Shibaura Institute of Technology
Graduate School of Engineering and Science
Master's Program
Special Selection for Foreign Students / Special Selection for Working Adult
Application Guideline
Spring Semester FY2022 Enrollment

＊For the Spring Semester 2022 Entrance Examination, due to the impact of the coronavirus (COVID-19) and the restriction orders by the government and administration, there is a possibility that the schedule and contents described in this application guideline may change.

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【On the handling of Personal Information】
The information which provided for the application procedure such as「name, address（contact information）, other personal information（hereinafter referred as "personal information")」 are being used in order to notify the selection and notification of admission.
　Also, the above personal information of the applicant will be used for the student life supports, learning instructions and emergency contact, after the applicant's admission.

【On the management and storage of Personal Information】
　The university manages and stores personal information provided by applicants under a strict management system in accordance with the Shibaura Institute of Technology Personal Information Protection Regulations, and the university will not leak and share the applicant's personal information to any third party.

【Special Selection for Foreign Students】

As a graduate school, we are conducting Special Selection for Foreign Students with the aim of Japan's international progress, as well as understanding the international and relationship of graduate students in Japan.

Ⅰ. On the Application

1. Major Name／Capacity of Application／Degree

Graduate School Name	Major/ Course Name	Degree Name	Capacity of Application
Graduate School of Engineering and Science	Electrical Engineering and Computer Science Course	Master of Engineering	110
	Materials Science and Engineering Course		40
	Applied Chemistry Course		30
	Mechanical Engineering Course		85
	Systems Engineering and Science Course	Master of System Engineering	75
	Global Course of Engineering and Science	Master of Science in Engineering	10
	Civil Engineering Course	Master of Engineering	25
	Architecture and Architectural Engineering Course	Master of Engineering or Master of Architecture	110

※The capacity number of applicants are for enrollment in Spring 2022 (not for each examination).

※Please refer to the official website for an overview of each major and admission policy.

Top Page > Faculty > Graduate School > Master's Program

https://www.shibaura-it.ac.jp/faculty/graduate-school/index.html

* For Global Course of Engineering and Science applicant only ······ It is written in the Diploma Policy that 「3.Complete either an overseas research project for Japanese students, or an internship in Japan for foreign students.」, but however, this will be conducted and considered in a flexible way due to when the coronavirus (COVID-19) will be off and settled down.

２．Application Qualification

Applicants must satisfy both of requirements 1 and 2, plus either of requirements A, B, C, D, E or F.

1	Possess neither Japanese nationality (including those with dual nationality) nor permanent residence in Japan
2	Have sufficient proficiency to study and conduct research in English

A	Foreign students who have graduated or will graduate from a Japanese university by 31 March 2022.
B	Students who have finished or will finish 16 years of school education or equivalent outside Japan by 31 March 2022.
C	Those who have been awarded a degree equivalent to a bachelor's degree at a foreign university or other institution, by completing a course of study of three years or more (five years for a doctoral program in medicine, dentistry, pharmacy, or veterinary medicine).
D	Foreign student from a country where one does not have to take 16 years to finish undergraduate education, having a working experience in a university or a research institution in Japan or outside Japan after graduation of university by 31 March 2022 and being recognized in Academic Committee of Graduate School of Engineering and Science, SIT as having the same academic capability as a SIT university degree holder.
E	A person who has finished or will finish 15 years of school education or equivalent outside Japan, who is also recognized in Academic Committee of Graduate School of Engineering and Science, SIT as a university degree holder with excellent grades for prescribed credits.
F	A person who is recognized in Academic Committee of Graduate School of Engineering and Science, SIT as having the same academic capability as a university degree holder.

（Note 1）If you have inquiry on which application meet your qualification , please be sure to consult in advance.

（Note 2）**If you apply in terms of C, D, E or F, you are subject to Prequalification.　In that case, you must refer to "Prequalification of Applicant" attached with this document and follow the instruction therein.**

（Note 3）You are eligible to apply if you graduated from a four-year university transfer program, but you are not eligible to apply if your final academic background is a Chinese three-year university.

３．Procedure of Application

1) Contact the preferred supervisor you would like to pursue the degree and discuss on the examination requirements and research project content. Also, obtain the supervisor's consent in accepting you to be part of the supervisor's research laboratory if you are being accepted for the admission.
2) Download the application guidelines and read them carefully.
3) Prepare the necessary documents and convert them into data as instructed by the application guidelines.
4) Encrypt required information with a password and upload the required documents within the online application system acceptance period.
5) During the online application system acceptance period, request the supervisor who agreed to accept you to issue an acceptance letter.
6) (Beside the current students) During the online application system acceptance period, make a request for recommender to create a recommendation letter.
   ※**5), 6) please be sure to complete all procedures by specified application deadline**
7) Pay the examination fee during the online application system acceptance period and check your application

thoroughly on any defects or incomplete information before you confirm your application.

<Note>

Before proceeding with the application, the applicant must first contact supervisor whom he/she wish to pursue their research study. You should discuss about the research plan, interview session and obtain the acceptance to enter the research laboratory. If you have no means to contact him/her, email documents specified below to the section-in-charge.

(Make an introduction statement email so the section-in-charge may directly forward the email to the preferred supervisor)
1．Reason of choosing the supervisor and the research laboratory to pursue degree（Statement in the email contents if possible)
2．Resume
3．Research Plan

As it will take time in contacting and getting the feedback from the supervisor, our new referral date for the deadline is October 4th (Mon.) 12:00 (JST). Please take note that the submission after the date is not accepted.
※Application is not accepted if there is no acceptance from the supervisor.

Contacts for any inquiries：
Shibaura Institute of Technology
Division of Academic Affairs, Toyosu Campus
Graduate School Section
<**daigakuin@ow.shibaura-it.ac.jp**>

4．Examination Schedule Date／Time／Venue of Examination

・　Selection is done by document assessment and oral examination.
・　Acceptance judgement is based on the submitted document and an oral examination.
　　Applicants will be required to take an oral exam regardless of evaluation based on the document assessment.
・　The date and time of the oral examination will be notified by **November 12th (Fri.)**, after accepting the application and setting the interview order. We are sorry, but there is no possibility to select or wish to have the oral interview on the Applicant's preference date and time.

Major Name	Oral Interview Date	Venue of the Interview
Electrical Engineering and Computer Science Course	November 19th 2021 (Fri.)	Conducted online using Zoom, the web conference service
Materials Science and Engineering Course		
Applied Chemistry Course		
Mechanical Engineering Course		
Systems Engineering and Science Course		
Global Course of Engineering and Science		
Civil Engineering Course		
Architecture and Architectural Engineering Course		

<Notes>

Shibaura Institute of Technology will implement the spring semester of graduate school entrance examination by using the web conference service application of Zoom. Candidates are required to prepare accordingly as follows.

(1)	The interview takes place via Zoom. SIT uses Zoom to conduct the video call. There is no need to set up an account for the Zoom Application, but applicants may need to install the application at your PC.
(2)	**Applicants have to be aware of the procedure practiced for the internet connection and are responsible for preparing device (PC, web camera, microphone).** **No matter what the reason including technical problem with wireless connection or device, the examination result is not considered by the issue.**
(3)	Interview will take place on November 19th (Fri.). The detailed schedule shall be informed one week prior to the examination date
(4)	At the online interview, applicants are required to provide an ID certificate (e.g. passport) to be identified by the admission staff. Only ID certificate written in English and with a face photo can be acceptable.
(5)	**The candidates will be rejected at any stage, if he/she is determined to have made a false on admission procedures.**

5．Entrance Examination Fee

The Entrance Examination fee is 35,000 yen. The payment method is by convenience store payment or credit card payment; hence payment by other means cannot be accepted.

6．Application's Document List

Application documents are as below.
The contents of the oral examination and the preparation items are described in the next section 「7. Examination Contents」, so please take a note.

Application for this entrance examination is done by online application system of "The Admission Office (TAO)". For details on how to use and etc., Please refer to "The Admissions Office (TAO) Usage Manual" published in the Application Guidelines.

■**Online Application System Acceptance Period＜For all majors＞**
October 1th 2021 (Fri.) 12:00 (JST) ～ 13th 2021(Wed.) 16:00 (JST) <<Strictly Observed>>
※We do not accept application after the acceptance period.
※Complete all the entries for the application within the above period. If the application is not completed within the acceptance period, application will not be accepted.
（Applicant will not be able to complete the application on the system）

＜**About the TOEIC score of Shibaura Institute of Technology's current students**＞
For Shibaura Institute of Technology's current students, the TOEIC score registered in S*gsot Portfolio is extracted and used, therefore there is no need to submit a score using TAO. **Please make sure to confirm that your TOEIC score is registered in S*gsot Portfolio before the end of the online application system acceptance period**. If there is no registration of the score in the S*gsot, the application cannot be accepted.

