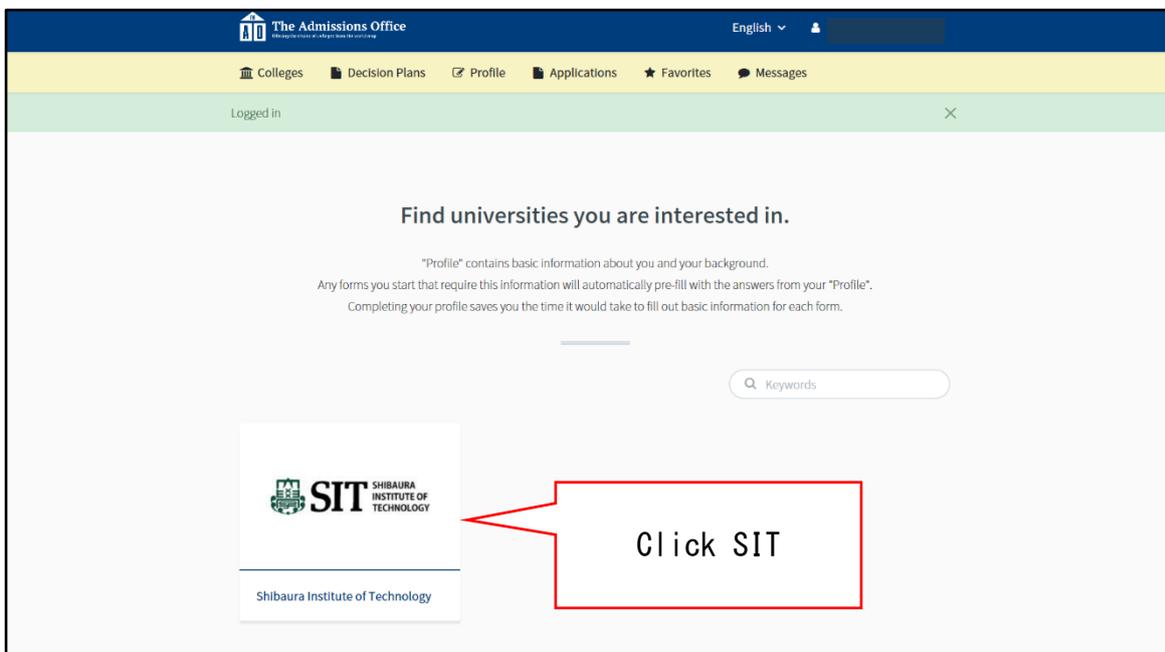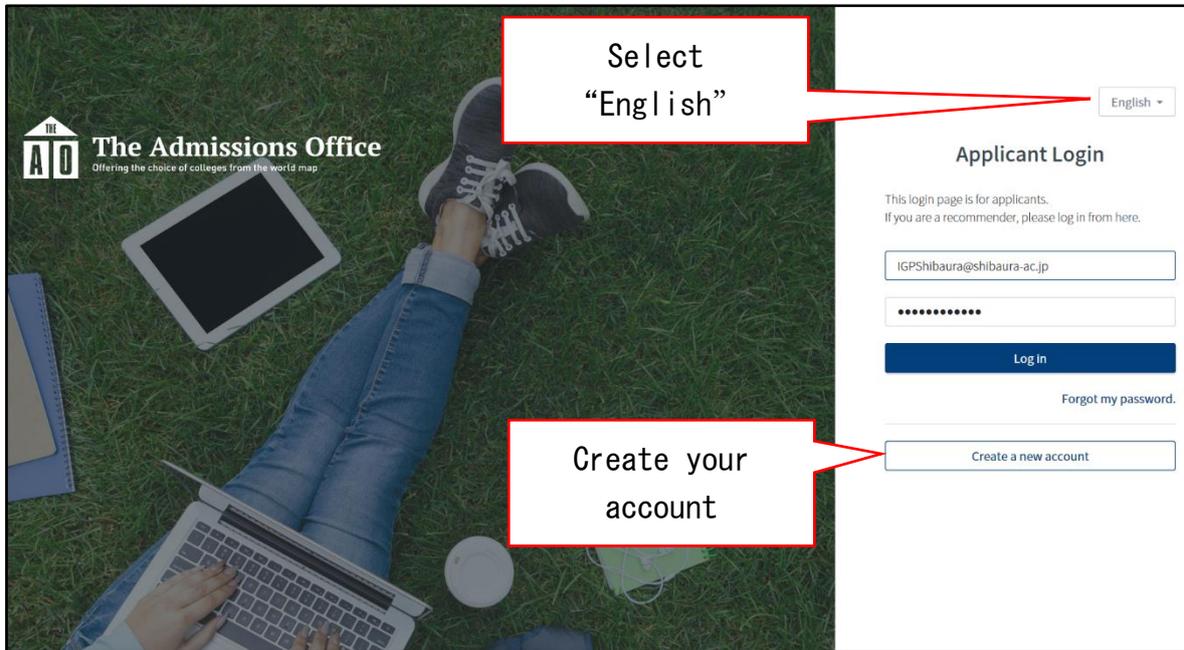# Online application system "The Admissions Office (TAO)" User Manual

