

# How to nominate your students online -for university coordinator/nominator

This is a guideline for the university's international coordinator **for nominating** your students to participate in the programs at Shibaura Institute of Technology (SIT).

We have changed the nomination procedures from the Spring 2021 entry.

We used to request the home university to send separate nomination forms directly to us via email but from Spring 2021 entry, the coordinator/nominator is asked to nominate their students through the online application system "The admission office" like we have been asking the applicants.

Please follow the guideline and see how to nominate your students.

Contact if you encounter any problems :  
[global-admission@ow.shibaura-it.ac.jp](mailto:global-admission@ow.shibaura-it.ac.jp)

Go to next page 

# Step 1

As a student proceed to an online application via the online application system, **The Admission Office**, each student will make a request to you (as a nominator) to submit the nomination form.

You will receive a request as below via email.

## Example-email

[global-admission:50704] [The Admissions Office] Notification: Nomination form submitted 受信トレイ ×

**no-reply@admissions-office.net** ow.shibaura-it.ac.jp [経由](#) 7月15日(水) 14:02 (6 日前) ☆ ← ⋮

To global-admission ▾

文 英語 ▾ > 日本語 ▾ [メッセージを翻訳](#) 次の言語で無効にする: 英語 ×

Mr/Ms [redacted] Your name

[redacted] Student name has submitted Nomination form for the application for Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2021春学期 (簡略版) .

Please access the following link and check the request.

[Check the request](#)

[http://admissions-office.net/applicant/entries/3139/recruitment\\_recommendation\\_steps/226](http://admissions-office.net/applicant/entries/3139/recruitment_recommendation_steps/226)

Click here to proceed

Program name differs depend on the students"

# Step 2

## Log into The Admission Office

When you click the link in the message, it leads you to the window below.



The brand new admission system both for colleges and applicants  
Consortium-style system The Admissions Office knows everything about application process.



English ▾

**Applicant**      **Recommender / Requestee**

Email

Password

**Log in**

Create a new account

[Resend confirmation email](#)      [Forgot my password.](#)

You can change the "language".

Select "Recommender"

If this is the first time you nominate your students from this form and if you do not have an account, please create one. We recommend you share the same account within your office in case the coordinator changes.

# Step 3

## Select students to nominate

When you log in, you will find a list of students who are requesting you to nominate as below.

The screenshot shows the 'List of Request Forms' page on The Admissions Office website. The page header includes the AO logo and the text 'The Admissions Office Offering the choice of colleges from the world map'. A notification banner at the top reads 'Notification | Notice of Credit Card Payment Maintenance on 6/25(Fri) and 6/29(Tue) JST' with a date of 2021/06/24. Below the notification is a table of request forms. Each row contains a status label, program details, nomination status, applicant name (redacted), nomination date and time, and a right arrow. A callout box labeled 'Check the status' points to the 'In Progress' status of the first row. Another callout box labeled 'Name of your students as Applicant' points to the redacted applicant name in the first row. A third callout box labeled 'Click the students you need to nominate' points to the right arrow of the first row.

Status	Program Details	Nominati on	Applicant Name	Nomination Date/Time	Deadline/Duration	Action
In Progress	Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2021 Fall Online Course-Taking Programのコピー	Nominati on	[Redacted]	Jun 28, 2021 02:02pm	-	>
Submitted	Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー	Nominati on	[Redacted]	Jun 18, 2021 01:42pm	-	>
Submitted	Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー (flywire)	Nominati on	[Redacted]	May 25, 2021 11:53am	2021/09/01 00:02(64 days left)	>
Submitted	Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2021 Fall Entry -NOT OPENED IN PUBLIC	Nominati on	[Redacted]	May 18, 2021 11:56am	-	>

# Step 4

## Check nominee's application and complete the items

You have 2 items to complete, A) and B). From next page, we show you each item.


Always click this grayed-out text to go back to the previous page

List of Request Forms > List of Documents

**In Progress**

### Nomination

Form	Status	
A) Nomination for Student Exchange	Incompleted	>
B) Nomination for student exchange (Transcript and GPA)	Incompleted	>

 **Click here if you need to reject the request**

[Reject Request](#) [View Application Documents](#)

**Click to see your students' application documents and application progress.**

# Step 5

## A) Nomination for Student Exchange

Please complete the form following the instruction including the upload of the official nomination form.

List of Request Forms > List of Documents > Create A New Request Form

### A) Nomination for Student Exchange

**About nominator**

It is preferable that the nominator should be the university coordinator with who SIT international office can make contact.

