

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

Fall Semester FY2023 Enrollment

* For the Fall Semester 2023 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 Science in Systems Engineering and Science	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 Architecture or Engineering in Architecture and Architectural Engineering	110

※The capacity number of applicants are for enrollment in Fall 2023 (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 September 2023.
- 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 September 2023.
- 3) Those who have completed 16 years of school education abroad and who are expected to graduate by the end of September 2023 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 September 2023.
- 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 September 2023.
- 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 September 2023.
- 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 a "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 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) (Beside the current students) During the online application system acceptance period, make a request for recommender to create a recommendation letter.
- 6) During the online application system acceptance period, request the supervisor who agreed to accept you to issue an acceptance letter.
- 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.

※If the Online Application System Acceptance Period ends before the application is completed, the application will not be accepted (the system will not be able to process the completed application), even if it is still in the process of being processed.

※5), 6), 7) please be sure to complete all procedures 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 Graduate School Section.

(Make an introduction statement email so Graduate School Section may directly forward the email to the preferred supervisor)

1. [Admission Consultation Sheet](#) (Please download the Excel file.)
2. Reasons why you wish to be supervised by the faculty member (Please provide specifics.)
3. CV (Education background, work experience etc. / Any format is acceptable. / Please provide details so that there are no blank periods.)
4. Summary of previous research and Research Achievement (Any format is acceptable.)
5. Research Plan (Any format is acceptable.)
6. Certificate (or Prospect) of Graduation (Original language ver. and Japanese or English ver.)
7. Transcript Certificate (Original language ver. and Japanese or English ver.)
8. English test score (TOEIC L&R, TOEIC S&W, TOEFL iBT, GTEC (for Business) or IELTS Academic)

As it will take time in contacting and getting the feedback from the supervisor, our new referral date for the deadline is **May 15th(Mon.) at Noon (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.

※Please note that some department of the Architecture and Architectural Engineering Course require pre-interview with the desired supervisor at least 15 days before the end of the application deadline.

(For more details, please see 7. Examination Contents)

Contacts for any inquiries :

Shibaura Institute of Technology

Graduate School Section

<daigakuin@ow.shibaura-it.ac.jp>

■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, Industry and Trade (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)

4. Examination Schedule Date/Time/Method 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 **June 23rd (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.
- **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
Electrical Engineering and Computer Science Course	June 30th (Fri.), 2023	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 fall 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 June 30 th (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.

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](#)

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](#)" published in the Application Guidelines.

■ Online Application System Acceptance Period <For all majors>

May 15th 2023 (Mon.) 12:00 (JST) ~ May 31st 2023 (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.

(Reference: Application Status sign on TAO)

<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 >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
① Application Form < All Applicant >	○	○	Direct input into TAO System	<p>★Please fill-in directly into the form 「Application Form」 the TAO System.</p> <ul style="list-style-type: none"> · 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	<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"> · 4cm*3cm, Photo taken within 3 months before application · Upload file less than 500 KB. (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 >	○	○	-	<p>★Please complete the procedure from the [Examination fee payment] menu of TAO.</p> <ul style="list-style-type: none"> · 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. ※Please kindly bear all remittance fees.
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"> · Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. · 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. · 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. · Submit a transcript certificate with GPA. · If the GPA is not written on the transcript certificate from your university, <ul style="list-style-type: none"> 1. Transcript certificate issued by your university 2. Separate document proving your GPA, or a screenshot of the

				<p>university's grade checking website with your GPA (with the name of the university, your name) etc.</p> <p>merge these 2 files into 1 file and upload it.</p> <ul style="list-style-type: none"> It is possible to submit a combination of a transcript and a certificate of graduation. <p>In this case, it is sufficient to upload a copy to the No. ④ column and leave it blank for the No. ⑤ column.</p>
<p>⑤ Certificate (Or Prospect) of Graduation <Other than current Shibaura Institute of Technology students ></p>	-	○	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"> Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. 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.
<p>⑥ Reason of Application <All Applicant ></p>	○	○	PDF (Designated Type Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> Please use the designated type/style published in the application guideline page. Write in 1 page of A4 size paper. Must be described in English.
<p>⑦ Research Plan and Schedule <All Applicant ></p>	○	○	PDF (Designated Type Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> Please use the designated type/style published in the application guideline page. Write in about 2 pages (image included) of A4 size paper. Must be described in English. <p><For Applied Chemistry course applicant only></p> <p>Instead of a research plan, create a graduation research overview (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.</p>
<p>⑧ Letter of Acceptance <All Applicant ></p>	○	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Acceptance」 form on TAO.</p> <ul style="list-style-type: none"> Requests must be made after all items except for the "Confirmation Check Sheet " have been completed and submitted. *Do not request a "Letter of Acceptance" if any of these items have not been filled out or are in the process of being filled out. Select the name 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-

