

**Application Guideline for**

# **Doctor's Program**

**Academic Year 2023 (Spring)**

**Graduate School of Engineering and Science**  
**Shibaura Institute of Technology**

## **HANDLING OF PERSONAL INFORMATION**

Your personal information, including your name, address, and other data provided to us when you submit your application form, will be used for correspondence relating to exam results and admission procedures.

If you are admitted to Shibaura Institute of Technology (SIT), such personal information, together with the information in the student registration card that must be submitted upon admission, will be further used as required for SIT to support your student life, including purposes such as study guidance and correspondence in case of emergency.

## **MANAGEMENT AND STORAGE OF PERSONAL INFORMATION**

SIT promises that your personal information will be managed and stored in highly secure data management systems, in accordance with the SIT Code for Personal Information Protection, to ensure that your personal information will never be leaked to third parties.

### **Contact**

Graduate School Section,

Shibaura Institute of Technology

3-7-5 Toyosu, Koto-Ku, Tokyo 135-8548 Japan

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

# I. Introduction to Doctor's Program

## **1. Admission Policy**

In the Doctor's Program, we aim to promote research and train researchers, and to foster specialist technicians and researchers who have a wealth of academic knowledge.

- Therefore we welcome the sort of students shown below.
- Those who share the principles and goals of the Graduate School of Engineering and Science.
- Those who have graduated from the Master's Program, or are at the forefront of society, and have high research capabilities.
- Those who can actively and creatively open up new fields.
- Those who can respect the ethics of engineering.

## **<Regional Environment Systems Course>**

In limited areas such as urban cities, the social and cultural activities of human beings are likely to negatively affect the living environment in the area. For sustainable community development, harmony between the activation of community activities and conservation of the living environment is inevitable.

In addition, to realize this, there is a necessity to work on the issues spreading across a range of fields including electrical engineering and computer science, materials science, chemistry, mechanical engineering, architecture and civil engineering.

Doctoral candidates in the Regional Environment System Course will deepen research in their own specialized field. At the same time, it is also aimed that they will contribute to forming the foundation of a better society, culture and life in the regional environment to realize sustainable society by having an insight into the influence and effect of technology on society and nature, and through exchanging information among researchers from different specialized fields. The educational goal of this course is to nurture talents who have a broad view regarding the regional environment and can achieve this aim, by making use of their highly specialized knowledge.

## **<Functional Control Systems Course>**

Japan in the 20th century placed an emphasis on efficiency and convenience, and strived towards manufacturing things, seeking to increase profitability. As a result, this approach put Japan in a situation where it faced contradictions such as the destruction of environment. Currently, Japan possesses technologies, which lead the world in such fields as automobiles, robotics, electronics and telecommunications, whilst resolving such contradictions. These technologies are becoming increasingly more complex. In order to contribute to the world as a leader of science and technology in the global society going forward, Japan will be required to exercise high-level design capabilities and technology management skills, which will enable Japan to grasp the overall picture of increasingly complex technologies and promote harmony within the overall system, in addition to the ability to deeply analyze and comprehend objects.

For example, at the nuclear accident, which occurred immediately after the Great East Japan Earthquake, the importance of systemized technology regarding the use of technology in a society including its implementation and operation was reaffirmed. Moreover, the 17 Sustainable Development Goals (SDGs) were adopted by the all UN members in 2015. This suggests that it is time for us to reconsider practical education. At the same time, this also means that nurturing researchers and engineers who will acquire the global values and capabilities required to work internationally for the realization of sustainable society.

Based on such a background, the Functional Control Systems Course aims to provide education and to conduct research to nurture outstanding researchers and engineers who have global values and the ability to fully grasp the truth of science and make use of it in practical education. This course consists of a number of different education and research fields, such as communication function control, functional device control, system control, and biosystems and biomolecule control, and operates interdisciplinary education and research. Taking this approach ensures that the course is not specialized in education and research being exclusively relevant to the areas of its academic staff's expertise. The course also aims to nurture researchers and engineers with basic skills for technology management and proficiency in English for engineers as well as shared values and ethics, while the course as a whole is aware of the relevance based on the diversity in the course and actively promotes collaboration with each other.

