# Online application system "The Admissions Office (TAO)" User Manual

# ■ For Applicant

## [1] Application Method

① Please register from "Create a New Account" displayed at the top page. After login, a list of universities which can be applied will be displayed. Please select "Shibaura Institute of Technology"⇒"Graduate School of Science and Engineering". After select the major which applicant would like to pursue and apply for, the page will display the entrance examinations which have been opened for application.

② After select the desired entrance examination, page will display a checklist on the left side of the screen. Please enter the required items (or upload the indicated data) according to the application requirements and the instructions from the checklist.
Application Guidelines page
https://www.shibaura-it.ac.jp/en/study/graduate/guideline.html

③ For the examination fee, please make the necessary process from the check list "Payment". When paying by credit card or convenience store payment, the payment status will be reflected in TAO by a green check mark. For more information on examination fee payment, please refer to [4] Payment of Examination Fee.

④ Please make sure that your application is complete by checking all the required items are submitted and all the check marks are confirmed. Then, click on "Submit" at the bottom of the checklist to confirm your application. (If there is missing/incomplete of required items from the checklist, "Submit" could not be done.)

⑤ You will receive e-mail which you registered that your application has be accepted. To whom not received e-mail, it might be happening some error. Please check your application form.
If the error persists, please contact us. Graduate School Section, SIT <daigakuin@ow.shibaura-it.ac.jp>

＜Note＞
　　・ **Once "Submit" is clicked, applicant is not able to do any correction, re-enter submitted content or replace the submitted documents.** Please confirm all submitted documents and entered contents before the final submission.
　　・ **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.**
　　・ Before "Submit" is clicked, applicant can temporarily save the submitted input and make corrections. After logging in,

applicant can continue the application process from the top menu section of "Applications".



Applicant can access the application form and the submission materials by clicking on each document name.

From here, applicant can browse and update own application

This button cannot be clicked **until the required items are complete**

If you cancel the application, all the information including letter of acceptance and recommendation letter will be deleted. Please be careful not to cancel by mistake.

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※An example image of the application screen. It may differ from the real situation as submission documents are varies.

## [2]Request for issuance of Letter of Acceptance （All required）

① You are required to send a request to the supervisor of applicant's choice for issuance of "Letter of Acceptance" via TAO.
From the "Recommendation Letter" category, please select "Letter of Acceptance" on the checklist.
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.

② Click "Send Request" displayed in the upper right corner of the screen and select "Position". Select the name of the lecturer who will be the supervisor (or co-supervisor) and click "Request". (You can search the lecturer by entering the name to the search box.)
From this list you can see "Co-supervisor" and "Supervisor".
https://www.shibaurait.ac.jp/en/study/graduate/guideline.html

③ If return to the "Letter of Acceptance" page, applicant can check the status and progress of the request. When the supervisor completes the issuance and submission of Letter of Acceptance, Request Status will be displayed as "Completed", and the application documents checklist will have a checked mark in Green.



The submitted request is displayed and you can check the progress.

When the button is clicked, please enter the information of the request submission

＜Note＞
・Applicant can check and confirm the progress of the "Letter of Acceptance" which has been sent for the issuance request. If necessary, please contact the supervisor and be sure to obtain the submission within the application period.
・If you have requested to create a "Letter of Acceptance" and the supervisor says that he/she did not receive a request e-mail, please request that they check to see if they created and logged into their account using the e-mail address from which they received the request e-mail.

＜Please read below on the case of applicant who wish to be supervised from "Co-Supervisor" ＞
・ In general, Letter of Acceptance is issued for 1 set and only by a supervisor. However, if applicant wishes to be supervised by a lecturer with status of "Co-supervisor", **applicant needs to request two sets of Letter of Acceptance from "Co-supervisor" and "Supervisor". Even though check mark on the checklist will be shown after 1 set of Letter of Acceptance is submitted, please take note that on this case, applicant is needed to submit 2 sets of Letter of Acceptance.**
・ Please have a discussion and confirm with the "Co-Supervisor" on who will be the "Supervisor" before request the "Supervisor" to issue the Letter of Acceptance.
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## [3] Request for issuance of Recommendation Letter (Applicable person only)

① Applicant who need to submit a "Recommendation Letter" will be using TAO to request the supervisor of the home university, or supervisor/ manager of previous working place/ company. Please select "Recommendation Letter" from the "Recommendation Letter" category on the checklist.

