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」.



	Admissions Office	English ~
▲ Colleges	es 🖺 Decision Plans 🎯 Profile 📑 Applications ★ Favorit	es 🗩 Messages
Logged in		×
	Find universities you are inter "Profile" contains basic information about you and you Any forms you start that require this information will automatically pre-fill wi Completing your profile saves you the time it would take to fill out bas	rested in. rbackground. ith the answers from your "Profile". ic information for each form. Q. Keywords
Shibaura	SIT SHBAURA INSTITUTE OF TECHNOLOGY Fa Institute of Technology	k SIT







The Admissions Office		English 🗸		
🏦 Colleges 🖺 Decision Plans 🕝 P	ofile 📑 Applications	* Favorites Messages	5	
Colleges > Details > Department / Course > Prog	ram / Major > Decision Plan			
Private Shibaura Institu Innovative Global Progr Enrollment Selection	ite of Technolo am / Innovativ	ogy / College of En e Global Program	gineering / Special	
		☆ Add to Favorite	Start application	
Information				
Opening Date	2019/12/16 00:00:00			
Deadline	2020/01/15 23:59:00		Start Application	
Max Number to Admit	9		from here	
Application Fee (JPY)	¥35,000			
Contact Information of Shibaura Institute of Technology				
≥ nyushi@ow.shibaura-it.ac.jp 📞 03-5859-7100				

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.

			missions Office			-nglish ~	From here, applicant can browse and update own application
		▲ Colleges	Decision Plans 🕝 Pro	ofile 🕒 Applications	★ Favorites	Messages	
Shiba	aura Institute of		A	application process has started.			×
Tech Engin Progr Selec	Technology / College of Engineering / Innovative Global Program / Innovative Global Program Special Enrollment Selection	Applying Innovative Global Program Special Enrollment Selection					
0/3				Application Details	5		Λ
Progra 0/3	ess - Required Documents				Opening Date	2019/12/16 00:0	00:00
* is requ	uired.				Deadline	2020/01/15 23:5	9:00
Appli	Application Form			Applica	ation Fee (JPY)	¥ 35,000	
 Application Form * Submission materials * Payment Application Fee * E Submit 	Contact Information of Shibaura Institute of Technology ■ nyuuhi@ow.shibaura-it.ac.jp 03-5859-7100						
Applicant access applicatio and the sub material clicking o document	t can the on form mission s by on each name.	This butto be clicko the requin are con		ton canno ked until ired iten complete	ot I ns		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/

	The Admissions Office	English 🗸				
	🏦 Colleges 📲 Decision Plans 🕝 Profile 📑 Applicat	ions 🛧 Favorites 🗭 Messages				
Shibaura Institute of	Saved					
Technology / College of Engineering / Innovative Global Program / Innovative Global Program Special Enrollment	Application Fee					
Progress 2/3		Application fee is ¥35,000 . Please complete the payment.				
Progress - Required Documents	Choose either	Pay with Credit Card				
* is required.	payment by credit	Web convenience store payment				
Application Form	card or convenience					
Application Form *	store.					
Submission materials *						
Payment						
Application Fee *						
🕒 Submit						

[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.)