

Shibaura Institute of Technology  
Graduate School of Engineering and Science  
Master's Program  
General Entrance Examination Selection  
(2<sup>nd</sup> Round) Application Guideline  
Spring Semester FY2022 Enrollment  
Global Course of Engineering and Science

※This Application Guideline is for applicants of Global Course of Engineering and Science only. For those applicants of Electrical Engineering and Computer Science, Materials Science and Engineering, Applied Chemistry, Mechanical Engineering, Systems Engineering and Science, Civil Engineering, and Architecture and Architectural Engineering, please refer to another designated Application Guideline.

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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.

## 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.

<https://www.shibaura-it.ac.jp/en/academics/graduate-school/gces.html>

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

- 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 13 of this document II. Accreditation of application qualification (only to applicable persons)”

### 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 **November 30th (Tue.) 2021 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 **January 19th (Wed.)**, 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
Global Course of Engineering and Science	January 26 <sup>th</sup> (Wed)	Conducted online using Zoom, the web conference service

#### <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)	<u>Applicants have to be aware of the procedure practiced for the internet connection and are responsible for preparing device (PC, web camera, microphone).</u> 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 January 26 <sup>th</sup> (Wed), 2022. 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.

If you have taken the "Master's Program General Entrance Examination (1st Round) for Spring 2022" and are taking it again this time, the application fee will be 15,000 yen. Please note that only these applicants can pay the application fee in cash, so please do not pay through TAO and consult with the Graduate School Section in advance.

## 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>

November 24<sup>th</sup> 2021 (Wed.) 12:00 (JST) ~ December 8<sup>th</sup> 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>	JPG	★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.

Continued on the following page.

Application Documents <Target person of submission >	Type	Submission Method or Requirement
④ Transcript Certificate < Other than current Shibaura Institute of Technology students >	PDF (Scan Data)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>Submit certificate of the course you have obtained (including the prospects) of your undergraduate degree completion.</li> <li>If you are a transfer student, please submit a pre-transfer certificate.</li> <li>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.</li> </ul>
⑤ Certificate (or Prospect) of Graduation < Other than current Shibaura Institute of Technology students >	PDF (Scan Data)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>Submit a Bachelor degree certificate.</li> <li>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.</li> <li>Those who have been awarded a bachelor's degree by [Institute for Academic Reform and Degree Grant] should submit a certificate of degree award.</li> <li>If you are applying for a degree, submit a certificate of acceptance.</li> <li>If there are separate diplomas and certificate of graduation, such as from the Chinese universities, please submit them both.</li> <li>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.</li> </ul>
⑥ Reason of Application < All Applicant >	PDF (Designated form Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>Please use the designated type/style published in the application requirement page.</li> <li>Write in 1 page of A4 size paper.</li> </ul>
⑦ Research Plan and Schedule < All Applicant >	PDF (Designated form Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>Please use the designated type/style published in the application requirement page.</li> <li>Write in about 2 pages (image included) of A4 size paper.</li> </ul>
⑧ Letter of Acceptance < All Applicant >	Direct Input into TAO System	<p>★Please complete the [Letter of Recommendation] form on TAO.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.</li> </ul>
⑧ Letter of Recommendation < Other than current Shibaura Institute of Technology students >	Direct Input into TAO System	<p>★Please complete the [Letter of Recommendation] form on TAO.</p> <ul style="list-style-type: none"> <li>Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document.</li> <li>Enter the recommender's e-mail address and send a request to create/write a letter of recommendation.</li> <li>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.</li> <li>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.</li> </ul>

Continued on the following page.