				<p>supervisor". (Send a total of 2 requests for this matter).</p> <ul style="list-style-type: none"> · Allow for ample of days for request to the supervisor so it can be received and completed before the application system deadline period.
<p>⑨ Letter of Recommendation < Other than current Shibaura Institute of Technology students ></p>	—	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Recommendation」 form on TAO.</p> <ul style="list-style-type: none"> · 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.
<p>⑩ English Test Score Report < Other than current Shibaura Institute of Technology students ></p>	△ (Registration to S*gsot Portfolio only)	○	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"> · 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) · Score of IP Test cannot be accepted (Only those taken at SIT can be accepted). · Scores from external examinations must be within the last five years. <p>< 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.</p>
<p>⑪ Residence Card and Passport Copy < Foreign Students only ></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>< Passport ></p> <ul style="list-style-type: none"> · Submit scan data of the page which has the face photo. <p>< Residence Card ></p> <ul style="list-style-type: none"> · Only for those who live in Japan and have residence card, submit scan data of surface side of the card.
<p>⑫ Medical certificate or Disability certificate Copy < Applicant for Reasonable Accommodation only ></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>< Medical certificate ></p> <ul style="list-style-type: none"> · Submit scan data of medical certificate issued by medical institution <p>< Disability certificate ></p> <ul style="list-style-type: none"> · Submit scan data of disability certificate issued by local government <p>-For card type, front and back sides of the card. -For paper type, a page with a photo of the face</p>
<p>⑬ Confirmation Check Sheet < All Applicant ></p>	○	○	Direct Input into TAO	<p>★ Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO</p>

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※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 major 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」 which is uploaded on the website (URL: <https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html>). 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 Question & Answer 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 Question & Answer 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	Questions will be asked in response to the presentation.
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 Question & Answer session (15 minutes).
Preparation Materials	Prepare a PowerPoint presentation about graduation research, focusing on the background, purpose, significance, research plan, and experimental (research) progress (results). (The pages number depends on you, but just to make sure that the presentation should be less than 5 minutes)
Contents of Questions	5 minutes of PowerPoint presentation. 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 & 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 & 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	15 mins of oral examination: PowerPoint Presentation (5mins), Question & Answer session (10mins)
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Preparation Materials	Depends on the supervisor. If there is an instruction to prepare any materials, please prepare as instructed.
Contents of Questions	<p>【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).</p> <p>【Electronic Information 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 Question & Answer session.</p> <p>【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 Question & Answer session.</p> <p>【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 Question & Answer session.</p> <p>【Mathematical Science Department】 The theme of the presentation will be based on 「reason of application」, 「the contents of the mathematical sciences you are currently studying」, 「research plan for graduate school」 and 「your future outlooks after completion」. The Question & Answer session will focus on confirming the presented presentation contents.</p>
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.

■ Civil Engineering Course

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

■ Architecture and Architectural Engineering Course

Oral Examination	The Architecture and Architectural Engineering Course is divided into 7 departments. The
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<p>Implementation Format</p>	<p>following are 6 entrance examination categories in conducting the oral examinations. The format of each entrance examinations are as follows:</p> <p>【1.Architectural Planning Department、 Architectural History Department】 20 mins of oral examination : Presentation (7 mins), Q&A (13mins)</p> <p>【2.Architectural Design Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)</p> <p>【3.Environmental Engineering Department】 20 mins of oral examination : Presentation (10 mins), Q&A (10mins)</p> <p>【4.Building Structure Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)</p> <p>【5.Industrial Engineering Department】 20 mins of oral examination : Presentation (8 mins), Q&A (12mins)</p> <p>【6.City Planning Department】 20 mins of oral examination : Presentation (5 mins), Q&A (15mins)</p>
<p>Preparation Materials</p>	<p>【1. Architectural Planning Department、 Architectural History Department】 Please submit your explanatory materials summarizing your works and research in PDF format (10MB or less) to your desired professor. Please follow your desired professor for submission deadline. The file name of the submitted PDF should be “Explanatory Material (Architectural Planning Section, Architectural History Section), Examinee number, Name”.</p> <p>【2. Architectural Design Department】 Please bring along or share the portfolio ①, research plan and explanation on reason to pursue study at the time of pre-interview. (In case of working adult, please bring along the Work Achievement/Contribution Summary too) 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)</p> <p>【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.</p> <p>【4. Building Structure Department】 The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination. The detailed instructions will be provided later.</p> <p>【5. Industrial Engineering Department】</p>