[1] Application Method

① Please select language for "English" and proceed to 「Create a New Account」 displayed at the top page. After login, a list of universities which can be applied will be displayed. Please select 「Innovative Global Program」.

The Admissions Office

Colleges | Decision Plans | Profile | Applications | ★ Favorites | Messages

Colleges > Details

Private Shibaura Institute of Technology

Department / Course

Open Graduate School of Engineering and Science

Open SIT mobility programs

Open College of Engineering

Select "College of Engineering"

The Admissions Office

Colleges | Decision Plans | Profile | Applications | ★ Favorites | Messages

Colleges > Details > Department / Course

Private Shibaura Institute of Technology / College of Engineering

Program / Major

Open Innovative Global Program

Click "Innovative Global Program"

The Admissions Office

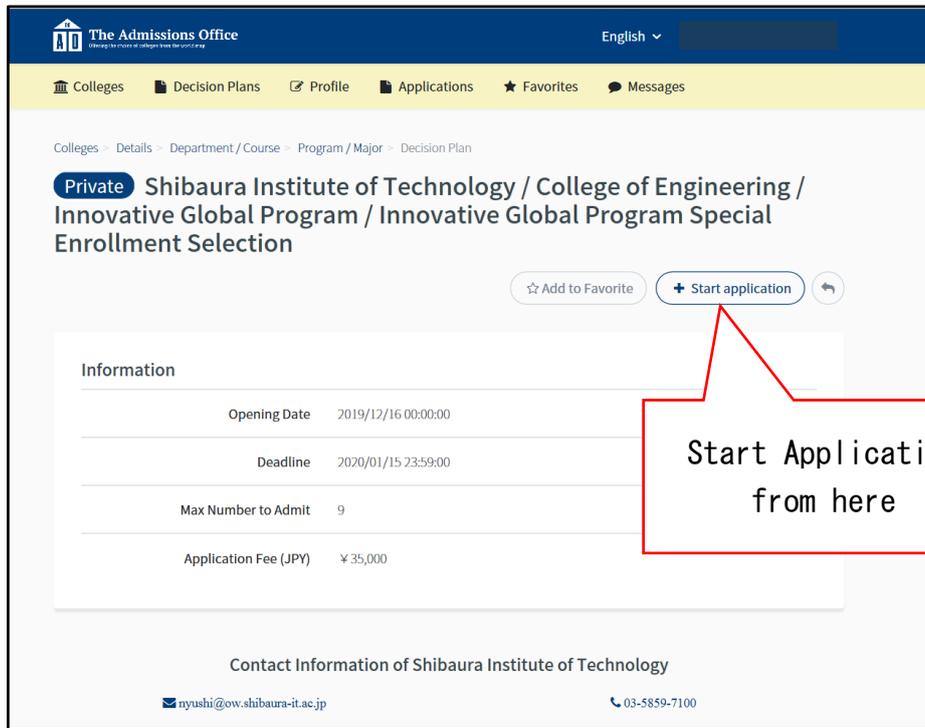Colleges | Decision Plans | Profile | Applications | ★ Favorites | Messages