However, **please take note that research students are not the regular (currently registered) students.** Therefore, if you are the research student, please scan the data of TOEIC and other English test score sheets accordingly.

■Application Documents

Application Documents ＜Target person of submission＞	Type	Submission Method or Requirement
① **Application Form** ＜All Applicant＞	Direct input into TAO System	★Please fill-in directly into the form 「Application Form」 the TAO System. ・If you were not be able to fill the fields provided in the 「Application for Admission」 such as academic background and work history, due to the limited space or etc., you can submit it separately at 「Submitted Documents」 in TAO's designated form as 「Other Documents」
② **Passport Size Photo** ＜All Applicant＞	JPEG	★Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO. ・4cm*3cm, Photo taken within 3 months before application （Upper body・Front ・No hat・No frame） ・For successfully enrolled applicants, the photo will also be used for your Student's ID
③ **Entrance Examination Fee （¥35,000）** ＜All Applicant＞	－	★Please complete the procedure from the [Examination fee payment] menu of TAO. ・The payment method should be selected from two types : credit card payment and convenience store payment. ・Payment method by certificate issuing machine (Papyrus mate) in the campus is not permitted.
④ **Transcript Certificate** ＜All Applicant＞	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Submit certificate of the course you have obtained (including the prospects) of your undergraduate degree completion. 　If you are a transfer student, please submit a pre-transfer certificate. ・It is possible to submit a combination of a transcript and a certificate of graduation. 　In this case, it is sufficient to upload a copy to the No. ④ column, and leave it blank for the 　No. ⑤ column.
⑤ **Certificate (or Prospect) of Graduation** ＜All Applicant＞	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Submit a Bachelor degree certificate. ・It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload a copy to the No. ④ column, and leave it blank for the No. ⑤ column. ・Those who have been awarded a bachelor's degree by [独立行政法人 大学改革支援・学位授与機構] should submit a certificate of degree award. 　If you are applying for a degree, submit a certificate of acceptance. ・If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both. ・If you have already obtained a master's degree from any university in addition to the bachelor's degree, upload it to the "Other Documents" field on the "Submitted Documents" form of TAO.
⑥ **Reason of Application** ＜All Applicant＞	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the application requirement page. ・Write in 1 page of A4 size paper.
⑦ **Research Plan and Schedule** ＜All Applicant＞	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the application requirement page. ・Write in about 2 pages (image included) of A4 size paper. ＜**For Applied Chemistry course applicant only**＞ Instead of a research plan, create a graduation research summary (a summary should be two A4 sheets of paper including figures, and the research results and implications are about two-thirds of the total.) to be uploaded in a PDF file. Please use designated format which published in application form

Application Documents <Target person of submission>	Type	Submission Method or Requirement
⑧ **Letter of Acceptance** ＜All Applicant＞	Direct Input into TAO System	★Please complete the 「Letter of Recommendation」 form on TAO. ・Enter the e-mail address of the supervisor whom you are going to be supervised to, and send a request for preparation of the acceptance letter. ・If the supervisor you want to be supervised is ""Co-supervisor", obtain an acceptance letter from both "supervisor" and "Co-supervisor". (Send a total of 2 requests for this matter). ・Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.
⑨ **Letter of Recommendation** ＜ Other than current Shibaura Institute of Technology students＞	Direct Input into TAO System	★Please complete the 「Letter of Recommendation」 form on TAO. ・Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. ・Enter the recommender's e-mail address and send a request to create/write a letter of recommendation. ・The recommender should be a person who is familiar with the applicant, such as a supervisor at the university where he / she is from, or a supervisor at work. ・Allow for ample days for this request to the recommender as to be able for it to be received and completed before the application system deadline period.
⑩ **English Test Score Report** ＜ Other than current Shibaura Institute of Technology students＞	PDF (Scan Data)	★Please enter your score in the designated field of the 「Related information」 form of TAO. Please upload the scan data of the official score report to the corresponding section of 「Submitted documents」. ・Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document ・Scores of TOEIC® L & R, TOEIC® S & W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students) are desirable. ・Submit scan data of officially issued score reports. 　(Screenshot from the Computer PC is not accepted) ・Test score is valid is test was taken after entering university (during undergraduate or etc.) ・Score of IP Test cannot be accepted. ＜**Students of Shibaura Institute of Technology only**＞ ※We will use the highest score of the TOEIC score registered in S*gsot Portfolio. If there is no score registration in S*gsot Portfolio before the online application system acceptance period end, the application will be rejected, so be sure to check for it by yourself.
⑪ **Residence Card and Passport Copy** ＜Foreign Students only＞	PDF (Scan data)	★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO ＜Passport＞ ・Submit scan data of the page which has the face photo. ＜Residence Card＞ ・Submit scan data of surface side of the card.
⑫ **Confirmation Check Sheet** ＜All Applicant＞	Direct Input into TAO System	★Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO ・Read the scholarship application guidelines and submit the application documents. ※Only undergraduate students of Shibaura Institute of Technology can apply for the scholarship. Other university students, graduates, research students is not applied on this requirement. ※Application is not possible if there is a possibility of withdrawal

※It is not necessary to submit the original copy of the uploaded documents. **However, if necessary, we may instruct you to submit the original upon enrollment.**

≪Notes≫
・　If there is defect in the application content, the application may not be accepted.
・　Any documents other than those described in English (including recommendation letters) will not be accepted. If you can only prepare documents in other languages, please prepare a notarized translation and upload it to TAO along with the original language document.
・　We could not cooperate at all about any correction and substitution of documents which you have submitted.
・　After the application, you cannot change the application details (year of admission, major, supervisor and etc.)

- If there is a forgery, a false statement or bribery in the documents / documents submitted at the time of application, etc., it may be regarded as fraudulent and the result of the entrance examination may be invalidated. Also in this case, the submitted documents, documents, etc. and the admission fee will not be refunded.

7．Examination Contents

The examination format and contents for each majors are described as follows :
For Architecture and Civil Engineering Course and Systems Engineering and Science Course, there are further instruction based on which department/faculty you are belong to. The list of faculty and supervisors who are affiliated to the faculties are listed in the 「**III. Education Research Field and Supervisor List**」. Please determined which faculty/ department and supervisor you wish to belong to in the mentioned list.

■Electrical Engineering and Computer Science Course

Oral Examination Implementation Format	The oral examination will be held for 25 minutes of presentation (15 minutes) and a Q&A session (10 minutes).
Preparation Materials	Prepare materials for a presentation and be well prepared to present them by screen share during the oral exam.
Contents of Questions	The presentation should explain the following: （1）Reason for pursuing to Graduate School：about 3 minutes （2）Graduation research contents：about 9 minutes （3）Research Plan for Graduate School：about 3 minutes If graduation research is not conducted, the content should indicate the ability to conduct research in pursuing to master's program. In addition, the research plan should include research results such as literature and papers related to previous research.
Others	

■Materials Science and Engineering Course

Oral Examination Implementation Format	The oral examination will be held for 15 minutes of presentation (5 minutes) and Q&A session (10 minutes).
Preparation Materials	In the presentation, explain the following three points: 「Reason for Application」, 「contents of graduation research」, and 「research plan for Graduate School」. If you wish to make a presentation using PowerPoint, be prepared to present it by screen share during the oral exam.
Contents of Questions	Mentioned in above.
Others	

■Applied Chemistry Course

Oral Examination Implementation Format	The oral examination will be conducted in 20 minutes, with oral presentations using PowerPoint (5 minutes) and questions and answers (15 minutes).
Preparation Materials	Prepare a PowerPoint presentation based on the results of research on graduation thesis (the pages number depends on you, but just to make sure that the presentation should be less than 5 minutes), be prepared to share it on the test day.
Contents of Questions	5 minutes of PowerPoint presentation focusing on the results and considerations related to graduation thesis research. 15 minutes of questions about basic academic skills, mainly about the background of research, and questions and answers about research and motivation for applying. Total is 20 minutes.
Others	