## **2. Degree for the Doctor's Program**

Students who completed doctor's Program will be awarded a Doctor of Philosophy degree.

# II. Application Guideline for Doctor's Program

~2023 Spring Enrollment~

## 1. Course and Number of students accepted

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Program	Course	Intake per year
Doctor's Program	Regional Environment Systems	12
	Functional Control Systems	15

\*The number of students to be accepted is not for each exam unit but for the entire year of 2023.

## 2. Type of Examination

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You can apply for the either of following exam types.

### (1) General Program

You can apply for this course if you meet one of the requirements of “3. Qualification for Applicants”.

### (2) Program for Working Adults

You can apply for this course if you meet all of the following requirements.

- You meet one of the requirements of “3. Qualification for Applicants”.
- You are working in the public office, company or organization and your superior or boss has authorized your application for this doctor's program.

\* As a general rule, applicant is supposed to enroll in the doctor's program while continuing to work full-time.

## 3. Qualification for Applicants

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Applicants must meet either or the application requirements (1) to (7) listed below.

- (1) Those who have completed or expect to receive a master's degree or professional degree by the end of March 2023.
- (2) Those who have received or expect to receive a degree by the end of March 2023 from a university abroad that is equivalent to a master's degree or professional degree.
- (3) Those who have received or expect to receive a degree by the end of March 2023 from a university abroad that is equivalent to a master's degree or professional degree by taking courses of such university in Japan by correspondence.
- (4) Those who have received or expect to receive a degree by the end of March 2023 from a

university abroad that is equivalent to a master's degree or professional degree by taking the courses, specified separately by the Minister of Education, Culture, Sports, Science and Technology, of educational facilities positioned as those with a graduate program abroad.

(5) Those who have received or expect to receive a Master's degree through course completion at the United Nations by the end of March 2023.

(6) For those specified by the Minister of Education, Culture, Sports, Science and Technology (the announcement no. 118 of the Ministry for 1989) (Note1).

(7) For those who will become 24 years old by the end of March 2023 and who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree by the review of the Committee of the Graduate School of Engineering and Science (Note2).

Note1) Those who are applicable to the qualification for applicants, (6) (7) mean "those who graduated from university and engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science" or "those who, after completing the 16-year course of study of school education abroad or taking courses provided by foreign school in Japan by correspondence, engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science".

Note2) Those who are applicable to the qualification for applicants, (7), "those who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree" must satisfy either of the following requirements.

- ① University graduates who have more than three years of practical experience in the relevant field and engaged in research and development activities for two years or more.
- ② For those other than above, **those who have an academic skill equivalent to that of a student with a master's degree or professional degree for their achievement including publication of books, scientific papers, academic lecture, scientific reports and patents, etc.**

- ※ **If you apply in terms of qualification (6) and (7) you are subject to Prequalification. Please contact the Graduate School Section via e-mail well before November 22, 2022: [daigakuin@ow.shibaura-it.ac.jp](mailto:daigakuin@ow.shibaura-it.ac.jp)**
- ※ **Please make sure to receive preliminary guidance from a prospective supervisor before submitting your application.**

## 4. Application Procedures

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- (1) Contact the preferred supervisor you would like to pursue the degree and discuss on the examination requirements and research project. Also, obtain the supervisor's consent in accepting you to be part of the supervisor's research laboratory after admission.
- (2) Download the application guidelines and read them carefully.
- (3) Prepare the necessary documents and convert them into data as instructed in the application guidelines.
- (4) Enter the required information and upload the required documents on TAO by the application deadline.
- (5) Send a request to the preferred supervisor to issue a letter of acceptance by the deadline.
- (6) (Beside the current students) send a request for recommender to make a letter of recommendation by the deadline.
- (7) Pay the examination fee by the deadline and complete submission after checking your application thoroughly on any defects or incomplete information.

