment

## Your payment

The payment will come from

Shibaaura 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.

③ Select country where the payment will come from

④ Click here to continue

NEXT →

ology- Mobility Program: <https://www.shibaaura-it.ac.jp/en/>  
cu, 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** [SELECT](#)  
[More info](#) 
-  Online Banking in USD **\$284.00** [SELECT](#)  
Supports:      & more  
[More info](#) 
-  Debit/Credit in USD **\$286.00** [SELECT](#)  
Supports:  
-  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 F

I have read, understand, and agree

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 \*      Date of Birth \*

Your full name

Student Email Address \*

Your email address

← PREVIOUS    **7. Click here to make a payment**    NEXT →

# Submit your application

The screenshot shows the 'Confirmation of contents' page on The Admissions Office website. The page is for a student applying to Shibaura Institute of Technology (SIT) for mobility programs, research exchange programs, or research exchange students. The progress bar shows 8/8 for both the overall application and the required fields. A list of six items is shown as completed, each with a checked box and an asterisk indicating it is a required field. The 'Application form' section contains a list of six items to be checked: Personal Information, Program and VISA information, English proficiency, Laboratory selection, ID photo and signed pledge, and Questionnaire. The 'Documentation Request Form' section contains one item to be checked: Nomination. At the bottom, there is a checkbox labeled 'Yes, I have checked.' which is checked. Below this are two buttons: 'Continue editing' and 'Complete my application'. The footer contains links for 'Terms and conditions', 'Recommended environment', 'Handling of personal information', and 'help center'. Several blue callout boxes with arrows point to specific elements: 'Click here to confirm the content.' points to the 'content confirmation' button; 'Please go through your application again to make sure you have entered correct information.' points to the 'Application form' section; 'Check off the box.' points to the 'Yes, I have checked.' checkbox; and 'Click here to continue.' points to the 'Complete my application' button.

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

Search schools Admission Schemes Profile **Applications** Favorites Message

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 \*

**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

content confirmation

Click here to confirm the content.

Please go through your application again to make sure you have entered correct information.

Check off the box.

Click here to continue.

# Submit your application

The screenshot shows the 'The Admissions Office' website interface. On the left, there is a sidebar with the text 'Shibaura Institute of Technology / SIT mobility programs / Research Exchange Program / Research Exchange Students'. Below this, there are progress indicators for 'Progress' and 'Progress of required fields', both showing '8 / 8'. A list of items 'Prepared by applicant' includes six items, each with a checked checkbox: '1. Personal Information \*', '2. Program and VISA information \*', '3. English proficiency \*', '4. Laboratory selection \*', '5. ID photo and signed pledge \*', and '6. Questionnaire \*'. Below that, 'Prepared by person other than applicant' includes '1. Nomination \*'. At the bottom left, there is a 'content confirmation' button.

The main content area is titled 'Application form' and contains a list of items to check: '1. Personal Information', '2. Program and VISA information', '3. English proficiency', '4. Laboratory selection', '5. ID photo and signed pledge', and '6. Questionnaire'. Below this is a 'Documentation Request Form' section with a checked checkbox for 'Nomination' and another checked checkbox for 'Yes, I have checked.'.

A modal dialog box titled 'Complete my application' is overlaid on the screen. It contains a note: '[Note] All data will become uneditable after the completion of application. Please check again if all entries are completed.' Below the note is a checked checkbox for 'Apply after you review the above'. At the bottom of the dialog are two buttons: 'Cancel' and 'Yes'.

A blue callout box with a white arrow pointing to the 'Yes' button contains the text: 'Check off the box and select "YES" to submit your application.'

At the bottom right of the main content area, there are two buttons: 'Continue editing' and 'Complete my application'.

The footer of the page includes links for 'Terms and conditions', 'Recommended environment', 'Handling of personal information', and 'help center', along with the copyright notice '© 2019 Samadhi Inc. All rights reserved'.

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