

# How to nominate your students online -for university coordinator/nominator

This is a guideline for the university's international coordinator **for nominating** your students to participate in the programs at Shibaura Institute of Technology (SIT).

We have changed the nomination procedures from Spring 2021 entry.

We used to request the home university to send separate nomination forms directly to us via email but from Spring 2021 entry, the coordinator/nominator is asked to nominate their students through the online application system "The admission office" like we have been asking the applicants.

Please follow the guideline and see how to nominate your students.

Contact if you encounter any problems :

[global-admission@ow.shibaura-it.ac.jp](mailto:global-admission@ow.shibaura-it.ac.jp)

Go to next page 

# Step 1

As a student proceed to online application via the online application system, **The Admission Office**, each student will make a request to you (as a nominator) to submit the nomination form.

You will receive a request as below via email.

## Example-email

[global-admission:50704] [The Admissions Office] Notification: Nomination form submitted 受信トレイ ×

**no-reply@admissions-office.net** ow.shibaura-it.ac.jp [経由](#) 7月15日(水) 14:02 (6 日前) ☆ ↶ ⋮

To global-admission ▾

文 英語 ▾ > 日本語 ▾ [メッセージを翻訳](#) 次の言語で無効にする: 英語 ×

Mr/Ms [redacted] Your name

[redacted] Student name has submitted Nomination form for the application for Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2021春学期 (簡略版) .

Please access the following link and check the request.

[Check the request](#)

[http://admissions-office.net/applicant/entries/3139/recruitment\\_recommendation\\_steps/226](http://admissions-office.net/applicant/entries/3139/recruitment_recommendation_steps/226)

Click here to proceed

Program name differs depend on the students"

# Step 2

## Log into The Admission Office

When you click the link in the message, it leads you to the window below.

The screenshot shows the login interface for 'The Admissions Office'. At the top right, there is a language dropdown menu currently set to 'English'. Below this are two tabs: 'Applicant' and 'Recommender', with 'Recommender' being the active tab. Under the 'Recommender' tab, there are two input fields: 'Email' and 'Password'. Below these fields is a dark blue 'Log in' button. At the bottom of the form is a white button labeled 'Create a new account'. Below the 'Create a new account' button, there is a link that says 'Forgot my password. Resend confirmation email'.

You can change the "language".

Select "Recommender"

If this is the first time you nominate your students from this form and if you do not have an account, please create one. We recommend you to share the same account within your office in case the coordinator changes.

# Step 3

## Select students to nominate

When you login, you will find a list of students who are requesting you to nominate as below.

The screenshot shows the 'The Admissions Office' website interface. At the top, there is a dark blue header with the logo and tagline 'Offering the choice of colleges from the world map'. To the right of the header, there are dropdown menus for 'English' and 'global admission'. Below the header is a yellow navigation bar with links for 'List of Recommendation Requests' and 'Notifications'. The main content area is titled 'List of Recommendation Requests' and contains a table with the following columns: Status, Title, Applicant, Decision Plan, Requested on, and Deadline. A red 'In Progress' badge is next to the first row. The 'Applicant' column for the first row is redacted with a black box. A green callout box points to this redacted area with the text 'Name of your students as "Applicant"'. Another green callout box points to the 'Applicant' column with the text 'Click the students you need to nominate'. The 'Decision Plan' for the first row is 'Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2021 Spring (sample)'. The 'Requested on' date is 'Jul 21, 2020 06:08pm'. There is a 'Close' button at the bottom of the table row.

| Status      | Title      | Applicant  | Decision Plan  | Requested on         | Deadline |
|-------------|------------|------------|--|----------------------|----------|
| In Progress | Nomination | [Redacted] | Shibaura Institute of Technology / SIT mobility programs / Course-Taking Sandwich Program / 2021 Spring (sample) | Jul 21, 2020 06:08pm |          |

Name of your students as "Applicant"

Click the students you need to nominate

# Step 4

## Check nominee's application and complete the items

You have 2 items to complete, A) and B). From next page, we show you each item.

The screenshot shows the 'The Admissions Office' web interface. The header includes the logo and 'Offering the choice of colleges from the world map', along with language and user selection options. Below the header, there are navigation links for 'List of Recommendation Requests' and 'Notifications'. The main content area is titled 'Nomination' and contains a table with two rows of nomination items. Each row has a 'Form' column, a 'Status' column with an 'Incompleted' label, and a right-side arrow icon. Above the table, there are three buttons: 'View Application Documents', 'Reject Request', and a back arrow icon.

| Form  | Status      |   |
|---|-------------|---|
| A) Nomination for Student Exchange                      | Incompleted | ➔ |
| B) Nomination for student exchange (Transcript and GPA) | Incompleted | ➔ |

Click to see your students' application documents and application progress.

