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■ Introduction

1.1 Introduction

Pre-consultation is a procedure to confirm that there are no discrepancies in field of study between yourself and the faculty member prior to application.

[TAO \(The Admission Office\)](#) is the online application system for pre-consultation and entrance examinations to the Graduate School of Shibaura Institute of Technology.

Since faculty contact information is not publicly available, **applicants from outside the university must use TAO to conduct a preliminary consultation** during the pre-consultation period.

1.2 Eligible Applicants

- Applicants seeking admission to a master's or doctoral program from another university
- International students who wish to advance to our graduate school from Japanese language schools or overseas universities.
- Research students at Shibaura Institute of Technology or alumni of Shibaura Institute of Technology
- ※ Current SIT students do NOT need to complete a pre-consultation via TAO. However, you must inform your current supervisor/faculty member you wish to study under directly, obtain their approval, and then proceed with your application.

1.3 Important Rules (Must be Followed)

- Pre-consultations are accepted only through TAO. If your pre-application consultation through TAO is not registered, your application will not be accepted, even if you have communicated with faculty members directly.
- You may request consultations with **up to three faculty members**.
- You cannot make requests to faculty members except during the designated pre-application consultation period.
- Do **NOT** create multiple TAO accounts or apply simultaneously from different accounts, as they will not be processed correctly.

■ Prior to the Pre-consultation Period

2.1 Prior to the Pre-consultation Period

① Please check the pre-consultation period, entrance examination schedule and application guidelines to determine which entrance examination you wish to take.



- ※ Pre-consultation period usually begins about one month prior to the application start date.
- ※ Please be sure to check the latest application guidelines when they are released.

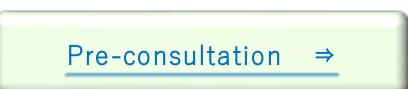
2.2 Decision/Selection of Preferred Faculty Member and Course

① Please be sure to check the **faculty members list** to confirm that they will be available for supervising at the time of admission. (If the faculty member's name does not appear on the list, he/she will not be available for pre-consultation or application.)



2.3 Preparation of documents for submission

Please check the required documents for pre-consultation



2.4 (For first-time users of The Admissions Office only) Create an account

Please go to the "Applicant" tab on the top page and create an applicant account by clicking on "Member Registration".



■After the Pre-Consultation Period

3.1. Transition to Pre-Consultation Screen

After the pre-consultation period begins, please proceed on these screen transitions.

"Shibaura Institute of Technology" → "Graduate School of Engineering and Science" → "Pre-Consultation(Master/Doctor Program)" → " Pre-consultation for the applicable entrance examination ".

The screenshot shows the Shibaura Institute of Technology website. At the top, there is a navigation bar with 'Search Schools' and 'Details' buttons. Below the navigation bar, there are two buttons: 'Open' (red) and 'Private' (blue). The main title is 'Shibaura Institute of Technology | Graduate School of Engineering and Science'. Below the title, there is a section titled 'Program/Major' with two options: 'Master's Program' and 'Doctor's Program'. Under 'Master's Program', there are two items: '事前相談 (修士・博士)' and 'Pre-consultation (Master/Doctor Program)'. The 'Pre-consultation (Master/Doctor Program)' item is highlighted with a red box. At the bottom of the page, there is a section titled 'Application details' with various fields: 'Beginning of application' (12-05-2025 13:40:00(JST)), 'Days left before the deadline' (3 day(s) left), 'Month and year of entrance' (04/2026), and 'Examination fee (JPY)' (¥35,000 + Administrative fee). Below these fields, a note says 'The date format for the following item(s) is "MM-DD-YYYY": Beginning of application'. At the bottom right, there are two buttons: 'Favorites' (with a star icon) and 'Start my application' (with a plus icon). The 'Start my application' button is also highlighted with a red box.

After confirming the outline, click "Start Application".

Application details

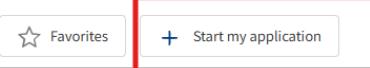
Beginning of application 12-05-2025 13:40:00(JST)

Days left before the deadline 3 day(s) left

Month and year of entrance 04/2026

Examination fee (JPY) ¥35,000 + Administrative fee

The date format for the following item(s) is "MM-DD-YYYY": Beginning of application



3.2 Filling out required information and documents submission

These documents will be viewed by the faculty members whom you request to supervise.