※In the case the application deadline is over before completing the procedures, the application will not be accepted. (The online system will be automatically closed after the deadline.)

※Please be sure to complete all procedures (especially 5), 6), 7) ) by specified application deadline

### < 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. [Admission Consultation Sheet](#) (Please download the Excel file.)
2. CV (Education background, work experience etc. / Any format is acceptable.)
3. Summary of previous research and Research Achievement (Any format is acceptable.)
4. Research Plan and Schedule (Any format is acceptable.)
5. Certificate (or Prospect) of Graduation

※If the original is written in a language other than Japanese or English, submit both the original and the one written in Japanese or English.

6. Transcript Certificate

※If the original is written in a language other than Japanese or English, submit both the original and the one written in Japanese or English.

As it will take time in contacting and getting the feedback from the supervisor, our new referral date for the deadline is **November 16th (Wed.) 2022 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.

※Please note that depending on the availability of the supervisor, it may not be possible to set up an interview and obtain acceptance permission even if you contact the supervisor before this date.

(For more details, please see 8. Examination Contents)

Contacts for any inquiries :

### ■About Security Trade Control (Export Control)

Shibaura Institute of Technology (SIT) checks them at any case of technology transfers or the entries of researcher or student based on rules of the Foreign Exchange and Foreign Trade Act and related laws and regulations.

Therefore, you will be required to change the education or research you (will) desire in case it is (will be) possibly regulated.

It does not affect the result of entrance examination.

Please refer to the website of the Ministry of Economy, Trade and Industry(METI) for detail;

<http://www.meti.go.jp/policy/anpo/index.html>

### ■About reasonable accommodation for Examination and Study

We accept consultation (consideration for examination and study) for applicants with physical or other disabilities. Applicants with visual impairment, hearing impairment, physical disability, speech and language impairment, chronic illness, developmental disability, etc. who wish to receive special consideration for examination and study must apply for reasonable accommodation.

<How to apply>

- Target person: Applicant for Reasonable Accommodation
- How to apply: Answer the items in the Application for Reasonable Accommodation for Examination and Study in the designated TAO form during the application period.
- Application document: A scan data of your medical certificate issued by medical institution or disability certificate (upload on TAO)

## 5.Examination Date / Time / Method

- 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 18th (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 for whatever reason.
- **All oral examinations will be conducted online. Applicants are requested to prepare a PC, communication environment, web camera, microphone, and a tranquil environment in order to take the examination online. If problems with the applicant's equipment or communication environment affect the content of the examination on the date of the examination, no retests or time changes will be made.**

Major Name	Oral Interview Date	Venue of the Interview
Regional Environment Systems	January 26 <sup>th</sup> (Thu.), 2023	Conducted online using Zoom, the web conference service
Functional Control Systems		



< 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> (Thu.), 2023. The detailed schedule shall be informed one week prior to the examination date
(4)	At the online interview, applicants are maybe 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)	<b>The candidates will be rejected at any stage, if he/she is determined to have made a false on admission procedures.</b>

## 6. Entrance Examination Fee

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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 applicant (payer) is responsible for any remittance fees (please confirm the amount of remittance fees for convenience store payment or credit card payment when you pay the application fee on TAO).

The Entrance Examination fee will be 15,000 yen for those who fall under the following categories. Please do not pay through TAO and consult with the Graduate School Section in advance.

-Those who are SIT University graduates who are applying as Working-Adults

※Please note that once the application fee has been paid, it is non-refundable for any reason.

However, if any of the eligible reasons apply, the application fee may be refunded upon request.

If you wish to apply for a refund, please refer to the following and submit your request by the deadline.

(1) If the applicant has paid the application fee but has not submitted the application document.

(2) If the application fee was paid and the application documents were submitted but not being accepted.