■Mechanical Engineering Course

Oral Examination Implementation Format	The oral examination will be conducted for 12 minutes, consisting of presentation (5 minutes) and a question-and-answer session (7 minutes).
Preparation Materials	Prepare a PowerPoint presentation on the following questions, and be prepared to share the presentation on the screen during the oral examination. For matters on pursuing the research laboratory, it is advisable to consult with the supervisor.
Contents of Questions	In presentation format, explain on 「reason of application」, 「content of graduation research」 and 「research plan in pursuing the study」. Include related content such as, engineering ethics, awareness of communication and management skills in the presentation. In the question-and-answer session, questions may be asked about basic research skills and expertise in specialized fields.
Others	

■Systems Engineering and Science Course

Oral Examination Implementation Format	15mins of oral examination : Power-point Presentation (5mins), Q&A (10mins)
Preparation Materials	Depends on the supervisor. If there is an instruction to prepare any materials, please prepare as instructed.
Contents of Questions	【Machine Control Department】 The presentations is to focus on 「reason of application」 and 「research plan」. Also write in and present on 「weekly scheduled at graduate school and laboratory」 (from what time to what time you will be able to do research / be in the research laboratory). 【Electronic Information Department】 The presentations will focus on 「results of comprehensive research so far」 and 「future research plan」. Based on the presentation and question-and-answer session, presentation will be evaluated on the basic research ability, professional ability, communication ability and presentation ability. 【Social and Environmental Department】 The presentation will be conducted based on the themes of 「reason of application」, 「current research (progress and results)」 and 「research plan for graduate school」, and evaluation will be based on the suitability of the person to graduate school, including from the questions and answers session. 【Life Sciences Department】 The presentation will be conducted based on the themes of 「reason of application」, 「current research (progress and results)」 and 「research plan for graduate school」, and evaluation will be based on the suitability of the person to graduate school, including from the questions and answers session. 【Mathematical Science Department】 The theme of the presentation will be based on "reason of application" and "the contents of the mathematical sciences you are currently studying", "your research plan after enrollment", and "your future outlooks after completion". The question-and-answer session will focus on confirming the presented presentation contents.
Others	The oral examination will be given at a time that considers the time difference with the local area as much as possible for students who are in the labs of supervisors who are on overseas business trip or studying abroad.

■Global Course of Engineering and Science

Oral Examination Implementation Format	The total time of oral examination is 20 minutes. It consists of two sessions, a Power Point Presentation（10 minutes）and a Question & Answer session（10 minutes）.
Preparation Materials	In the presentation, please be sure to include the following points; (1) your motivation of joining the Global Course of Engineering and Science (2) objective and key results of your bachelor's degree research (3) objective, research plan and schedule of your master's degree research project
Contents of Questions	Questions will be related to basic science and engineering knowledge of your bachelor and proposed master research project.

■Civil Engineering Course

Oral Examination Implementation Format	The oral examination will be held for 10 minutes of presentation (5 minutes) and Q&A session (5 minutes).
Preparation Materials	Presentations will be conducted using PowerPoint.
Contents of Questions	In your presentation, please explain your research for your graduation thesis and your research plan for your master's thesis.
Others	

■Architecture and Architectural Engineering Course

Oral Examination Implementation Format	The Architecture and Architectural Engineering Course is divided into 7 departments.　The following are 6 entrance examination categories in conducting the oral examinations. The format of each entrance examinations are as follows: 【1.Architectural Planning Department、Architectural History Department】 20 mins of oral examination : Presentation (7 mins), Q&A (13mins) 【2.Architectural Design Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【3.Environmental Engineering Department】 20 mins of oral examination : Presentation (10 mins), Q&A (10mins) 【4.Building Structure Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【5.Industrial Engineering Department】 20 mins of oral examination : Presentation (8 mins), Q&A (12mins) 【6.City Planning Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)
Preparation Materials	【1. Architectural Planning Department、Architectural History Department】 From November 6 (Sat.) to November 12 (Fri.), please submit your explanatory materials summarizing your research (e.g., graduation research, work produced for university

assignments, work at your place of employment for which you are primarily responsible, etc.) in PDF format (10MB or less) to the email address below. The file name of the submitted PDF should be "Explanatory Material (Architectural Planning Section, Architectural History Section) Examination Number Name".

e-mail: gs-kentiku-office@sic.shibaura-it.ac.jp

【2. Architectural Design Department】

Bring along the portfolio ①, research plan and explanation on reason to pursue study at the time of pre-interview. Please share your portfolio ② during the oral examination.

Portfolio ① (PDF 10MB or less): For pre-interview. Format is free (more than 2 works).

Portfolio ② (PDF 10MB or less): For oral examination. The format is 10 sheets or less on one side of A3 paper (more than 2 works)

【3. Environmental Engineering Department】

The oral examination is conducted online using PowerPoint.

Please submit a summary of your graduation research (format is free) and a date of presentation to your desired professor in advance.

Please follow the instructions of your desired professor regarding the submission date.

【4. Building Structure Department】

The oral examination is conducted online using PowerPoint.

Prepare the date of presentation before the day of the oral examination. The detailed instructions will be provided at a later date.

【5. Industrial Engineering Department】

The supervisor will instruct you on the documents to bring with you for the pre-interview.

The oral examination is conducted online using PowerPoint. Prepare the date of presentation before the day of the oral examination.

【6. City Planning Department】

The supervisor will instruct you on the documents to bring with you for the pre-interview by e-mail.

The oral examination is conducted online using PowerPoint. Send the date of presentation to the supervisor via e-mail or online storage by 12:00 noon (JST) on the day before the oral examination. Also open the date file on your computer at the time of the oral examination.

Contents of Questions	In the oral examination, basic research skills, specialized skills, communication skills, presentation skills, and management skills are evaluated from the presentations, explanation and questions and answers session.
	【1. Architectural Planning Department、 Architectural History Department】
	In the oral examination, explain the reason for application, research plan and the outline of explanatory materials on graduation research, and then Q&A about them.
	【2. Architectural Design Department】
	The presentation will be about the reason for application, the research plan, the portfolio

	②, and the master's program. **【3. Environmental Engineering Department】** The presentation will be about the reason for application, the graduation research and the research plan for master program. Also, Q & A about the results of the graduation research and the research plan for master program. In addition, Q & A on the general knowledge in the field of Environmental Engineering. **【4. Building Structure Department】** In the presentation, please explain the reason for application, your research plan for master program and your graduation research. Also, the question and answer session on the general knowledge in the field of Building Structure. **【5. Industrial Engineering Department】** Please explain the following in the presentation. ・ Your graduation research: background and purpose of the research, research methods, research results and future issues. ・ Research plan for master program: Development / differences from graduation research (if it is different from graduation research, explain on the outline of research) ・ Q & A about research plan and related contents. **【6. City Planning Department】** In the presentation, please explain the research content (or design content) of the graduation thesis (or graduation design) and the research plan for the master's thesis.
Others	Applicants will make appointments by e-mail to preferred supervisor before applying, and consult on the oral examination, research content and etc. (pre-interview). Approval for the application must be obtained from the preferred future supervisor. Please note on the required items which you need to bring during the pre-interview and oral examinations depending on your choice of departments. **【1. Architectural Planning Department、Architectural History Department】** Please make a preliminary interview with the desired professor of your first choice at least 15 days before the end of the application period. **【2. Architectural Design Department】** Conduct a pre-interview with the desired professor of your first choice via Internet/online at least 15 days before the end of the application deadline. Please indicate only one name of the professor whom wish to be supervised. The portfolio ② which will be shown in the oral examination should be modified the portfolio①, reflecting the questions and suggestions received in the pre-interview. **【3. Building Environmental Facilities Department】** When you have a pre-interview with the professor of your first and second choice (only if you have a second choice), prepare a reason for application, a research plan and an outline of your graduation research in the format specified by the Graduate School.

	【4.Building Structure Department】 The supervisor will instruct you about the documents to be brought in for the pre-interview. 【5.Industrial Engineering Department】 The supervisor will instruct you about the documents to be brought in for the pre-interview. 【6. City Planning Department】 Conduct a pre-interview with the desired professor of your first choice via Internet/online at least 15 days before the end of the application deadline. The supervisor will instruct you about the documents to be prepared in for the pre-interview.

8. Examination ID Number

After the online application system acceptance period is over, examination ID numbers will be assigned and the result will be uploaded to the message form in the online application system (TAO).

9. Announcement of Results

December 9th,2021 （Thu.)

Will be updated on TAO's personal page at 13：00

※ Successful applicants will receive an acceptance letter by post on the same day. For the students who is living overseas, the notification will be send through TAO.

