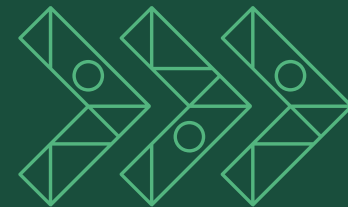


Shibaura Institute of Technology

How to nominate your students online

-for university coordinator/nominator



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

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

We used to accept nominations via email but from Spring 2021 entry, we ask the coordinator/nominator to nominate students through the online application system called The Admission Office (TAO).

Please follow this guideline when nominating your students.

Contact us if you encounter any problems :

global-admission@ow.shibaura-it.ac.jp

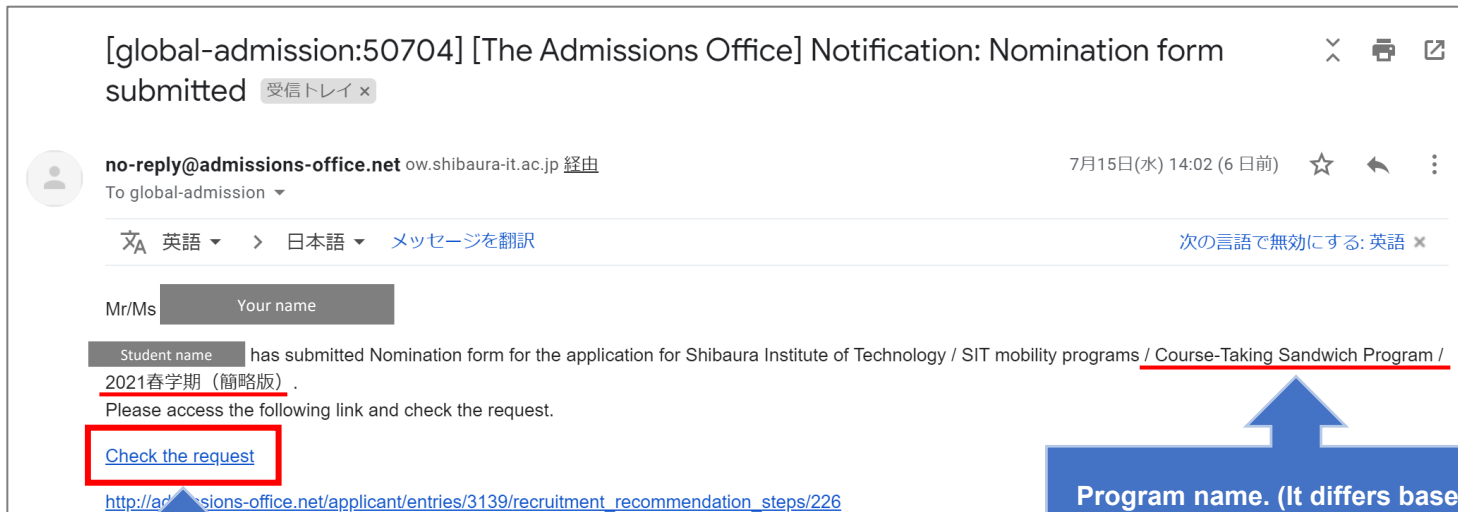
Step 1

During our application process, each student is asked to send a request to his/her nominator to submit online nomination form.

*Student will send the request in The Admission Office (TAO).

You (as a nominator) will receive a request via email.

Sample-email



Click here to proceed.

Program name. (It differs based on the student's program selection.)

Step 2

Login to The Admission Office.

The email link will lead you to the TAO login page.

The screenshot displays the login interface for The Admissions Office. On the left, the logo features a stylized 'A' and 'O' in a red square, with the text 'The Admissions Office' and the tagline 'Offering the choice of colleges from the world map'. Below the logo, a paragraph describes the system as 'The brand new admission system both for colleges and applicants Consortium-style system The Admissions Office knows everything about application process.' An illustration of six diverse students is positioned below the text.

The right side of the page contains the login form. At the top right, there is a language dropdown menu set to 'English'. Below this, two tabs are visible: 'Applicant' and 'Recommender / Requestee', with the latter being the active tab. The form includes input fields for 'Email' and 'Password', a black 'Log in' button, and a grey 'Create a new account' button. At the bottom, there are links for 'Resend confirmation email' and 'Forgot my password.'.

Three blue callout boxes with arrows point to specific elements: the top box points to the language dropdown with the text 'You may change the language setting.'; the middle box points to the 'Recommender / Requestee' tab with the text 'Select Recommender'; and the bottom box points to the 'Create a new account' button with the text 'Please create an account if you are a new user. We recommend that you share the same account within your office in case the coordinator changes.'

Step 3

Select student(s) to nominate.

After the login, you will find a list of student(s) who have sent the nomination request.

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

List of Request Forms

Notification | [Notice of Credit Card Payment Maintenance on 6/25\(Fri\) and 6/29\(Tue\) JST](#) 2021/06/24

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	Student name	Jun 28, 2021 00:00		
Submitted	Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2022 Spring Entryのコピー	Nominati on	Student name	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	Student name	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	Student name	May 18, 2021 11:56am	-	>

The status is shown here.

Click on the student's name to nominate.

Step 4

Check student's application and complete the items.
You will have two items to complete, section (A) and (B).