Prepared by applicant
<input checked="" type="checkbox"/> Pre-consultation Applicant Information *
<input checked="" type="checkbox"/> Submission Materials *
<input checked="" type="checkbox"/> Reasons for applying to research laboratory *

- ① Please enter the "Pre-Consultation Applicant Information".
- ② Please upload the "Submission Materials".
- ③ Please fill in the "reason for applying to research laboratory".

※ When requesting a pre-consultation with a faculty member of your second or third choice, please modify the content accordingly.

3.3 Request for Pre-Consultation Completion Form “事前相談完了届” (Important)

Prepared by person other than applicant
<input checked="" type="checkbox"/> Pre-Consultation Request *

- ① **After all documents in “3.2 Filling out required information and documents submission” have been submitted**, please select "Pre-Consultation Completion Form".
- ② Click "Request" and select the faculty member you wish to apply to from the "E-mail address to request" list.

An e-mail will be sent to the faculty member.

- ③ Please confirm the following <Request Status and Response> and take response action accordingly.
- ④ **When the completion status changes to "Submitted", the pre-consultation is complete.**

Please proceed to the “3.4 Pre-Consultation Completion Report”.

<Status information>

Completion status	Open Status	
Not submitted	Not Opened	The email has been sent, but the faculty member has not yet reviewed the documents. If this status continues for some time, please contact the Graduate School Office using the inquiry form to check the situation. Once the faculty member reviews the documents, the status will change to "Opened."
Not submitted	Opened	The faculty member is reviewing your documents and handling internal procedures. Please wait for the faculty member to contact you. If this status continues for some time and you do not receive any communication from the faculty member, please inquire about the situation using the Graduate School Office inquiry form . When doing so, be sure to include your TAO application ID and the name of the faculty member you requested. <i>Applicants should not contact the faculty member directly.</i>

Completion status	Open Status	
Submitted	Opened	The status shows that the faculty member has submitted the Pre-Consultation Completion Form, and the pre-consultation process is completed. You may proceed to " 2.5 Pre-Consultation Completion Report ".
Request Declined (Reject)	Opened	<p>The status indicates that the faculty member has decided it would be difficult to accept you into his/her laboratory. Please return to step "2.3 Filling out required information and documents submission", rewrite your reasons for applying to the laboratory (and your research plan, if necessary) and send your request to the second faculty member of your choice. The same applies to the third-choice faculty member.</p> <p>※ After the application period ends, the TAO system will close, and you will no longer be able to enter information or submit requests.</p> <p>※ We are unable to respond to individual inquiries regarding the reasons for rejection. Thank you for your understanding.</p>

3.4 Pre-Consultation Completion Report

Once all documents have been uploaded and the Pre-Consultation Request Completion status has changed to "Submitted," the "Confirm Details" button will appear.

Click this button, and then click the "Complete Application" button to report the completion of the pre-consultation.

After completing the pre-consultation, **please submit your application through TAO during the separately designated period.**

(Please note that completing the pre-consultation does not mean that your application for the exam has been completed.)

※ "Complete Application" means the completion of the pre-consultation.

※ If you submit the request close to the end of the consultation period, you might receive Pre-Consultation Request after the deadline. Even if you are unable to proceed to "Complete Application," if the status of the Pre-Consultation Request changes to "Submitted," you will still be allowed to apply when the application period begins later. (The pre-consultation will be regarded as completed.)

■ FAQ

Q1. Pre-Consultation Period has ended before a Pre-Consultation Completion Form is submitted. Can I apply?

A1. You may apply only if the Pre-Consultation Status has been marked as "Submitted," even after the pre-consultation period has ended.

Q2. Can I carry out the pre-consultation in advance of the designated period?

A2. Pre-consultation period is designated for each application process. You can only conduct a pre-consultation for the examinations that can be selected in TAO.

Q3. Can I send pre-consultation requests to multiple professors at the same time?

A3. You can only send a request to one professor at a time. If the first-choice professor declines, you can send a request to the second-choice professor, but this must be done within the pre-consultation period. You can request up to the third choice, but not at the same time. It is recommended to send the request to the first-choice professor as early as possible. After the pre-consultation period ends, you may not be able to consult with the second or third-choice professors.

Q4. Can I apply to a different professor than the one I consulted with during the pre-consultation?

A4. You cannot apply to a professor with whom you have not completed a pre-consultation.

Please contact via following Form if you have any questions.

[Inquiry Form](#)