※ For your information, we will not respond to any inquiry on this matter by a phone call.

※ If you change your address after passing the exam, or if you leave Japan due to temporary return or long-term study abroad, please contact the Graduate School Section promptly.

10. Payment for admission and Admission Procedure

For successful applicants, together with the acceptance notice, we will send you the admission procedure details and admission invoice.

【Payment for Admission 】
(1) Amount paid: SIT University graduates 602,500 yen, non-SIT University graduates 862,500 yen
 * Appropriated for the first year of tuition fee for the master's course
(2) Fee payment due date　Primary deadline: January 14th, 2022
　　　　　　　　　　　　Second deadline: February 28th, 2022
　　　※If the deadline for payment has passed, the application will be considered as cancelled.

【Admission Procedure】
Admission procedures and various guidance are scheduled in late March. Details will be notified to successful applicants through TAO message form after announcement of successful results. Until the admission process is completed,

successful applicants may be contacted by TAO message until the admission process is completed. Please be sure to check all messages (through TAO or email) sent from Shibaura Institute of Technology even after you have receiving the acceptance passing.

11.   Tuition Fee

The amount of tuition fee and other payments are shown in the table below.

	Payment / Yen					
	Year 1			Year 2		
	1st Sem.	2nd Sem.	Total	1st Sem.	2nd Sem.	Total
Admission Fee*	260,000	—	260,000	—	—	—
Tuition Fee	510,500	510,500	1,021,000	560,500	560,500	1,121,000
Maintenance Fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	862,500	602,500	1,465,000	652,500	652,500	1,305,000

● **The admission fee will be waived for SIT graduates.**

【**SIT Parents Association Fee**】

Cost	First Year Second Semester	Second Year First Semester
Admission fee	(10,000)	—
Membership Fee	15,000	15,000
Total	15,000 (25,000)	15,000

① Parents of enrolled students should be enrolled at the same time as the enrollment of students as a regular member of Shibaura Institute of Technology Support Association.

② Amount of admission fee and membership fee (30,000 yen for 2 years) are shown in the chart on the left.

③ Admission fee is waived for the graduate of Shibaura Institute of Technology who become a full member when entering at the undergraduate school.

※ () is the amount to be paid for those who graduate other than Shibaura Institute of Technology

Inquiries：SIT Alumni and Supporters Relations Section   03-6722-2910

12.   Withdrawal after Receiving Successful Results

For those who have submitted a notice of withdrawal by the end of March 2022, the deposit will be refunded upon request, excluding the admission fee. There is a notice/ letter of admission decline, a designated form by the University, so please contact the Graduate School Section in this matter.

13.   Disclaimer

Please note in advance that Shibaura Institute of Technology may take the following measures when conducting entrance examinations.
   1)   On the examination environment
      We will try to ensure a fair and quiet examination environment as much as possible, but we have to take the

following measures as a matter, such as:

- ・ As a general rule, no special measures will be taken even if noises occur.
- ・ We do not take into consideration the difference between examination classrooms such as desks, chairs, air conditioning and audio equipment.
- ・ If there is an act that other candidates feel annoyed in the waiting room or etc., they may be instructed to leave the room.

2) On the accidents due to unforeseeable circumstances

- ・ If natural disasters such as typhoons or earthquakes, or fires, blackouts, accidents due to unforeseeable circumstances, or other problems with transportation facilities occur, response measures may be taken such as delaying the examination starting time. However, we do not take any responsibility for the inconvenience, expenses, and other personal damages of the candidate.
- ・ In the event of lateness or absence due to personal reasons other than the above, we will not respond at all to changes in time or implementation of another day.

14. Scholarship Information

（Notes : The name of scholarship is in Japanese, therefore no translation is made on the names）

① グローバル理工系人材育成大学院給付奨学金（給付）

【Amount of benefit】300,000 yen/ year

【Period of benefit】2 years

【Total benefit】600,000 yen for 2 years

【Target Applicant】

- Current SIT students：

Students who earned TOEIC scores of 550 and above by March 31st 2022

- SIT graduated students：

Earned TOEIC scores of 550 at the application time

【Application method】

- Current SIT students：

Earned TOEIC scores of 550 and above by March 31st 2022 and registered it in the S*gsot Portfolio（Automatic application）

- SIT graduated students：

Earned TOEIC scores of 550 at the application time（Automatic application）

※ At the time of application, please enter the student ID number of the studying time in the 「Application form」 of TAO.

【Application Engagement Time】Middle of May 2022（Plan）

15. Inquiries

If you have any questions regarding the entrance exam, please email us at:

Shibaura Institute of Technology
Division of Academic Affairs, Toyosu Campus
Graduate School Section

Mail: daigakuin@ow.shibaura-it.ac.jp

* Please put the word 「SSFS」 in the email title when emailing.

Ⅱ. On Pre-Qualification of Application（To applicable person only）

　　With the aim of fostering researcher and professional with high specialty while responding to the demands arising from the development of science and technology and the changes in society and economy, Graduate School of Shibaura Institute of Technology looks carefully into personal competence and opens up doors for a person who has enough capability to conduct research even if he/she has not graduated from university.

1. The case when a Pre-qualification is required:

An applicant with qualification requirements from D to F is required to take pre-qualification.

2. Method of application for pre-qualification

（1）Documents to be submitted

Document	Note
1) Application of Pre-qualification for Entrance Examination	Use the designated form
2) Personal Sheet	Use the designated form.　It is advised to discuss with supervisor before you submit application
3) Certificate of Graduation/Enrollment of applicant's affiliated school	A document mixed up of 3) and 4) will also be accepted.
4) Transcript of the applicant's affiliated school	
5) Research Plan and Schedule	Free form
6) Achievement Report or equivalent	Summary of your final year project, for instance. Free form.
7) Resources or research papers that work as the evidence of 6)	Free form

SIT shall ask the applicant to submit document(s) other than the 7 documents mentioned above in case SIT would find it necessary to do so after the submission is completed.

（2）Application period and venue:

Application period	Time	Venue
October 6th, 2021	〜16:00	Scan all 1) to 7) and email to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp

　　If 7) cannot be scanned because it is a booklet or book, please state this information in the email when submitting other documents and send it separately by post mail, the latest by October 7th (Thu.).

　　※Application for pre-qualification cannot be done via TAO.

3. Pre-qualification Examination Date

Date of the Qualifier Exam	Time	Venue	Result notification
October 22rd, 2021	TBA	Will be done via Online	November 10th , 2021

4. Pre-qualification Fee

Pre-qualification is made at no charge. Please be noted that the fee for Entrance Exam is charged.

5. Method for Pre-qualification

An applicant will be qualified by face-to-face interview, research plan, and achievement Report etc.

III. Education Research Field and Supervisor List

The Global Course of Engineering and Science (GEneS) is a Major in SIT Master's Program.
The generic Research Title in GEneS is "Advanced Science and Innovative Engineering".
Please find your preferred supervisor from the list below including professors in GEneS and concurrent professors.
(Abbreviations of professors' affiliations (majors) are as follows:
 GEneS: Global Course of Engineering and Science;   EECS: Electrical Engineering and Computer Sciences Course;
  MSE: Materials Science and Engineering Course; AC: Applied Chemistry Course;
 ME: Mechanical Engieering Course;   ACE: Architecture and Architectural Engineering Course;
 CE: Civil Engineering Course; SES: Systems Engineering and Science Course.)

*If you wish to be supervised by supervisor with a ◎ in the remarks column, it is necessary to set up a second supervisor designated by that supervisor. On this matter, you have to consult the supervisor in advance.
*Lecturers who do not have "Supervisor" status listed next to their names will be "Co-supervisor". If you wish to receive guidance from the lecturer, please take note that you need to obtain approval from a lecturer which listed as "supervisor". Therefore, beside the co-supervisor, you need to have another lecturer to become your "supervisor". This means you will be guidance by two supervisors (Supervisor and Co-Supervisor).