② Click "Send Request" displayed in the upper right of the screen and select "Position". Enter the recommender's email address and click "Request". The manual for the recommender is described on p.5 of this User Manual. If it is necessary, please inform the recommender on the manual.

③ If return to the "Recommendation Letter" page, applicant can check the status and progress of the request. When the recommender completes the issuance and submission of recommendation letter, Request Status will be displayed as "Complete", and the application documents checklist will have a checked mark.

## [4] Payment of Examination Fee

The examination fee is to be paid either by credit card payment or convenience store payment. From the check list "Payment", select a payment method and follow the instructions on the screen (for convenience store, selection of which convenience store and its payment method may differ from one and another). The procedure of payment is a system provided by "SB Payment Service Corp.". Therefore, we will connect with the external site of SB Payment Service Corp. on this procedure.

＜Note＞
・ The list of Convenience stores and the payment method are as below. :
  – **LAWSON** https://www.sbpayment.jp/support/how_to_pay/cvs/lawson_webcvs/
  – **Family Mart** https://www.sbpayment.jp/support/how_to_pay/cvs/familymart_webcvs/
  – **Mini Stop** https://www.sbpayment.jp/support/how_to_pay/cvs/lawson_webcvs/
  – **Seicomart** https://www.sbpayment.jp/support/how_to_pay/cvs/seicomart_webcvs/

  – As for credit card payment method, payment can be done immediately after the application is opened.
   https://www.sbpayment.jp/support/how_to_pay/creditcard/

<Note>
※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.

Refund of Admission Application Fee guide

Application Form for Refund of Admission Application Fee

## [5] Confirmation of Selection Status

After date of result publication, you can conform your selection result on TAO web page.

- ①　Log in, select  recruitment name from the application list.
- ②　You can check  present situation from the  "See selection results".



## [6] Others

If requires, Shibaura Institute of Technology may send messages to applicants through TAO. Please confirm the "Message" as soon as possible at the menu field at the top of the TAO screen. (When message is sent, a notification will be sent to the registered e-mail address.)

# ■ For Recommender

*The Admissions Office (TAO)* is the online admission applications system that allows the applicants to apply to Shibaura Institute of Technology. The applicants send a request to recommender to issue a recommendation letter through the TAO system.

Please read the instructions below before you proceed with the online recommendation process.

## [1] Receiving of the Request Email

The recommendation process starts with the applicant sending a recommendation request.
You will receive an email address of no-reply@admissions-office.net with the subject of "[The Admissions Office] Recommendation letter request". The email contains the link to access the TAO webpage.



*This image is for reference only. Actual contents may differ slightly.

## [2] Creating a recommender account
Please click a button of "Create new account" on the bottom right of login page and start account registration.
When creating an account, please use the same e-mail address which you received the "[The Admissions Office] Recommendation letter request" email.
After registering your account, you will receive a notification email on account registration completion. Please access to the link contained in the email.

## [3] Issuing a Recommendation Letter
Login to the TAO and a list of recommendation requests will be displayed. (If you receive request from multiple applicants, all requests will be listed.)

Click at the Applicant's name, enter your name, date of recommendation, and approve/deny each request.

## [4] Submitting a Recommendation Letter

After you complete a recommendation letter, click the button of "Submit" a recommendation. If you have received requests for more than one, you can complete all recommendation letters and then submit altogether at once.
Please take note that any changes are not allowed after submitting. Once your recommendations are submitted, it will allow the applicants to confirm your recommendation status as completed.

Thank you for your cooperation.