	<p>Your desired professor will instruct you on the documents to bring with you for the pre-interview.</p> <p>The oral examination is conducted online using PowerPoint. Prepare a presentation material before the day of the oral examination.</p> <p>【6. City Planning Department】</p> <p>Your desired professor will instruct you on the documents to bring with you for the pre-interview by e-mail.</p> <p>The oral examination is conducted online using PowerPoint. Send a presentation material to your desired professor via e-mail or online storage by 12:00 noon (JST) on the day before the oral examination. Also open the material on your computer at the time of the oral examination.</p>
<p>Contents of Questions</p>	<p>In the oral examination, basic research skills, specialized skills, communication skills, presentation skills, and management skills are evaluated from the presentations, explanation and Question & Answer session.</p> <p>【1. Architectural Planning Department, Architectural History Department】</p> <p>In the oral examination, explain the reason for application, research plan, works and research etc. and then Question & Answer about them.</p> <p>【2. Architectural Design Department】</p> <p>The presentation will be about the reason for application, the research plan and the portfolio (In case of working adult, please bring along the Work Achievement/Contribution Summary too) and then Question & Answer about them.</p> <p>【3. Environmental Engineering Department】</p> <p>The presentation will be about the reason for application, the graduation research and the research plan for master program. Also, Question & Answer about the results of the graduation research and the research plan for master program. In addition, Question & Answer on the general knowledge in the field of Environmental Engineering.</p> <p>【4. Building Structure Department】</p> <p>In the presentation, please explain the reason for application, your research plan for master program and your graduation research.</p> <p>Also, Question & Answer session on the general knowledge in the field of Building Structure.</p> <p>【5. Industrial Engineering Department】</p> <p>Please explain the following in the presentation.</p> <ul style="list-style-type: none"> • Your graduation research (including research in company): 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) • Question & Answer about research plan and related contents. <p>【6. City Planning Department】</p> <p>In the presentation, please explain the reason for application, research content (or design</p>

	<p>content) of the graduation thesis (or graduation design) and the research plan for the master's thesis by using PowerPoint. Question & Answer session on the contents above and the general knowledge in the field of City Planning.</p>
Others	<p>Applicants will make appointments by e-mail to your desired professor before applying, and consult on the oral examination, research content etc. (pre-interview). Approval for the application must be obtained from your desired professor. Please note on the required items which you need to bring during the pre-interview and oral examinations depending on your choice of departments.</p> <p>【1. Architectural Planning Department、 Architectural History Department】 Please conduct a pre-interview with your desired professor at least 15 days before the end of the application period. Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p> <p>【2. Architectural Design Department】 Please conduct a pre-interview with your desired professor of your first choice in person or via Internet/online at least 15 days before the end of the application period. If you fail to complete the pre-interview with your desired professor by the deadline, he/she may not approve your application. Please indicate only one name of the professor who wish to be supervised on Application form. The portfolio ② which will be shown in the oral examination should be modified the portfolio ①, reflecting the questions and suggestions received in the pre-interview.</p> <p>【3. Building Environmental Facilities Department】 When you conduct a pre-interview with your desired professor of your first and second choice (only if you have a second choice), prepare a reason for application and a research plan in the format specified by the Graduate School and an outline of your graduation research.</p> <p>【4. Building Structure Department】 Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p> <p>【5. Industrial Engineering Department】 Your desired professor will instruct you about the documents to be brought in for the pre-interview.</p> <p>【6. City Planning Department】 Please conduct a pre-interview with your desired professor of your first choice and second choice (only if you have a second choice) in person or via Internet/online at least 15 days before the end of the application period. If you fail to complete the pre-interview with your desired professor by the deadline, he/she may not approve your application. Your desired professor will instruct you about the documents to be brought in for the pre-interview.</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.

8. Examinee Number

After the online application system acceptance period is over, examinee number will be assigned, and the result will be uploaded to the message form in the online application system (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.