(3) If there is case of double or excessive payment of the application fee by mistake.

Please see below for more details.

[Refund of Admission Application Fee guide](#)

[Application Form for Refund of Admission Application Fee](#)

## 7. Application method and Documents

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](#)" published in the Application Guidelines.

### ■ Online Application System Acceptance Period < For all majors >

**November 15<sup>th</sup>, 2022 (Tue.) 12:00 (JST) ~ November 30<sup>th</sup>, 2022(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)

※Be sure to check that you have completed your application by the deadline, that your application is marked as "Application completed" in the system, and that you have received an application completion e-mail from TAO. (If you do not receive the email, please check your junk mailbox, etc.)

※**Please note that your application will be rejected if you have not clicked the "Submit" button even though all information has been entered and Entrance Examination Fee has been paid.**

(Reference: Application Status sign on TAO)

Sign of incomplete application status  Sign of complete application status 

### < 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 to 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 >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
① <b>Application Form</b> < All Applicant >	○	○	Direct input into TAO System	<p>★ Please fill-in directly into the form 「Application Form」 the TAO System.</p> <p>· 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」</p>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
② <b>Passport Size Photo</b> < All Applicant >	○	○	JPG	<p>★Please upload it to the applicable part of the form 「Application Form」 the designated form of TAO.</p> <ul style="list-style-type: none"> <li>4cm*3cm, Photo taken within 3 months before application (Upper body · Front · No hat · No frame)</li> <li>For successfully enrolled applicants, the photo will also be used for your Student's ID</li> </ul>
③ <b>Entrance Examination Fee</b> ( ¥ 35,000 ) < All Applicant >  ※SIT University graduates who are applying as Working-Adults (¥15,000)	○	○	-	<p>★ Please complete the procedure from the [Examination fee payment] menu of TAO.</p> <ul style="list-style-type: none"> <li>The payment method should be selected from two types : credit card payment and convenience store payment.</li> <li>Payment method by certificate issuing machine (Papyrus mate) in the campus is not permitted.</li> </ul> <p>※Please kindly bear all remittance fees.</p>
④ <b>Transcript Certificate</b> < 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>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>Documents should be certified by the school president at the graduated University.</li> </ul> <p>*If the original is written in a language other than Japanese or English, the original must be merged with the Japanese or English version and submitted.</p> <p>*It is possible to submit Transcript certificate mixed up with Certificate of Graduation. In the case, it is sufficient to upload a copy of to the “3, Transcript” column and leave it blank for “4, Certificate of Completion” column.</p>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
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> <p>Upload the scan data of Master degree certificate at the "Submission Documents" on TAO.</p> <ul style="list-style-type: none"> <li>Documents should be certified by the school president at the graduated University.</li> <li>*If the original is written in a language other than Japanese or English, the original must be merged with the Japanese or English version and submitted.</li> <li>*It is possible to submit Transcript certificate mixed up with Certificate of Completion. In the case, it is sufficient to upload a copy of to the "3, Transcript" column and leave it blank for "4, Certificate of Graduation" column.</li> </ul> <p><b>Those who are other than above</b></p> <p>Those who have received (or expect to receive a master's degree or professional degree out of Japan should upload the document to certify the degree award.</p> <p>*As we need to check if you meet the application qualifications, please contact to the Graduate School Section before November 22<sup>nd</sup>(Tue.).</p>
⑥ Reason of Application < All Applicant >	○	○	PDF (Designated form)	<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 form published in the application guideline page.</li> <li>Write in 1 page of A4 size paper.</li> <li>Must be described in English.</li> </ul>
⑦ Research Plan and Schedule < All Applicant >	○	○	PDF	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> <li>Write in about 2 pages (image included) of A4 size paper.</li> <li>Must be described in English.</li> <li><b>Be sure to describe any ethical considerations in the conduct of the research or with respect to the research results.</b></li> </ul>
⑧ Letter of Acceptance < All Applicant >	○	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Acceptance」 form on TAO.</p> <ul style="list-style-type: none"> <li>Enter the prospective supervisor and send a request to do an acceptance process.</li> </ul> <p>Allow enough time for request to the supervisor so that you can complete the Acceptance procedures before the application deadline.</p> <ul style="list-style-type: none"> <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>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
⑨ Letter of Recommendation < 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>· 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>
⑩ Research Achievement < All Applicant >	○	○	PDF (Designated form)	<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 form published in the application guideline page.</li> <li>· Must be described in English.</li> </ul>
⑪ Abstract of Master's thesis < All Applicant >	○	○	PDF	<p><b>Those who have received (or expect to receive) a master's degree</b></p> <p>Upload the PDF data of the abstract of your master's thesis at the "Submission Documents" on TAO. The abstract should be free format, within 2 pages and A4 size.</p> <p>For those who expect to complete master's programs, submit a summary of your current research projects. A summary also should be free format, within 2 pages and A4 size.</p> <p><b>Those who are other than above</b></p> <p>Upload the PDF data of an essay regarding your work on your specialized area at the "Submission Documents" on TAO. It should be within 1 page, A4 size and free format.</p> <ul style="list-style-type: none"> <li>· Must be described in English.</li> </ul>
⑫ English Test Score Report < Other than current Shibaura Institute of Technology students >	△ (Registration to S*got Portfolio only)	○	PDF (Scan Data)	<p>★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</li> </ul>