Colleges > Details > Department / Course > Program / Major

Private Shibaura Institute of Technology / College of Engineering / Innovative Global Program

Decision Plan

Open Innovative Global Program Special Enrollment Selection

Click "Innovative Global Program Special Enrollment Selection"

② After select the desired entrance examination, page will displayed 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.

From here, applicant can browse and update own application

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

This button cannot be clicked until the required items are complete

If you cancel the application, all the information will be deleted. Please be careful not to cancel by mistake.

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 [2] 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.)

＜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.
・ Before "Submit" is clicked, applicant can temporarily save the submitted input and make corrections. After log in, applicant can continue the application process from the top menu section of "Applications".

[2] 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/
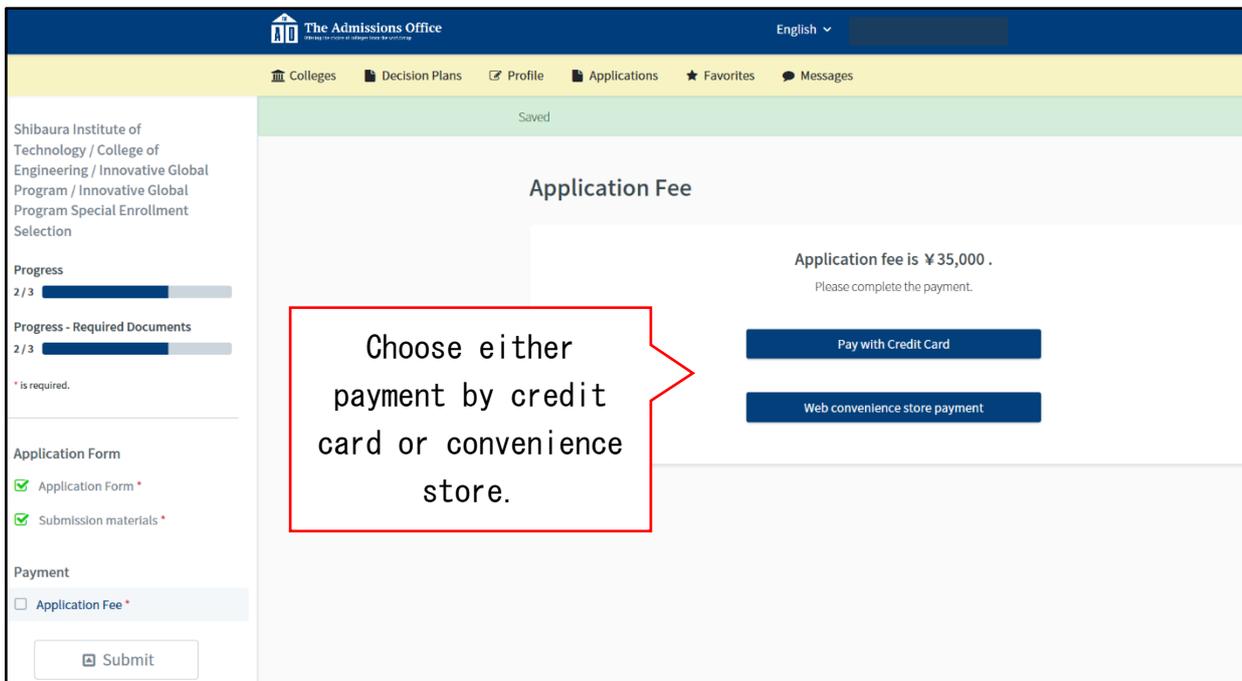
[3]Others

・ If requires, Shibaura Institute of Technology may send messages to applicants through TAO. Please confirm the "Message" 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.)