9. Announcement of Results

July 13th, 2023 (Thu.)

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

- ※ Successful applicants will receive an acceptance letter 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 via TAO on the process of enrollment fee payment .

Please make a payment for admission by the due date after the notification.

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 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 : **August 31th, 2023 (Thu.)**

※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) You can transfer money from an ATM. In this case, please enter the payer's name in the order of **“Examination ID 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 the Entrance Procedure Fee Transfer Form sent by TAO ready at hand and make the transfer at the counter after transcribing it on the transfer request form.

(3) **Please kindly bear all remittance fees.**

(4) The **applicant's name** should be used as the payer's name.

※If you reside overseas at the time of application, we will send you an Invoice for overseas remittance.

If you reside in Japan but wish to pay by overseas remittance, please contact us.

【Admission Procedure】

Mid. of July, 2023	Scheduled to be notified of the account information and payment due date through TAO.
Early August, 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.
Mid of September, 2023	Submission of Admission documents, issuance of the student ID card Information about various guidance will be notified.

※Time of notification is subject to change.

11. Tuition Fee

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

	Payment / Yen					
	Year 1			Year 2		
	1 st Sem.	2 nd Sem.	Total	1 st Sem.	2 nd 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

12. Withdrawal after Receiving Successful Results

For those who have submitted a notice of withdrawal by the end of September 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 declining admission by the above date.

13. 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）（**Only for Current SIT students or SIT graduated students**）

【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 September 30th, 2023

- 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 September 30th, 2023, 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】 End of September 2023 (Plan)

For more details, please refer to the scholarship guideline. (Japanese only)

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

Please see ” 【2023 年度秋入学】 修士課程グローバル理工系人材育成大学院給付奨学金募集要項”.

14. Inquiries

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

Shibaura Institute of Technology
Graduate School Section
<https://forms.gle/qh6P41wAZSKMsZ1UA>

II. On the 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 Application Qualification (9) 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	Use the designated 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 due date	Time	Venue
May 6th, 2023 (Sat.)	~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 the above deadline.

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

3. Pre-qualification Examination Date

Date of the Qualifier Exam	Time	Venue	Result notification
May 19th, 2023 (Fri.)	TBA	Will be done via Online	June 8th, 2023 (Thu.)

※Pre-Qualification Applicants also need to apply for Entrance Exam. (If you are unsuccessful on Pre-Qualification and cannot apply for Entrance Exam, the Entrance Exam Fee will be returned.)

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 Fields and Supervisors 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.

· 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).

<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.
 - Examinee 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 September 2023.
- 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 September 2023.
- 3) Those who have completed 16 years of school education abroad and who are expected to graduate by the end of September 2023 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 September 2023.
- 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 September 2023.

- 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 September 2023.
- 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 a “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 II. On the Pre-Qualification of Application (To applicable person only)”

3. Procedure of Application

4. Examination Schedule Date/Time/Method 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 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.

The application fee is non-refundable once it has been paid.

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.

[Refund of Admission Application Fee guide](#)

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

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](#)” published in the Application Guidelines.

■ Online Application System Acceptance Period <For all majors>

May 15th 2023 (Mon.) 12:00 (JST) ~ May 31st 2023 (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.

(Reference: Application Status sign on TAO)

Sign of incomplete application status

Application in progress

Sign of complete application status

Application completed

<About 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	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	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

				<p>application</p> <ul style="list-style-type: none"> · Upload file less than 500KB (Upper body · Front · No hat · No frame) · For successfully enrolled applicants, the photo will also be used for your Student's ID
<p>③ Entrance Examination Fee (¥35,000) < All Applicant ></p> <p>※SIT University graduates who are applying as a Working-Adults (¥15,000)</p>	○	○	-	<p>★ Please complete the procedure from the [Examination fee payment] menu of TAO.</p> <ul style="list-style-type: none"> · 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. <p>※Please kindly bear all remittance fees.</p>
<p>④ Transcript Certificate < Other than current Shibaura Institute of Technology students ></p>	-	○	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"> · Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. · 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. · 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. · Submit a transcript certificate with GPA. · If the GPA is not written on the transcript certificate from your university, <ul style="list-style-type: none"> 1. Transcript certificate issued by your university 2. Separate document proving your GPA, or a screenshot of the university's grade checking website with your GPA (with the name of the university, your name) etc. merge these 2 files into 1 file and upload it. · 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.
<p>⑤ Certificate (or Prospect) of Graduation < Other than current Shibaura Institute of Technology students ></p>	-	○	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"> · Please take note that those who are currently affiliated with Shibaura Institute of Technology as research students are also required to submit this document. · 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,