The screenshot shows a web interface for a 'Nomination' process. At the top right, there is a link 'List of Request Forms >' with a blue arrow pointing to it from a callout box that says 'Always use this tab to return to the previous page.' Below this is a red 'In Progress' status indicator and the title 'Nomination'. A table lists two forms: 'A) Nomination for Student Exchange' and 'B) Nomination for student exchange (Transcript and GPA)', both with 'Incompleted' status and right-pointing chevrons. Below the table are two buttons: 'Reject Request' and 'View Application Documents'. A blue callout box points to the 'Reject Request' button with the text 'Click here if you need to REJECT the request.' Another blue callout box points to the 'View Application Documents' button with the text 'Click here to check student's application progress and uploaded documents.'

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

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

Step 5

Complete (A) Nomination for Student Exchange.
Please fill in all the information and save.

After completing / saving section (A), please click "List of Documents" and move onto section (B).

List of Request Form > **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

Do not forget to SAVE.

Step 6

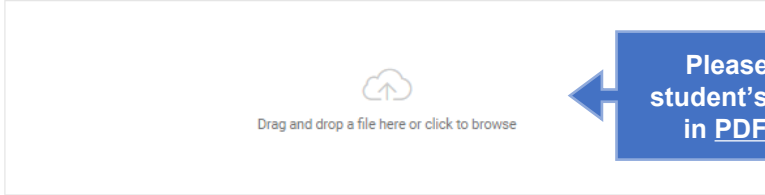
Complete (B) Nomination for student exchange (Transcript and GPA). Please upload student's transcript and fill in the GPA information.

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) *



Please upload student's transcript in PDF format.

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"

Step 6 (cont.)

Complete (B) Nomination for student exchange (Transcript and GPA).
Please upload student's transcript and fill in 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@pow.shibaura-it.ac.jp" for the procedure. The Email title must be "GPA inquiry", specify your concern and attach your transcript.

Always use this tab
to return to the
previous page.

Please follow the instruction carefully.
GPA information should match the one provided by student.

IMPORTANT NOTE:
If your students have 2 GPA records, one with F(fail) grade and one without F(fail) grade, please use the one that includes the F grade.

Step 6 (cont.)

Complete (B) Nomination for student exchange (Transcript and GPA).
Please upload student's transcript and fill in 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

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 extension: .pdf. The maximum upload size is 20MB.

Save

Please upload the grading system/grading scale in PDF format.
(Example of the grading scale is shown in the right.)

Do not forget to SAVE.

E.g. SIT grading scale

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

Step 7

Complete the nomination process.
Please check the status before the submission.

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

Please make sure the status is changed to “entered” on both sections (A) and (B), then click submit.

The Admissions Office
Helping the process of colleges from the world step

In Progress

Nomination

Submit this request form

Are you sure?

Cancel Submit

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

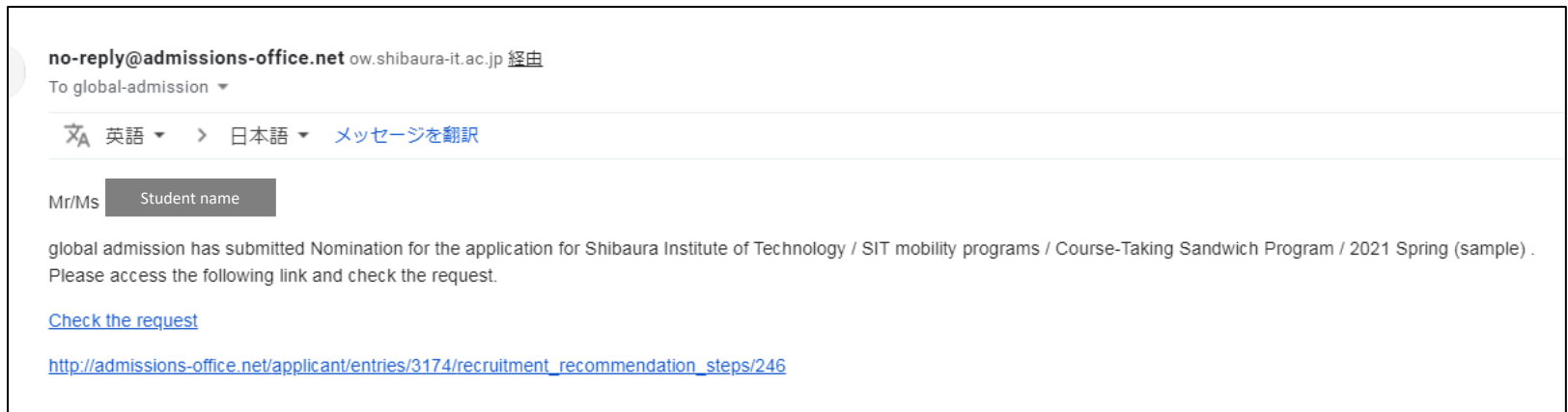
— Reject Request View Application Documents + Submit

Additional Note

Confirmation email will be sent.

When you submit the nomination, STUDENT will receive the confirmation email.

Sample-email



We ask you to kindly follow up with your student(s) to make sure the whole application process will be completed in time. Student(s) will not be included in our applicants list if the application is not submitted correctly. Thank you very much for your cooperation.