Professors in GEneS

Professor Name	Supervisor	Resarch Field	Affiliation
FRONZI Marco	Supervisor	Computational Methods for Materials Science	GEneS
HASEGAWA Tadahiro	Supervisor	Robotics and Mechatronics	GEneS / EECS
KAMIOKA Eiji	Supervisor	Information and Communication Systems	GEneS / EECS
MANO Kazunori	Supervisor	Advanced Communication Design	GEneS / SES
MELE Paolo	Supervisor	Thin films for energy harvesting, conversion, and transport	GEneS
MIYOSHI Takumi	Supervisor	Information Networking Systems	GEneS / SES
MURALIDHAR Miryala	Supervisor	Materials for Energy and Environment	GEneS / SES
NAKAMURA Hitoshi	Supervisor	Planning for Urban and Regional Resilience	GEneS /ACE
NICODIMUS Retdian	Supervisor	Electronic Circuits and Systems Design	GEneS / SES
RZEZNICKA Izabela	Supervisor	Surface Chemistry and Nanoscience	GEneS
SILVERSTON Thomas	Supervisor	Data Communication Network	GEneS
TAKASAKI Akito	Supervisor	Structure and Properties of Materials for Mechanical Engineering	GEneS / ME
YAMAMOTO Ayako	Supervisor	High-Pressure Material Science	GEneS / MSE
BHATTACHARYA Yasmin	Co-supervisor	Planning for Urban and Regional Resilience	GEneS
BORZUMATI Francesca	Co-supervisor	High Energy Physics	GEneS
KLIMKOWICZ Alicja	Co-supervisor	Materials Characterization Methods	GEneS
PHAN Xuan Tan	Co-supervisor	Image & Video Processing, Multimedia Networking	GEneS

Concurrent Professors

Professor Name	Supervisor	Resarch Field	Affiliation
ABIKO Satoko	Supervisor	Robotics and Mechatronics	EECS / GEneS
ANDO Yoshinobu	Supervisor	Robotics and Mechatronics	EECS / GEneS
CHEN Xinkai	Supervisor	Control Systems	SES / GEneS
FUJITA Goro	Supervisor	Electric Power System Engineering	EECS / GEneS
GYODA Koichi	Supervisor	Wireless Communication Systems Engineering	EECS / GEneS
HAMASAKI Keita	Supervisor	Chemical Biology	AC / GEneS
HANAFUSA Akihiko	Supervisor	Welfare and Rehabilitation Support System	SES / GEneS
HASEGAWA Hiroshi	Supervisor	Systems Design	SES / ME / GEneS
HIROSE Kazuhide	Supervisor	Wireless Communication Systems Engineering	EECS / GEneS
HOSOYA Naoki	Supervisor	Machinery Dynamics	ME / GEneS
IMABAYASHI Shinichiro	Supervisor	Applied Electrochemistry	AC / GEneS
ISHIKAWA Hiroyasu	Supervisor	Semiconductor Physics and Devices	EECS / GEneS
ITO Kazuhisa	Supervisor	Dynamical System Control	ME / GEneS
ITO Toshio ◎	Supervisor	Advanced Driver Assistance Systems	SES / GEneS
KAMEKO Masaki	Supervisor	Applied Mathematical Science	SES / GEneS
KANOH Shinichiro	Supervisor	Biomedical Engineering Measurement	EECS / GEneS
KIMURA Masaomi	Supervisor	Data Engineering	EECS / GEneS
KITAGAWA Osamu	Supervisor	Synthetic Organic Reaction	AC / GEneS
KOIKE Yoshikazu	Supervisor	Circuits and Ultrasonic	EECS / GEneS
KYUNO Kentaro	Supervisor	Semiconductor Materials	MSE / GEneS

Professor Name	Supervisor	Resarch Field	Affiliation
MAEDA Hidetoshi	Supervisor	Spatial Planning and Design	ACE / GEneS
MAEDA Shingo	Supervisor	Smart Material	ME / GEneS
MASADOME Takashi	Supervisor	Environmental Analytical Chemistry	AC / GEneS
MATSUMURA Kazunari	Supervisor	Biomaterials Science and Engineering	MSE / GEneS
MORINO Hiroaki	Supervisor	Telecommunication Networks	EECS / GEneS
MUGURUMA Hitoshi	Supervisor	Bioelectronics	EECS / GEneS
MURAKAMI Kayoko	Supervisor	Community Information System	SES / GEneS
NAKAMURA Asao ◎	Supervisor	Medical Polymer Chemistry	AC / SES / GEneS
NAKAMURA Hiroyuki	Supervisor	Information and Regional Development	CE / GEneS
NISHIKAWA Hiroyuki	Supervisor	Advanced Materials for Energy and Related Areas	EECS / GEneS
NODA Kazuhiko	Supervisor	Material Chemistry	MSE / GEneS
NOMURA Mikihiro	Supervisor	Energy Engineering	AC / GEneS
ONO Naoki	Supervisor	Heat and Mass Transfer	ME / GEneS
SHIMOJO Masayuki	Supervisor	Materials Science	MSE / GEneS
SHINOZAKI Michihiko	Supervisor	Environmental Design	ACE / GEneS
TAKAMI Hiroshi	Supervisor	Electric Machinery and Applications	EECS / GEneS
TANGE Manabu	Supervisor	Microscale Thermofluid Engineering	ME / GEneS
UENO Kazuyoshi	Supervisor	Nanoelectronics Research	EECS / GEneS
USAMI Kimiyoshi	Supervisor	Computer Architecture and LSI Design	EECS / GEneS
WATANABE Nobuo	Supervisor	System Research in Biomedical Control	SES / GEneS
YAMAMOTO Shinichiro	Supervisor	Welfare and Rehabilitation Support System	SES / ME /GEneS
YAMAMOTO Sota	Supervisor	Biomechanics and Injury Prevention	ME / GEneS
YAMASHITA Mitsuo ◎	Supervisor	Life Science	AC / GEneS
YOKOI Hideki	Supervisor	Photonic Devices Engineering	EECS / GEneS
YOSHIMI Takashi	Supervisor	Robotics and Mechatronics	EECS / GEneS
YOSHIMI Yasuo	Supervisor	Chemical Engineering	AC / GEneS
ZHAI Guisheng	Supervisor	Mathematic Control	SES / GEneS
HIDAKA Kyoko	Co-supervisor	Information Design, Study for Product Design	ME / GEneS, EECS

IV. On the Acquisition of Status of Residence as "Studying Abroad"

Foreign students who are permitted to enter Shibaura Institute of Technology can apply for the status of residence as "Student". Please take note that you cannot be enrolled at a university for the purpose of staying of a "short stay".

Please read the following information carefully, and if you fall under any of these conditions, please go through the necessary procedures such as renewal period of stay, change of status of residence, application for certificate status of residence and etc.

Current Condition	Required Procedures
1) Having the status of residence as " Student"	If necessary, please apply for permission to renew your period of stay. This procedure can be carried out 3 months before the expiration date of the status of residence period.
2) Having the status of residence as " Short Term Stay"	As a general rule, you have to fly out from Japan once and apply for the status of residence of "Student" from other country or your country of residence. For more details, please refer to "4. I do not have status of residence".
3) Have a status of residence other than "Student" or "Short-term stay" ※ "Settlement person" "family stay" "dependence" or etc.	There is no particular process is needed, means you can enter with the current status. But if you wish to change your status of residence to "Student", please apply for "Change of Status of Residence".
4) Not having status of residence (New acquisition of status of residence)	To apply for a status of residence, you must first apply for a Certificate of Eligibility (CoE) from the Immigration Bureau in Japan. Shibaura Institute of Technology applies for the COE on behalf of the student in Japan. Once the CoE is issued from the Immigration Bureau to Shibaura Institute of Technology, it will be mailed to the applicant. After you received the CoE, apply for a "Student" visa (status of residence) at a Japanese embassy or consulate in the country or country of residence within the valid period of the CoE.

For "Application for Renewal/ Extension Period of Residence", "Application for Change of Status of Residence" and "New Acquisition of Status of Residence", application documents with a seal from Shibaura Institute of Technology are required. These documents can be issued to those **who passed the entrance examination and paid the admission fee**.

It takes several days to issue the required documents. Therefore, please contact in advance according to the following guidance.

■**About necessary documents for the application of status of residence's issuance procedure**

① After passing the entrance exam, please follow the instructions to pay the admission fee
② Please send an email to the Graduate School Section <daigakuin@ow.shibaura-it.ac.jp> with the following contents.

-Examination number, name

-Necessary procedure name (Period of extension of period of residence, application for change of status of residence or new acquisition of status of residence)

-Attachment of scanned data of residence card (only in case of application for permission to renew period of residence / application for change of status of residence)

③ After confirming the status of payment transfer of the applicant's admission fee, Shibaura Institute of Technology Graduate School Section will issue the required documents. We will inform by email on the issuance date of the documents, therefore please come to Graduate School Section to collect the document for your next procedure of application (for the issuance of CoE by the Immigration Bureau, we will deliver the CoE by EMS airmail to your home address).