Always click this button to go back to the previous page

Click here if you need to reject the request



# Step 5

## A) Nomination for Student Exchange

Please complete the form following the instruction including the upload of the official nomination form.

The screenshot shows the 'About nominator' section of the form. It includes a breadcrumb trail: 'List of Recommendation Requests > List of Recommendation Letters > Create A New Recommendation Letter'. The title is 'A) Nomination for Student Exchange'. Below the title is a back arrow icon. The section contains the following fields and questions:

- Question: 'Are you the person in charge of sending your student/s to abroad? \*'
  - Radio button: Yes (I'm the person in charge of the student exchange for my student)
  - Radio button: No (Please let other responsible person to fill in this form)
- Text input: 'Name \*' (Number of characters: 0 / 200)
- Text input: 'Title (ex. International coordinator) \*' (Number of characters: 0 / 200)
- Text input: 'Email address \*' (Number of characters: 0 / 200)
- Footnote: 'Email address needs to be email address. Only half-width alphanumeric characters can be entered' (Number of characters: 0 / 200)

The screenshot shows the 'Program period' and 'Save' button section of the form. It includes the following fields and questions:

- Text input: 'Program period \*' (Number of characters: 0 / 200)
- Radio button: Spring semester only
- Radio button: Spring semester and Fall semester
- Question: 'Is the program end date is before the nominee's graduation date of your university? \*'
  - Radio button: Yes
  - Radio button: No (Program must end before his/her graduation, please change the program duration)
- Question: 'Is nominee has enough English proficiency to study at SIT? \*' (Must be higher or equivalent to CEFR B2)
  - Radio button: Yes
  - Radio button: No
- Question: 'Status at SIT \*'
  - Radio button: Undergraduate
  - Radio button: Graduate
- Button: 'Save' (highlighted with a red circle)

After completing all items and "save", press here to go back to previous page. (p5)

Do not forget to "save"

# Step 6

## B) Nomination for student exchange (Transcript and GPA)

Upload nominees transcript and fill the GPA information

The screenshot shows the 'The Admissions Office' web portal. The header includes the logo and tagline 'Offering the choice of colleges from the world map', along with language and user options. The main content area is titled 'B) Nomination for student exchange (Transcript and GPA)'. It features a breadcrumb trail: 'List of Recommendation Requests > List of Recommendation Letters > Create A New Recommendation Letter'. The form section is titled 'Transcript and GPA (grade point average) of the applicant'. It contains an upload instruction: 'Upload the nominee's transcript (Academic record in English with its grading system) \*' and a note: 'You can upload files with the following extension; .png .jpeg .jpg .pdf. The maximum upload size is 20MB.' Below this is a large rectangular area with a cloud icon and the text 'Drag and drop a file here or click to browse'. At the bottom, there is a section for entering GPA information: 'Fill in his/her total GPA' followed by an example: 'For example, if his/her GPA is 3.45 on a 4.00 point scale, for 1) fill in "3.45" for 2) fill in "4.00"'. A dashed line indicates the input field.

Upload the transcript in the designated format (PDF)

# Step 6

## B) Nomination for student exchange (Transcript and GPA)

Fill the GPA information

The Admissions Office  
Offering The Best of Both Worlds

English ▾ global admission ▾

List of Recommendation Requests Notifications

Fill in his/her total GPA  
For example, if his/her GPA is 3.45 on a 4.00 point scale,  
for 1) fill in "3.45"  
for 2) fill in "4.00"

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\*If his/her latest semester's GPA is yet not decided, fill in the available GPA.  
\*\*If he/she is Master 1 and the 1st semester's GPA has not yet decided, fill in the total GPA when you were in undergraduate.  
\*\*\*If he/she is a doctoral student, fill in "Doctoral student" for 1) and 2).  
\*\*\*\*If he/she is a Freshman planning to come to SIT from 2nd semester and your 1st semester's GPA has not yet decided, fill in "Newly freshman" for 1) and 2).