Application Documents < Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
				<p>/ Students) are desirable.</p> <ul style="list-style-type: none"> <li>Submit scan data of officially issued score reports. (Screenshot from the Computer PC is not accepted)</li> <li>Score of IP Test cannot be accepted (Only those taken at SIT can be accepted).</li> <li><b>Scores from external examinations must be within the last five years.</b></li> </ul> <p><b>&lt; Students of Shibaura Institute of Technology only &gt;</b></p> <p>※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>
<p>⑬ <b>Residence Card and Passport Copy</b> <b>&lt; Foreign Students only &gt;</b></p>	△ (Foreign Student only)	△ (Foreign Student 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 front and back sides of the card.</li> </ul>
<p>⑭ <b>Medical certificate or Disability certificate Copy</b> <b>&lt; Applicant for Reasonable Accommodation only &gt;</b></p>	△ (Applicant for Reasonable Accommodation only)	△ (Applicant for Reasonable Accommodation only)	PDF (Scan data)	<p>★Please upload to the corresponding section of the [Submitted Documents] form of TAO</p> <p>&lt; Medical certificate &gt;</p> <ul style="list-style-type: none"> <li>Submit scan data of medical certificate issued by medical institution</li> </ul> <p>&lt; Disability certificate &gt;</p> <ul style="list-style-type: none"> <li>Submit scan data of disability certificate issued by local government</li> </ul> <p>-For card type, front and back sides of the card. -For paper type, a page with a photo of the face</p>
<p>⑮ <b>Confirmation Check Sheet</b> <b>&lt; All Applicant &gt;</b></p>	○	○	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>

\*It is not necessary to submit the original copy of the uploaded documents. However, if necessary, you may be required 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.

## **8. Examination Contents**

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(i) Applicants who apply as General Examination will take a presentation (15 mins) and an oral assessment (15 mins) based on the submitted Abstract of Master's thesis and Research Plan and Schedule.

(ii) Applicants who are foreign students will take an examination same as the General Examination.

(iii) Applications who apply as Working-Adults will take a presentation (15mins) and an oral assessment (15mins) regarding the related specialized area based on the submitted Research achievements and Research Plan and Schedule.

## **9. Examinee Number**

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After the online application system acceptance period on the online application system (TAO) is over, we will assign examinee number, and the result will be uploaded to the message form in TAO.

Please make sure to confirm your examinee number before the examination.

※It may take 3 to 4 weeks to receive your examinee number due to the time required for document review.