The issuance of status of residence procedure takes weeks to complete. Make sure each student is responsible for managing his / her period of stay and taking necessary procedures accordingly.

【Special Selection for Working Adult】

As the graduate school of Shibaura Institute of Technology, we hope to contribute to the advancement of lifelong education in society, and to promote the education and research activities at our graduate school.

＜**Scope and definition of Working Adult**＞
（1） Engineers and researchers with more than 1.5 years of experience in the front lines of society such as companies, research institutions and educational institutions
（2） Those who have been graduating from university for more than 3 years and wish to pursue study again

◆Treatment of those who wish to enter the graduate school while still employed
As a general rule, those who wish to enroll while still employed should receive the recommendation from the head of the workplace.
※In relation to the acceptance of working adult, we would like to consider the following matters:
The course plan for earning credits necessary for completing the course is flexibly, and it is possible to obtain a degree over the standard term (2 years) (maximum of 4 years of study).
① Research in companies can be accepted as a research theme if the content corresponds to a master's thesis, and research outside the school (research using facilities at the workplace) can be conducted.
② Research at companies, etc. is also accepted as a research theme if the content is equivalent to a master's thesis, and research can be conducted outside the university (using the facilities of the company where the student works, etc.).

Ⅰ. On the Application

1．Major Name／Capacity of Application／Degree
For this, please refer to the contents described in [Special Selection for Foreign Students] above.

2．Application Qualification
Those who meet the above ＜Scope and definition of working adult＞ and meet one of the following qualification requirements
1) Those who graduated from the university specified in Article 83 of **the School Education Act** （学校教育法）or who are expected to graduate by the end of March 2022.
2) Those who have been awarded a bachelor's degree according to the provisions of Article 104, Paragraph 4 of the School Education Act (those who have been awarded a bachelor's degree from the "独立行政法人　大学改革支援・学位授与機構") and expected to obtain a degree by the end of March 2022.
3) Those who have completed 16 years of school education abroad and who are expected to graduate by the end of March 2022 in a foreign country.
4) Those who have completed 16 years of courses in the corresponding country by taking correspondence courses conducted by foreign schools in Japan and those who are expected to graduate by the end of March 2022.
5) Those who have completed a foreign school program in Japan designated as equivalent to a foreign university (a foreign university designated by the Minister of Education, Culture, Sports, Science and Technology).
6) Those who have been awarded a degree equivalent to a bachelor's degree at a foreign university or other institution, by completing a course of study of three years or more (five years for a doctoral program in medicine, dentistry, pharmacy, or veterinary medicine).
7) Those who have completed a special course of vocational school (limited to 4 years or more of study period and

other criteria that meet the criteria set by the Minister of Education, Culture, Sports, Science and Technology) designated by the Minister of Education, Culture, Sports, Science and Technology separately, or those in the special course who are expected to graduate by the end of March 2022.

8) A person designated by the Minister of Education, Culture, Sports, Science and Technology (the Ministry of Education Notification No. 5 in 1954) or have equivalent qualifications by the end of March 2022.

9) In addition, those who have been recognized by the Graduate School of Science and Engineering Committee that they have at least the same academic ability as those who graduated from a university. (Note 2)

(Note 1) If you have inquiry on which application meet your qualification , please be sure to consult in advance.

(Note 2) If you do not meet any of the application qualifications (1) to (8), you will receive an "Pre-Qualification of Application" prior to the formal application. If you pass the "qualification of application examination" and are recognized to have at least the same academic ability as those who graduated from university, you can formally apply as application qualification No. (9).
For more details, please refer to page 37 of this document II. On the Pre-Qualification of Application (To applicable person only)"

(Note 3) You are eligible to apply if you graduated from a four-year university transfer program, but you are not eligible to apply if your final academic background is a Chinese three-year university.

3．Procedure of Application
4．Examination Schedule Date／Time／Venue of Examination

For 3 and 4, please refer to the contents described in [Special Selection for Foreign Students] above.

5．Entrance Examination Fee

The Entrance Examination fee is 35,000 yen. The payment method is by convenience store payment or credit card payment; hence payment by other means cannot be accepted.

The Entrance Examination fee is 15,000 yen for SIT graduates, so please be sure to contact the Graduate School Section in advance if you are eligible. We will inform you separately of payment instructions.

6．Application's Document List

Application documents are as below.
The contents of the oral examination and the preparation items are described in the next section 「7. Examination Contents」, so please take a note.

Application for this entrance examination is done by online application system of "The Admission Office (TAO)". For details on how to use and etc., Please refer to "The Admissions Office (TAO) User Manual" uploaded on the application guidelines page.

■Online Application System Acceptance Period＜For all majors＞

October 1ˢᵗ 2021（Fri.) 12:00（JST）〜 13ᵗʰ 2021（Wed.) 16:00（JST）＜＜Strictly Observed＞＞

※We do not accept application after the acceptance period.

※Complete all the entries for the application within the above period. If the application is not completed within the acceptance period, application will not be accepted.

（Applicant will not be able to complete the application on the system）

＜On the TOEIC score of Shibaura Institute of Technology's current regular students＞

For Shibaura Institute of Technology's current regular students, the TOEIC score registered in S*gsot Portfolio is extracted and used, so there is no need to submit a score using TAO. Be sure to confirm that your TOEIC score is registered in S*gsot Portfolio before the end of the online application system acceptance period. If there is no registration of the score, the application cannot be accepted.

The research students are not SIT regular students. Please note that it is necessary to submit scan data for TOEIC and other English test score sheets accordingly.

■Application Documents

Application Documents ＜Target person of submission＞	Type	Submission Method or Requirement
① **Application Form** ＜All Applicant＞	Direct input into TAO System	★Please fill-in directly into the form 「Application Form」 the TAO System. ・If you were not be able to fill the fields provided in the 「Application for Admission」 such as academic background and work history, due to the limited space or etc., you can submit it separately at 「Submitted Documents」 in TAO's designated form as 「Other Documents」
② **Passport Size Photo** ＜All Applicant＞	JPEG	★Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO. ・4cm*3cm, Photo taken within 3 months before application (Upper body・Front ・No hat・No frame) ・For successfully enrolled applicants, the photo will also be used for your Student's ID
③ **Entrance Examination Fee** （**¥35,000**） ＜All Applicant＞		★Please complete the procedure from the [Examination fee payment] menu of TAO. ・The payment method should be selected from two types : credit card payment and convenience store payment. ・if you graduated from Shibaura Institute of Technology, the fee will be 15,000 yen. On this, please contact and inform the Graduate School Section in advance before payment is made.
④ **Transcript Certificate** ＜All Applicant＞	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Submit certificate of the course you have obtained (including the prospects) of your undergraduate degree completion. <u>If you are a transfer student, please submit a pre-transfer certificate.</u> ・It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload a copy to the No. ④ column, and leave it blank for the No. ⑤ column.
⑤ **Certificate (or Prospect) of Graduation** ＜All Applicant＞	PDF (Scan Data)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Submit a Bachelor degree certificate. ・It is possible to submit a combination of a transcript and a certificate of graduation. In this case, it is sufficient to upload a copy to the No. ④ column, and leave it blank for the No. ⑤ column. ・Those who have been awarded a bachelor's degree by [Institute for Academic Reform and Degree Grant] should submit a certificate of degree award. If you are applying for a degree, submit a certificate of acceptance. ・If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both. ・If you have already obtained a master's degree from any university in addition to the bachelor's degree, upload it to the "Other Documents" field on the "Submitted Documents" form of TAO.
⑥ **Reason of Application** ＜All Applicant＞	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the application requirement page. ・Write in 1 page of A4 size paper. Continued on the following page.