1) Your GPA (ex. 3.25) \*

GPA in total

3.50

Number of characters: 4 / 200

2) GPA scale used (ex. 4.00) \*

4.00

Number of characters: 4 / 200

If his/her written GPA is different from the description in the uploaded transcript, it will affect his/her acceptance and SIT scholarship result.  
If you have any concern, contact "global-admission@ow.shibaura-it.ac.jp" for the procedure. The Email title must be "GPA inquiry", specify your concern and attach your transcript.

Follow the instruction carefully.  
The information should match the one provided by nominee (student).

If the student has 2 GPAs with failures and without failures. Please fill the one with failures. e.g. You have 2 GPAs as follows.

- Pondered Average, which is 7.2 out of 10
- Pondered average including failures, which is 6.9 out of 10

Please use the one including failures.

Do not forget to click "save" bottom" after completing the form.



# Step 7

## Complete the nomination process

Make sure you have the status “entered” on both items A) and B)

The screenshot shows the 'Nomination' page in the Admissions Office system. At the top, there are navigation links for 'List of Recommendation Requests' and 'Notifications'. Below this, the breadcrumb trail reads 'List of Recommendation Requests > List of Recommendation Letters'. The main heading is 'Nomination'. There are three buttons: 'Submit', 'View Application Documents', and 'Reject Request'. Below the buttons is a table with two columns: 'Form' and 'Status'. The table contains two rows: 'A) Nomination for Student Exchange' and 'B) Nomination for student exchange (Transcript and GPA)'. Both rows have the status 'Entered' circled in red.

| Form  | Status  |
|---|---------|
| A) Nomination for Student Exchange                      | Entered |
| B) Nomination for student exchange (Transcript and GPA) | Entered |



Then, press “Submit”

The screenshot shows the same 'Nomination' page as the first screenshot. In this view, the 'Submit' button is circled in red, indicating the next step in the process. The table below still shows both items with the status 'Entered'.

| Form  | Status  |
|---|---------|
| A) Nomination for Student Exchange                      | Entered |
| B) Nomination for student exchange (Transcript and GPA) | Entered |



Your task is over!  
One more page to go

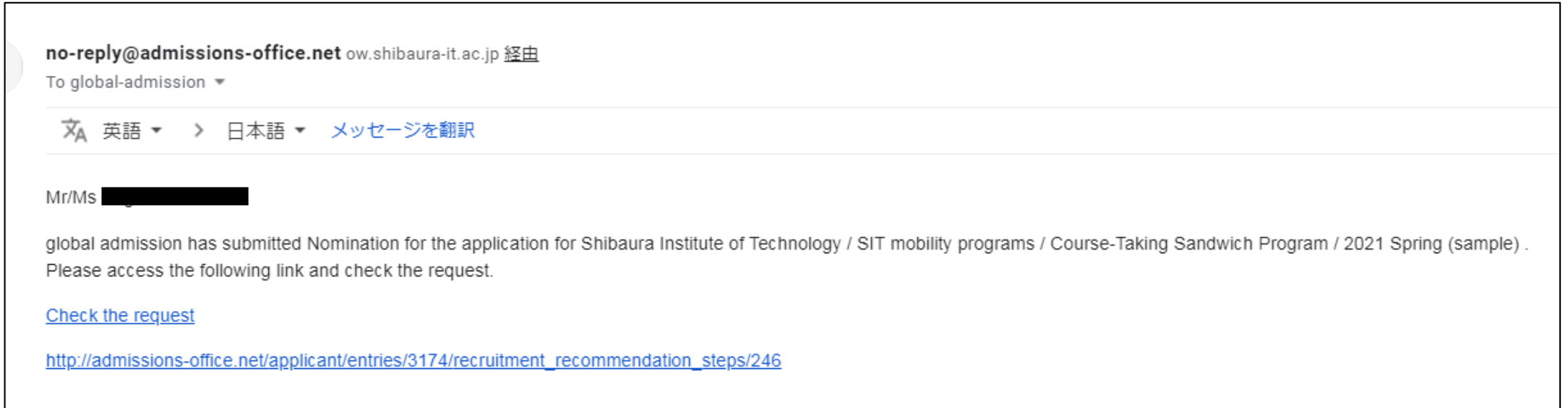


# Step 8

## Message for a nominee

When you “submit” the nomination, the nominee (student) receives the message as below.

### Example-email



Please make sure that the students to complete the whole application process. Sometime we see students not completing (press save/submit) the application where they think they are. **Failing the application completion would make him/her not on the applicants list on our side.**

Thank you for your cooperation