1) Click the “Create new account”.
1) Fill out all the questions and click on the “Create new account” to receive the confirmation email from SIT.
1) Please click the following link to continue the application.

[UCA ASIA] Guidance for Account Activation URL

no-reply@uca-asia.org sendgrid.net 保密
To 白分 

test test test Mr/Ms

Thank you for creating new account for UCA ASIA.
Please access to the link below to complete account registration.

The link is valid for 24 hours (until 2019/04/18 16:55:42)

Complete account registration
1) Log in with your email and password you registered.
1) Click for “Shibaura Institute of Technology”. If the page is written in English, please check the blue-flamed button to change it in English.

(YOU CAN’T APPLY THIS PROGRAM IF YOU CHOOSE JAPANESE LANGUAGE)
1) Click “SIT mobility programs”.
1) Choose the program you would like to participate in.
   - If you wish to take course/s at SIT ⇒ Click for “Course-Taking Sandwich Program”
   - If you wish to conduct research at SIT ⇒ Click for “Research Exchange Program”
1) Please click the available program in the menu “Decision plan”.
   (If you can’t find any available “Decision plan”, please change the language to English)
   You may not be able to apply for the program once it’s deadline has passed.
   Please check the deadline from the program page, “When to apply and start?”

**Course-Taking Sandwich Program**

**Research Exchange Program**
1) Click the “Start application”.
1) Complete the red-flamed application form listed on the left menu.
1) After you fill out the form, click “Save and go to next document” to complete all the application form. Once you saved the form, you can quit and continue it another day.
1) You can continue the application process by clicking the “Application list” on the menu and choosing the ongoing application.
1) After you fill out all the forms, click the “Submit application form”, you will not be able to change the form after you press this button.
1) Click on “Submit”.
1) If you check the “Application list” and the application status is “Waiting for result”, it means you have completed the application process.

The acceptance result will be announced to the international office in June. Please wait until then.
(FYI) You will be asked to upload the following materials from our online form based on the program you apply. Please be noted in advance.

<table>
<thead>
<tr>
<th>No</th>
<th>The materials for you need to submit</th>
<th>Document Form</th>
<th>Course-Taking Sandwich Program</th>
<th>Research Exchange Program</th>
</tr>
</thead>
</table>
| 01  | Recommendation or nomination letter/email from the nominator  
- The simple email or letter stating the nomination about the applicant.                                                                                                       | PDF           | ✓                             | ✓                         |
| 02  | Signed Pledge  
- Applicant’s signature and International Office Coordinator’s signature must be signed. The form can be found from our web page.  
https://www.shibaura-it.ac.jp/en/prospective/student_exchange_prog/kcg11000000webd-att/Pledge.pdf                                    | PDF           | ✓                             | ✓                         |
| 03  | Portrait Photo with WHITE background  
- The photo size should be 3cm x 4cm  
- The background must be a plain WHITE background  
- The photo should be taken within 3 months  
- The photo must be sharp and clear  
- The applicant should face squarely to the front and should remove any hats, caps or head coverings. | JPG          | ✓                             | ✓                         |
| 04  | General CV  
- It should include academic and work experience if any.                                                                                                           | PDF           | ✓                             | ✓                         |
| 05  | Official Transcript  
- An official transcript of the applicant’s academic record in English with its grading system.                                                                 | PDF           | ✓                             | ✓                         |
| 06  | Research Plan  
- Any format is fine, 1 or 2 pages about what you would like to do at SIT.                                                                                         | PDF           | –                             | ✓                         |
| 07  | Portfolio (If you have chosen the laboratory/ies related to ARCHITECTURE or URBAN PLANNING)  
- Any format is fine.                                                                                                                                           | PDF           | –                             | Architecture or Urban planning related students only |
| 08  | Passport Copy (which has 6 months or more validity date)  
- Scan the page with your photo and name (Your signature should be on the page)                                                                                   | PDF           | ✓                             | ✓                         |
| 09  | English proficiency  
- For non-English natives must submit the copy of English score or the recommendation email/letter from your university or supervisor stating you have enough English proficiency to attend this program. | PDF           | If any                       | If any                    |