## **10. Announcement of Results**

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### **February 16th, 2023 (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.

## 11.Payment for admission and admission procedure

Successful applicants will be sent a form via TAO on the process of enrollment fee payment. Please note that we will not send an invoice by mail. Please make sure to share information about the pre-admission information to the graduate school from the applicant to the guarantor and the payer of tuition.

### **【Payment for Admission】**

(1) Amount : SIT University graduates 420,900 yen, non-SIT University graduates 680,900 yen  
\* Appropriated for the first semester of tuition fee

(2) Fee payment due date : **February 28<sup>th</sup>, 2023(Tue.)**

※If the deadline for payment has passed, the application will be considered as cancelled.  
The procedure for withdrawal is required so please contact the Graduate School Section in this matter.

※Notes for payment

- (1) Please enter the payer's name in the order of "**Examinee Number**" and "**Applicant's Kana Name**". (ex. 006001 シバウラタロウ) If you use a different name, we may not be able to confirm your identity.
- (2) If you wish to make a bank transfer over the counter, please have a payment account information of sent by TAO ready at hand and make the transfer at the counter after transcribing it on the transfer request form of the financial institution. (Please consult with financial institution for more details.)
- (3) **Please kindly bear all remittance fees.**
- (4) If you wish to pay by overseas remittance, please contact the Graduate School Section separately so that an Invoice for overseas remittance can be sent to you.

### **【Admission Procedure】**

Mid. of February, 2023	Scheduled to be notified of the account information and payment due date through TAO.
Early March, 2023	Those who have paid the fee will be notified of information such as forms to be submitted during the enrollment procedures, information on registration of information related to student registration, confirmation of the name on the student ID card, and the date of the enrollment procedures (date of issuance of the student ID card) etc. through TAO.
End of March, 2023	Submission of Admission documents, issuance of the student ID card Information about various guidance will be notified.

## 12.Payment for admission and admission procedure

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	328,900	328,900	657,800	328,900	328,900	657,800
Maintenance Fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	420,900 (680,900)	420,900	841,800 (1,101,800)	420,900	420,900	841,800

- The admission fee will be waived for SIT graduates.
- The admission fee will be waived for SIT graduates. The price of inside ( ) is applicable to other than SIT graduates.

### **[Information on Admission to the School]**

#### ■ Compulsory Use of Notebook PC

At Shibaura Institute of Technology, PC will be used for classes, research activities, and various procedures. Therefore, students will be required to prepare their own PC and internet connection at home. Please understand this beforehand.

#### ■ Donations

After completing the admission procedures, students may be asked to donate (voluntary).

## **13. Admission Withdrawal after Receiving Successful Results**

For those who have submitted a notice of withdrawal by the end of March 2023, 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. Please be sure to submit the designated form even if you have not made payment of the admission fee by the due date.

Under the academic regulations of our graduate school, it is not possible to take a temporary leave during the first semester of the first year of enrollment. Therefore, if you have a circumstance that prevents you from engaging in your studies immediately after admission, please be sure to complete the procedures for withdrawal admission by the above date.

## 14. Scholarship

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① **SIT Scholarship for Doctor's Program**

For details, please refer to Application Guideline for SIT Scholarship for Doctor's Program

② **SIT Scholarship for foreign graduate student**

For details, please refer to Application Guideline for SIT Scholarship for foreign graduate student.

③ **Japan Student Services Organization (Type 1) (loan, non-interest bearing) / Japan Student Services Organization (Type 2) (loan, interest bearing) (Foreign students are excluded)**

【Application period in SIT (regular selection at the time of enrollment\*)】 : End of March to April 2023

\*details will be announced separately when determined

【Selection period (plan)】 July, 2023

Please refer to the JASSO website for the scholarship outline and application conditions

→ [大学院に在学中の方 | JASSO](#)

### III. Education Research Field and Supervisor List

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.

<https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>

(Please see the “List of Academic Staff”)

### 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.