				<p>please submit them both.</p> <ul style="list-style-type: none"> · 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.
<p>⑥ Reason of Application < All Applicant ></p>	○	○	PDF (Designated Type Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> · Please use the designated type/style published in the application guideline page. · Write in 1 page of A4 size paper. · Must be described in English.
<p>⑦ Research Plan and Schedule < All Applicant ></p>	○	○	PDF (Designated Type Available)	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> · Please use the designated type/style published in the application guideline page. · Write in about 2 pages (image included) of A4 size paper. · Must be described in English. <p>< For Applied Chemistry course applicant only ></p> <p>Instead of a research plan, create a graduation research overview (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.</p> <p>Please use designated format which published in application form</p>
<p>⑧ Work Achievement/Contribution Summary < All Applicant ></p>	○	○	PDF	<p>★Please upload it at the [Submission of Documents] from the corresponding section of TAO.</p> <ul style="list-style-type: none"> · No specification of style · Create in A4 size · Must be described in English.
<p>⑨ Letter of Acceptance < All Applicant ></p>	○	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Acceptance」 form on TAO.</p> <ul style="list-style-type: none"> · Requests must be made after all items except for the "Confirmation Check Sheet" have been completed and submitted. · *Do not request a "Letter of Acceptance" if any of these items have not been filled out or are in the process of being filled out. · Select the name 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.
<p>⑩ Letter of Recommendation < Other than current Shibaura Institute of Technology students ></p>	—	○	Direct Input into TAO System	<p>★Please complete the 「Letter of Recommendation」 form on TAO.</p> <ul style="list-style-type: none"> · 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

				<p>the university where he / she is from, or a supervisor at work.</p> <ul style="list-style-type: none"> · 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.
<p>⑪ English Test Score Report < Other than current Shibaura Institute of Technology students ></p>	<p>△ (Registration to S*gsot Portfolio only)</p>	<p>○</p>	<p>PDF (Scan Data)</p>	<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"> · 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) · Score of IP Test cannot be accepted (Only those taken at SIT can be accepted). · Scores from external examinations must be within the last five years. <p><Students of Shibaura Institute of Technology only ></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>⑫ Residence Card and Passport Copy < Foreign Students only ></p>	<p>△ (Foreign Student only)</p>	<p>△ (Foreign Student only)</p>	<p>PDF (Scan data)</p>	<p>★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO</p> <p><Passport ></p> <ul style="list-style-type: none"> · Submit scan data of the page which has the face photo. <p><Residence Card ></p> <ul style="list-style-type: none"> · Only for those who live in Japan and have residence card, submit scan data of surface side of the card.
<p>⑬ Medical certificate or Disability certificate Copy < Applicant for Reasonable Accommodation only ></p>	<p>△ (Applicant for Reasonable Accommodation only)</p>	<p>△ (Applicant for Reasonable Accommodation only)</p>	<p>PDF (Scan data)</p>	<p>★Please upload to the corresponding section of the 「Submitted Documents」 form of TAO</p> <p><Medical certificate ></p> <ul style="list-style-type: none"> · Submit scan data of medical certificate issued by medical institution <p>< Disability certificate ></p> <ul style="list-style-type: none"> · Submit scan data of disability certificate issued by local government <p>-For card type, front and back sides of the card. -For paper type, a page with a photo of the face</p>
<p>⑭ Confirmation Check Sheet < All Applicant ></p>	<p>○</p>	<p>○</p>	<p>Direct Input into TAO System</p>	<p>★Please upload to the corresponding section of the 「Confirmation Check Sheet」 form of TAO</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
8. Examinee number
9. Announcement of Results
10. Payment for admission and Admission Procedure
11. Tuition Fee
12. Withdrawal after Receiving Successful Results
13. Scholarship Information

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

14. 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

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

II. On the 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 Application Qualification (9) 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	Use the designated form

Entrance Examination	
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	Use the designated 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
May 6th, 2023 (Sat.)	~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 the above deadline.

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

3. Pre-qualification Examination Date

Date of the Qualifier Exam	Time	Venue	Result notification
May 19th, 2023	TBA	Will be done via Online	June 8th, 2023 (Thu.)

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 Fields and Supervisors 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.