Which Type of applicant are you ?

I am from…

Sri Lanka, Nepal, India, Thailand, Laos, Malaysia, Mongolia, Bangladesh, China, Indonesia, Korea, Singapore, Philippines, Myanmar, Vietnam, Taiwan

You are an **ABP applicant**.
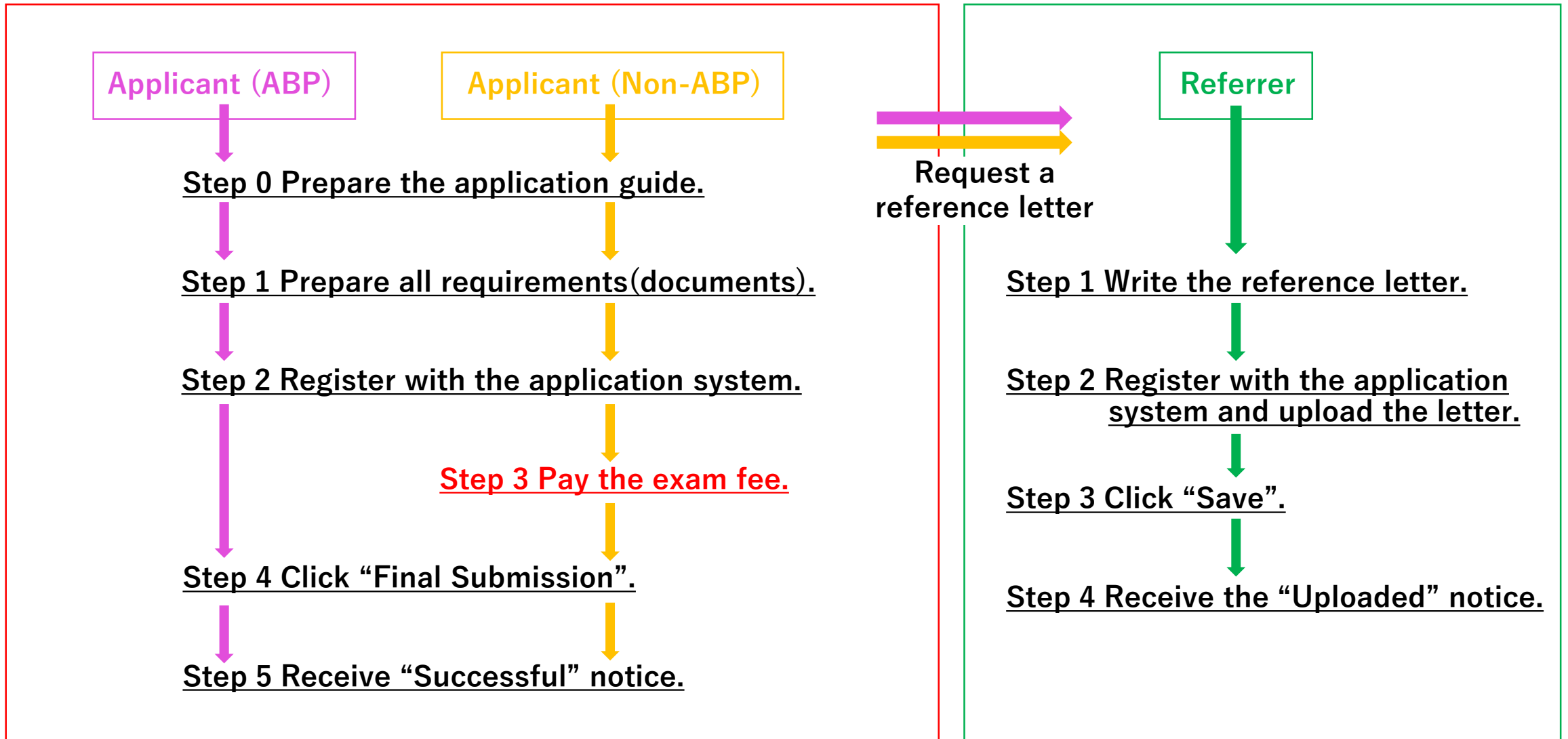
<Information on the Entrance Examinations>

I am from…

the other than listed in the left box.