Are you the person in charge of sending your student/s to abroad? \*  Yes (I'm the person in charge of the student exchange for my student)

Name (in English) \*  Number of characters : 0 / 200

Title (ex. International coordinator) \*  Number of characters : 0 / 200

### About applicant

Name of the applicant (in English and CAPITAL LETTERS) \*  Number of characters : 0 / 200

Program period \*  Fall semester only  
Make sure it is same as your student answer.

The applicant's English proficiency \*  1. The applicant's first language is English.  
 2. The applicant is taking the English-based degree in his/her home university.(Not course)  
 3. The applicant has CEFR B2 or higher level.  
 4. If the applicant does not apply above 1, 2, nor 3, the applicant has a letter of recommendation from his/her office/supervisor stating that his/her English level is sufficient to take courses taught in English.  
(Must be higher or equivalent to CEFR B2)

Status at SIT \*  Undergraduate  Graduate

In SIT, The undergraduate degree is from 1st year to 4th year of Bachelor, the graduate degree is from 1st year to 2nd year of Master and 1st to 3rd year of Doctoral. If your student is higher than Bachelor 4th year when they belonged in SIT, check on the "Graduate".

Save

After completing all items and "save", press this grayed-out text to go back to previous page.

Do not forget to "save"

# Step 6

## B) Nomination for student exchange (Transcript and GPA)

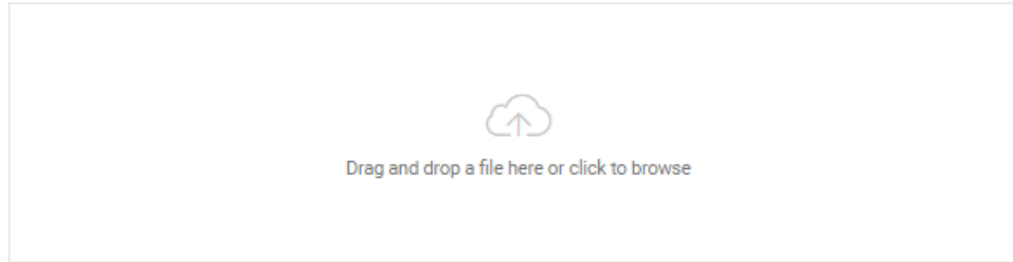
Upload nominees transcript and fill the GPA information

List of Request Forms > List of Documents > Create A New Request Form

### B) Nomination for student exchange (Transcript and GPA)

#### Transcript and GPA (grade point average) of the applicant

Upload the nominee's transcript (Academic record in English with its grading system) \*



Drag and drop a file here or click to browse

You can upload files with the following extension: .png .jpeg .jpg .pdf. The maximum upload size is 20MB.

Fill in his/her total GPA

For example, if his/her GPA is 3.45 on a 4.00 point scale,

for 1) fill in "3.45"

for 2) fill in "4.00"

Upload the transcript in  
the designated format  
(PDF)

# Step 6

## B) Nomination for student exchange (Transcript and GPA)

Upload nominees transcript and fill the GPA information

You can upload files with the following extension: .png .jpeg .jpg .pdf. The maximum upload size is 20MB.

Fill in his/her total GPA

For example, if his/her GPA is 3.45 on a 4.00 point scale,

for 1) fill in "3.45"

for 2) fill in "4.00"

\*If his/her latest semester's GPA is yet not decided, fill in the available GPA.

\*\*If he/she is Master 1 and the 1st semester's GPA has not yet decided, fill in the total GPA when you were in undergraduate.

\*\*\*If he/she is a doctoral student, fill in "Doctoral student" for 1) and 2).

\*\*\*\*If he/she is a Freshman planning to come to SIT from 2nd semester and your 1st semester's GPA has not yet decided, fill in "Newly freshman" for 1) and 2).

1) Nominee GPA (ex. 3.25)

Number of characters: 0 / 200

GPA in total

2) GPA scale used (ex. 4.00) \*

Number of characters: 0 / 200

If his/her written GPA is different from the description in the uploaded transcript, it will affect his/her acceptance and SIT scholarship result.

If you have any concern, contact "global-admission@ow.shibaura-it.ac.jp" for the procedure. The Email title must be "GPA inquiry", specify your concern and attach your transcript.

Follow the instruction carefully. The information should match the one provided by nominee (student).

If the student has 2 GPAs with failures and without failures, please fill the one with failures. e.g. You have 2 GPAs as follows.

- Pondered Average, which is 7.2 out of 10
- Pondered average including failures, which is 6.9 out of 10

Please use the one including failures.