Application Documents <Target person of submission >	Type	Submission Method or Requirement
⑨ English Test Score Report < Other than current Shibaura Institute of Technology students >	PDF (Scan Data)	<p>★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」 .</p> <ul style="list-style-type: none"> <li>• Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document</li> <li>• Scores of TOEIC® L &amp; R, TOEIC® S &amp; W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students) are desirable.</li> <li>• Submit scan data of officially issued score reports. (Screenshot from the Computer PC is not accepted)</li> <li>• Test score is valid is test was taken after entering university (during undergraduate or etc.)</li> <li>• Score of IP Test cannot be accepted.</li> <li>• Scores from external examinations must be within the last five years.</li> </ul> <p>&lt;Students of Shibaura Institute of Technology only &gt;            ※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.</p>
⑩ Residence Card and Passport Copy <Foreign Students only >	PDF (Scan data)	<p>★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO</p> <p>&lt;Passport &gt;</p> <ul style="list-style-type: none"> <li>• Submit scan data of the page which has the face photo.</li> </ul> <p>&lt;Residence Card &gt;</p> <ul style="list-style-type: none"> <li>• Only for those who live in Japan and have residence card, submit scan data of surface side of the card.</li> </ul>
⑪ Scholarship Application Form <Scholarship applicants only >	PDF (Scan Data)	<p>★Please upload to the corresponding section of the 「Scholarship Application」 form of TAO</p> <ul style="list-style-type: none"> <li>• Read the scholarship application guidelines and submit the application documents.</li> </ul> <p>※Only undergraduate students of Shibaura Institute of Technology can apply for the scholarship. Other university students, graduates, research students are not applied on this requirement.            ※Application is not possible if there is a possibility of withdrawal</p>
⑫ Confirmation Check Sheet <All Applicant >	Direct Input into TAO System	<p>★Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO</p> <ul style="list-style-type: none"> <li>• Read the scholarship application guidelines and submit the application documents.</li> </ul> <p>※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</p>

※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.

### ■ 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 10-minutes presentation and a 10-minutes Question & Answer sessions.
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.

## 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

February 17<sup>th</sup>,2022 (Wed.)

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

Successful applicants will be sent a form on the process of enrollment fee payment at the end of February.

### 【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 **February 28<sup>th</sup>, 2022**

Please take note that the deadline for payment will come soon after the announcement of results.



**【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 received 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:

- Generally, 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 日本学生支援機構奨学金 (第一種) (貸与、無利子)

【Amount of Loan】 50,000 yen - 88,000 yen/month (Plan)

【Period of Loan】 2 Years (Procedures for continuation are required)

【Total Loan】 2 years × selected loan amount (If 88,000Yen, 88,000×2years = 2,112,000 yen)

【Target Applicant】 Graduate school students (Foreign students are excluded)

【Application Time (Plan)】 April 2022 (We will notify you by notice and etc., once the details are decided)

### ② 日本学生支援機構奨学金 (第二種) (貸与、有利子)

【Amount of Loan】 Selection of 50,000 yen, 80,000 yen, 100,000 yen, 130,000 yen, 150,000 yen per month (Plan)

【Period of Loan】 2 years

【Total Loan】 2 years × selected loan amount (If 50,000 yen, 50,000 × 2years = 1,200,000 yen)

【Target Applicant】 Graduate school students (Foreign students are excluded)

【Application Time (Plan)】 April 2022 (We will notify you by notice and etc. once the details are decided)

③ 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

(Offsetting from tuition fees in the 2nd semester of the 1st year and the 1st semester of the 2nd year)

【Total benefit】 600,000 yen for 2 years

【Target Applicant】

- Current SIT students :

Students who earned TOEIC scores of 550 and above by March 31<sup>st</sup>, 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 31<sup>st</sup> 2022 and registered it in the S\*gsot Portfolio (Automatic application)

<NOTE>

TOEIC score on the S\*gsot Portfolio must be 550 or higher as of March 31, 2022 (status is approved).

If you take the IP test on campus, your score will not be automatically registered,

but if you take an official test, you will need to register the score on the S\*gsot Portfolio by yourself and receive approval.

- 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 when you were SIT students in the 「Application form」 of TAO.

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

【Other】

The maximum number of scholarship applicants to be accepted is 500 per year (250 male and 250 female).

In case that the number of applicants exceeds the maximum number of acceptance available, the applicants with the highest scores will be selected by each gender.

If there is a surplus in one of the slots for each gender, it will be used for the other slot.

## 15. Inquiries

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

Shibaura Institute of Technology

Division of Academic Affairs Graduate School Section

Mail: [daigakuin@ow.shibaura-it.ac.jp](mailto:daigakuin@ow.shibaura-it.ac.jp)

\* Please put the word 「Master's (2<sup>nd</sup> Round) Application」 in the email title when emailing.

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

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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 (9) 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
December 1 <sup>st</sup> , 2021 (Wed.)	~16:00	Scan all 1) to 7) and email to the Graduate School Section <a href="mailto:daigakuin@ow.shibaura-it.ac.jp">daigakuin@ow.shibaura-it.ac.jp</a>

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 December 2nd (Thu.).

3. Pre-qualification Examination Date

Date of the Qualifier Exam	Time	Venue	Result notification
December 23 <sup>rd</sup> , 2021	TBA	Will be done via Online	January 19 <sup>th</sup> , 2022

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.

## IV. On the Acquisition of Status of Residence as “Studying Abroad”

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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.