		＜**For Applied Chemisty course applicant only**＞ Write in for about 500 words in 1 page of A4 paper
⑦　**Research Plan and Schedule** ＜All Applicant＞	PDF (Designated Type Available)	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・Please use the designated type/style published in the application requirement page. ・Write in about 2 pages (image included) of A4 size paper. ＜**For Applied Chemistry course applicant only**＞ Instead of a research plan, create a graduation research summary (a summary of research results and discussions that are summarized on two page of A4 sheets including diagrams) to be uploaded in a PDF file. Please use designated format which published in application form
⑧　**Work Achievement/Contribution Summary** ＜All Applicant＞	PDF	★Please upload it at the [Submission of Documents] from the corresponding section of TAO. ・ No specification of style ・ Create in A4 size
⑨　**Letter of Acceptance** ＜All Applicant＞	Direct Input into TAO System	★Please complete the 「Letter of Recommendation」 form on TAO. ・Enter the e-mail address of the supervisor whom you are going to be supervised to, and send a request for preparation of the acceptance letter. ・If the supervisor you want to be supervised is ""Co-supervisor", obtain an acceptance letter from both "supervisor" and "Co-supervisor". (Send a total of 2 requests for this matter). ・Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.
⑩　**Letter of Recommendation** ＜**Other than current Shibaura Institute of Technology students**＞	Direct Input into TAO System	★Please complete the 「Letter of Recommendation」 form on TAO. ・**Please note that those who currently belong to Shibaura Institute of Technology as research students are also required to submit this document.** ・Enter the recommender's e-mail address and send a request to create/write a letter of recommendation. ・The recommender should be a person who is familiar with the applicant, such as a supervisor at the university where he / she is from, or a supervisor at work. ・Allow for ample days for this request to the recommender as to be able for it to be received and completed before the application system deadline period.
⑪　**English Test Score Report** ＜**Other than current Shibaura Institute of Technology students**＞	PDF (Scan Data)	★Please enter your score in the designated field of the 「Related information」 form of TAO. Please upload the scan data of the official score report to the corresponding section of 「Submitted documents」. ・**Please note that those who currently belong to Shibaura Institute of Technology as research students are also required to submit this document** ・Scores of TOEIC® L & R, TOEIC® S & W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students) are desirable. ・Submit scan data of officially issued score reports. 　(Screenshot from the Computer PC is not accepted) ・Test score is valid is test was taken after entering university (during undergraduate or etc.) ・Score of IP Test cannot be accepted. *Online version of English test score is also accepted. ＜**Students of Shibaura Institute of Technology only**＞ ※We will use the highest score of the TOEIC score registered in S*gsot Portfolio. If there is no score registration in S*gsot Portfolio before the online application system acceptance period end, the application will be rejected, so be sure to check for it by yourself.

⑫	**Residence Card and Passport Copy** ＜**Foreign Students only**＞	PDF (Scan data)	★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO ＜Passport＞ ・Submit scan data of the page which has the face photo. ＜Residence Card＞ ・Submit scan data of surface side of the card.
⑬	**Confirmation Check Sheet** ＜**All Applicant**＞	Direct Input into TAO System	★Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO ・Read the scholarship application guidelines and submit the application documents. ※Only undergraduate students of Shibaura Institute of Technology can apply for the scholarship. Other university students, graduates, research students is not applied on this requirement. ※Application is not possible if there is a possibility of withdrawal

※It is not necessary to submit the original copy of the uploaded documents. **However, if necessary, we may instruct you to submit the original upon enrollment.**

≪Notes≫
- If there is defect in the application content, the application may not be accepted.
- Any documents other than those described in English (including recommendation letters) will not be accepted. If you can only prepare documents in other languages, please prepare a notarized translation and upload it to TAO along with the original language document.
- We could not cooperate at all about any correction and substitution of documents which you have submitted.
- After the application, you cannot change the application details (year of admission, major, supervisor and etc.)
- If there is a forgery, a false statement or bribery in the documents / documents submitted at the time of application, etc., it may be regarded as fraudulent and the result of the entrance examination may be invalidated. Also in this case, the submitted documents, documents, etc. and the admission fee will not be refunded.

７．Examination Contents

The examination format and contents for each majors are described as follows :
For Architecture and Civil Engineering Course and Systems Engineering and Science Course, there are further instruction based on which department/faculty you are belong to. The list of faculty and supervisors who are affiliated to the faculties are listed in the 「**III. Education Research Field and Supervisor List**」. Please determined which faculty/ department and supervisor you wish to belong to in the mentioned list.

■Electrical Engineering and Computer Science Course

Oral Examination Implementation Format	The oral examination will be held for 25 minutes of presentation (15 minutes) and a Q&A session (10 minutes).
Preparation Materials	Prepare materials for a presentation and be well prepared to present them by screen share during the oral exam.
Contents of Questions	The presentation should explain the following: （1）Reason for pursuing to Graduate School：about 3 minutes （2）Graduation research contents：about 9 minutes （3）Research Plan for Graduate School：about 3 minutes If graduation research is not conducted, the content should indicate the ability to conduct research in pursuing to master's program. In addition, the research plan should include research results such as literature and papers related to previous research.
Others	

■Materials Science and Engineering Course

Oral Examination Implementation Format	The oral examination will be held for 15 minutes of presentation (5 minutes) and Q&A session (10 minutes).
Preparation Materials	In the presentation, explain the following three points: 「Reason for Application」, 「contents of graduation research」, and 「research plan for Graduate School」. If you wish to make a presentation using PowerPoint, be prepared to present it by screen share during the oral exam.
Contents of Questions	Mentioned in above.
Others	

■Applied Chemistry Course

Oral Examination Implementation Format	The oral examination will be conducted in 20 minutes, with oral presentations using PowerPoint (5 minutes) and questions and answers (15 minutes).
Preparation Materials	Prepare a PowerPoint presentation based on the results of research on graduation thesis (the pages number depends on you, but just to make sure that the presentation should be less than 5 minutes), be prepared to share it on the test day.
Contents of Questions	5 minutes of PowerPoint presentation focusing on the results and considerations related to graduation thesis research. 15 minutes of questions about basic academic skills, mainly about the background of research, and questions and answers about research and motivation for applying. Total is 20 minutes.
Others	

■Mechanical Engineering Course

Oral Examination Implementation Format	The oral examination will be conducted for 12 minutes, consisting of presentation (5 minutes) and a question-and-answer session (7 minutes).
Preparation Materials	Prepare a PowerPoint presentation on the following questions, and be prepared to share the presentation on the screen during the oral examination. For matters on pursuing the research laboratory, it is advisable to consult with the supervisor.
Contents of Questions	In presentation format, explain on 「reason of application」, 「Current work outline and how it is relate to your reason of application, also the research plan」 and 「research plan in pursuing the study」. Include related content such as, engineering ethics, awareness of communication and management skills in the presentation. In the question-and-answer session, questions may be asked about basic research skills and expertise in specialized fields.
Others	

■Systems Engineering and Science Course

Oral Examination Implementation Format	15mins of oral examination : Power-point Presentation (5mins), Q&A (10mins)
Preparation Materials	Depends on the supervisor. If there is an instruction to prepare any materials, please prepare as instructed.
Contents of Questions	【Machine Control Department】 The presentations is to focus on 「reason of application」 and 「research plan」. Also write in and present on 「weekly scheduled at graduate school and laboratory」(from what time to what time you will be able to do research / be in the research laboratory). 【Electronic Information Department】 The presentations will focus on 「results of comprehensive research so far」 and 「future research plan」. Based on the presentation and question-and-answer session, presentation will be evaluated on the basic research ability, professional ability, communication ability and presentation ability. 【Social and Environmental Department】 The presentation will be conducted based on the themes of 「reason of application」, 「current research (progress and results)」 and 「research plan for graduate school」, and evaluation will be based on the suitability of the person to graduate school, including from the questions and answers session. 【Life Sciences Department】 The presentation will be conducted based on the themes of 「reason of application」, 「current research (progress and results)」 and 「research plan for graduate school」, and evaluation will be based on the suitability of the person to graduate school, including from the questions and answers session. 【Mathematical Science Department】 The theme of the presentation will be based on "reason of application" and "the contents of the mathematical sciences you are currently studying", "your research plan after enrollment", and "your future outlooks after completion". The question and answer session will focus on confirming the presented presentation contents .
Others	The oral examination will be given at a time that considers the time difference with the local area as much as possible for students who are in the labs of supervisors who are on overseas business trip or studying abroad.

■Global Course of Engineering and Science

Oral Examination Implementation Format	The total time of oral examination is 20 minutes. It consists of two sessions, a Power Point Presentation（10 minutes）and a Question & Answer session（10 minutes）.
Preparation Materials	In the presentation, please be sure to include the following points; (1) your motivation of joining the Global Course of Engineering and Science (2) objective and key results of your bachelor's degree research (3) objective, research plan and schedule of your master's degree research project
Contents of Questions	Questions will be related to basic science and engineering knowledge of your bachelor and proposed master research project.