# Step 6

## B) Grading system of the applicant's university

Upload nominees transcript and fill the GPA information

The Admissions Office  
List of Request Forms

### Grading system of the applicant's university

Please confirm page 9 of the following document and then upload it.  
[https://www.shibaura-it.ac.jp/en/albums/abm.php?d=1706&f=abm00014022.pdf&n=How\\_to\\_nominate\\_your\\_students\\_Shibaura\\_Institute\\_of\\_Technology\\_202103.pdf](https://www.shibaura-it.ac.jp/en/albums/abm.php?d=1706&f=abm00014022.pdf&n=How_to_nominate_your_students_Shibaura_Institute_of_Technology_202103.pdf)

Upload the grading system/grading scale of the applicant's university \*

Drag and drop a file here or click to browse

You can upload files with the following extension: .pdf. The maximum upload size is 20MB.

**Save**

Do not forget to click "save" bottom" after completing the form.

Example) The grading system at SIT

	Undergraduate	Graduate	
S	100-90		Pass
A	89-80	100-80	
B	79-70	79-70	
C	69-60	69-60	
D	59-50	59-50	Fail
F	49-0	49-0	

As shown in the figure on the right, upload the grading system/grading scale of the applicant's university.(PDF) .

# Step 7

## Complete the nomination process

Make sure you have the status “entered” on both items A) and B)

List of Request Forms > List of Documents

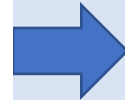
**In Progress**

### Nomination

Form	Status
A) Nomination for Student Exchange	Entered
B) Nomination for student exchange (Transcript and GPA)	Entered

[- Reject Request](#) [View Application Documents](#) [+ Submit](#)

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Then, press “Submit”

The Admissions Office  
Offering the choice of colleges from the world

**In Progress**

### Nomination

Form	Status
A) Nomination for Student Exchange	Entered
B) Nomination for student exchange (Transcript and GPA)	Entered

[- Reject Request](#) [View Application Documents](#) [+ Submit](#)

**Submit this request form**

Are you sure?

[Cancel](#) [Submit](#)



Your task is over!  
One more page to go

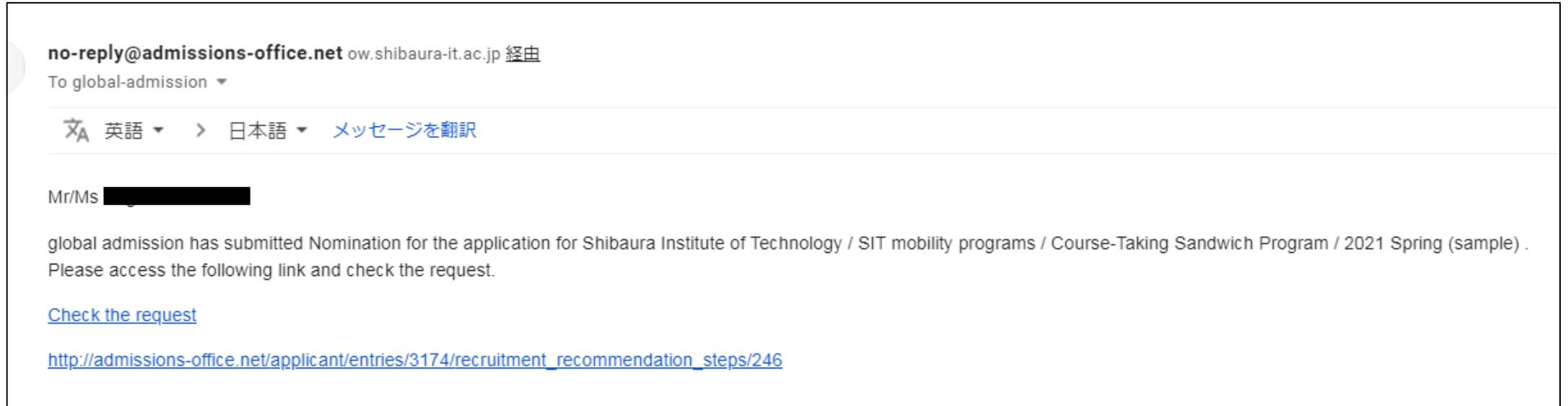


# Step 8

## Message for a nominee

When you “submit” the nomination, the nominee (student) receives the message as below.

### Example-email



Please make sure that the students to complete the whole application process. Sometime we see students not completing (press save/submit) the application where they think they are. **Failing the application completion would make him/her not on the applicants list on our side.**

Thank you for your cooperation