■Civil Engineering Course

Oral Examination Implementation Format	The oral examination will be held for 10 minutes of presentation (5 minutes) and Q&A session (5 minutes).
Preparation Materials	Presentations will be conducted using PowerPoint.
Contents of Questions	In your presentation, please explain your research for your graduation thesis and your research plan for your master's thesis.
Others	

■Architecture and Architectural Engineering Course

Oral Examination Implementation Format	The Architecture and Architectural Engineering Course is divided into 7 departments. The following are 6 entrance examination categories in conducting the oral examinations. The format of each entrance examinations are as follows: 【1.Architectural Planning Department、Architectural History Department】 20 mins of oral examination : Presentation (7 mins), Q&A (13mins) 【2.Architectural Design Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【3.Environmental Engineering Department】 20 mins of oral examination : Presentation (10 mins), Q&A (10mins) 【4.Building Structure Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins) 【5.Industrial Engineering Department】 20 mins of oral examination : Presentation (8 mins), Q&A (12mins) 【6.City Planning Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)
Preparation Materials	【1. Architectural Planning Department、Architectural History Department】 From November 6 (Sat.) to November 12 (Fri.), please submit your explanatory materials summarizing your research (e.g., graduation research, work produced for university assignments, work at your place of employment for which you are primarily responsible,

	etc.) in PDF format (10MB or less) to the email address below. The file name of the submitted PDF should be "Explanatory Material (Architectural Planning Section, Architectural History Section) Examination Number Name". e-mail: gs-kensetsu-office@sic.shibaura-it.ac.jp 【2. Architectural Design Department】 Bring along the portfolio ①, research plan and explanation on reason to pursue study at the time of pre-interview. Please share your portfolio ② during the oral examination. Portfolio ① (PDF 10MB or less): For pre-interview. Format is free (more than 2 works). Portfolio ② (PDF 10MB or less): For oral examination. The format is 10 sheets or less on one side of A3 paper (more than 2 works) 【3. Environmental Engineering Department】 The oral examination is conducted online using PowerPoint. Please submit a summary of your graduation research (format is free) and a date of presentation to your desired professor in advance. Please follow the instructions of your desired professor regarding the submission date. 【4. Building Structure Department】 The oral examination is conducted online using PowerPoint. Prepare the date of presentation before the day of the oral examination. The detailed instructions will be provided at a later date. 【5. Industrial Engineering Department】 The supervisor will instruct you on the documents to bring with you for the pre-interview. The oral examination is conducted online using PowerPoint. Prepare the date of presentation before the day of the oral examination. 【6. City Planning Department】 The supervisor will instruct you on the documents to bring with you for the pre-interview by e-mail. The oral examination is conducted online using PowerPoint. Send the date of presentation to the supervisor via e-mail or online storage by 12:00 noon (JST) on the day before the oral examination. Also open the date file on your computer at the time of the oral examination.
Contents of Questions	In the oral examination, basic research skills, specialized skills, communication skills, presentation skills, and management skills are evaluated from the presentations, explanation and questions and answers session. 【1. Architectural Planning Department、 Architectural History Department】 In the oral examination, explain the reason for application, research plan and the outline of explanatory materials on graduation research, and then Q&A about them. 【2. Architectural Design Department】 The presentation will be about the reason for application, the research plan, the portfolio ②, and the master's program.

	【3. Environmental Engineering Department】 The presentation will be about the reason for application, the graduation research and the research plan for master program. Also, Q & A about the results of the graduation research and the research plan for master program. In addition, Q & A on the general knowledge in the field of Environmental Engineering. 【4. Building Structure Department】 In the presentation, please explain the reason for application, your research plan for master program and your graduation research. Also, the question and answer session on the general knowledge in the field of Building Structure. 【5. Industrial Engineering Department】 Please explain the following in the presentation. ・ Your graduation research: background and purpose of the research, research methods, research results and future issues. ・ Research plan for master program: Development / differences from graduation research (if it is different from graduation research, explain on the outline of research) ・ Q & A about research plan and related contents. 【6. City Planning Department】 In the presentation, please explain the research content (or design content) of the graduation thesis (or graduation design) and the research plan for the master's thesis.
Others	Applicants will make appointments by e-mail to preferred supervisor before applying, and consult on the oral examination, research content and etc. (pre-interview). Approval for the application must be obtained from the preferred future supervisor. Please note on the required items which you need to bring during the pre-interview and oral examinations depending on your choice of departments. 【1. Architectural Planning Department、 Architectural History Department】 Please make a preliminary interview with the desired professor of your first choice at least 15 days before the end of the application period. 【2. Architectural Design Department】 Conduct a pre-interview with the desired professor of your first choice via Internet/online at least 15 days before the end of the application deadline. Please indicate only one name of the professor whom wish to be supervised. The portfolio ② which will be shown in the oral examination should be modified the portfolio①, reflecting the questions and suggestions received in the pre-interview. 【3. Building Environmental Facilities Department】 When you have a pre-interview with the professor of your first and second choice (only if you have a second choice), prepare a reason for application, a research plan and an outline of your graduation research in the format specified by the Graduate School.

	【4.Building Structure Department】 The supervisor will instruct you about the documents to be brought in for the pre-interview. 【5.Industrial Engineering Department】 The supervisor will instruct you about the documents to be brought in for the pre-interview. 【6. City Planning Department】 Conduct a pre-interview with the desired professor of your first choice via Internet/online at least 15 days before the end of the application deadline. The supervisor will instruct you about the documents to be prepared in for the pre-interview.

8.　Examination ID Number

9.　Announcement of Results

10.　Admission Procedure

11.　Tuition Fee

12.　Withdrawal after Receiving Successful Results

13.　Disclaimer

14.　Scholarship Information

For these, please refer to the contents described in [Special Selection for Foreign Students] above.

15.　Inquiries

If you have any questions regarding the entrance exam, please email us at:

Shibaura Institute of Technology Division of Academic Affairs, Toyosu Campus Graduate School Section Mail: daigakuin@ow.shibaura-it.ac.jp

* Please put the word 　「SSWA」　in the email title when emailing.

Ⅱ. On Pre-Qualification of Application（To applicable person only）

　With the aim of fostering researcher and professional with high specialty while responding to the demands arising from the development of science and technology and the changes in society and economy, Graduate School of Shibaura Institute of Technology looks carefully into personal competence and opens up doors for a person who has enough capability to conduct research even if he/she has not graduated from university.

1. The case when a Pre-qualification is required:

If both or one of the following requirements ①and ② are applied to you, you will needed to apply for pre-qualification of application

① 　Application Requirement of no.（1）〜（9）is not fulfilled.

② 　Withdrawal from university (get to pursued more than 2 years), or after graduating from junior college or technical college, you engaged in professional-related work for more than 3 years and engaged in research and development work for more than 2 years, or equivalent in having the above basic knowledge.

2. Method of application for pre-qualification

（1）Documents to be submitted

Document	Note
1) Application of Pre-qualification for Entrance Examination	Use the designated form
2) Personal Sheet	Use the designated form.　It is advised to discuss with supervisor before you submit application
3) Certificate of Graduation/Enrollment of applicant's affiliated school	A document mixed up of 3) and 4) will also be accepted.
4) Transcript of the applicant's affiliated school	
5) Research Plan and Schedule	Free form
6) Achievement Report or equivalent	Summary of your final year project, for instance. Free form.
7) Resources or research papers that work as the evidence of (6)	Free form

SIT shall ask the applicant to submit document(s) other than the 7 documents mentioned above in case SIT would find it necessary to do so after the submission is completed.

（2）Application period and venue:

Application period	Time	Venue
October 6th, 2021	〜16:00	Scan all 1) to 7) and email to the Graduate School Section daigakuin@ow.shibaura-it.ac.jp

　If 7) cannot be scanned because it is a booklet or book, please state this information in the email when submitting other documents and send it separately by post mail, the latest by October 7th (Thu.).

　※Application for pre-qualification cannot be done via TAO.

3. Pre-qualification Examination Date

Date of the Qualifier Exam	Time	Venue	Result notification
October 22nd, 2021	TBA	Will be done via Online	November 10th , 2021

4. Pre-qualification Fee

Pre-qualification is made at no charge. Please be noted that the fee for Entrance Exam is charged.

5. Method for Pre-qualification

An applicant will be qualified by face-to-face interview, research plan, and achievement Report etc.

Ⅲ. Education Research Field and Supervisor List

For this, please refer to the contents described in [Special Selection for Foreign Students] above.

Ⅳ. On the Acquisition of Status of Residence as "Studying Abroad"

For this, please refer to the contents described in [Special Selection for Foreign Students] above.