You are a **non-ABP applicant**.

<Information on the Entrance Examinations>

Flow Guide to Online Application (Graduate Course)

Applicant (ABP) **Applicant (Non-ABP)** **Referrer**

Request a reference letter

Step 0 Prepare the application guide.

Step 1 Prepare all requirements(documents).

Step 1 Write the reference letter.

Step 2 Register with the application system.

Step 2 Register with the application system and upload the letter.

Step 3 Pay the exam fee.

Step 3 Click "Save".

Step 4 Click "Final Submission".

Step 4 Receive the "Uploaded" notice.

Step 5 Receive "Successful" notice.

★Step 0 （Applicant ABP&Non-ABP ）Prepare the application guide.

Read the application guide well, and check the requirements and the test schedule.

1. Request a reference letter to your current or former academic supervisor (professor).

・The referrer should upload the letter to the system, NOT the applicant.

2. A computer with internet access.

・Enable "JavaScript".

3. Application software

・Use one of the following browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari.

　Update the browser to the latest version before use.

4. Scanner

・You need a scanner to digitize your documents. Using a digital camera is acceptable only when you cannot use a scanner.

　Make sure you film the whole document clearly.

5.Email address

・Register the email address mainly used. Authorize following domains to receive emails from us.

　"@adb.shizuoka.ac.jp" and "@shizuoka.ac.jp"

・When you cannot find the email from us, please check junk/spam box.

Step 1

Applicant (ABP&Non-ABP)

★Step 1 Prepare all requirements (documents).

・Photo

・Copy of passport

・Academic Transcripts (Records) of University (1st to 4th years) ＊

・Graduation Certificate/Expected Graduation Certificate, or Bachelor Degree Certificate＊

・Certificate(s)of Proficiency of English Language

＊The Certificates must be official that have been proved by the University that awarded your degree and which should have: the university seal, a signature of the authorized responsible person, his/her title and the date of issue.

Step 2

Referrer

♠Step 1 Write the reference letter.

・Register yourself with the application system, and upload the letter within the application period.

・The letter should have: applicant's academic ability, personal quality, English proficiency, period of mentorship with the referrer, total units earned from the referrer, the rank in the class and so on.

・The letter should have the handwritten signature of the referrer, and the date of issue.

Step 2

Applicant (**ABP**&**Non-ABP**)

　★**Step 2 Register with the application system.**

Referrer

　♠**Step 2 Register with the application system and upload the letter.**

・Access to https://mst.abp.shizuoka.ac.jp/

・Click "User Registration" to enter login site and input your correct information.

・Choose "Applicant" or "Referrer" from the Registration Category.

・Click "Register" to save the input.

・A password will be sent to your email address. Enter the password and your email address to login.

　＊It might take a few minutes to receive the password.

　＊Register only ONE account. When you need to make another account due to wrong email address, contact us first at: abpexam@adb.shizuoka.ac.jp

・Click "Entry" after login. Applicant: input your information to complete the application. Referrer: upload the reference letter. Click "Modify" to edit the user profile.

・Click "Register" to save the changes on User Registration. Click "Back" to return without change.

・Click "Save" to save the changes on Application. Also, click "Save" to save temporarily and you can continue input from the last time.

Applicant（ABP）/ Referrer　　　　　　　　　　**Applicant（Non-ABP）**

Step 4 / **Step 3**　　　　　　　　　　　　　　　**Step 3**

Applicant（ABP）★Step 4 Click "Final Submission".

・When you input all mandatory information and upload files, "Final Submission" button becomes enable. Be sure to click "Final Submission" to complete before the deadline.

★Step 5 Receive "Successful" notice.

・When you click "Final Submission", a notice will be sent automatically. Please contact us at abpexam@adb.shizuoka.ac.jp when you don't receive it.

Referrer ♠Step 3 Click "Save".

・Applicant will receive a notice said "A referrer uploaded the reference letter successfully."

♠Step 4 Receive the "Uploaded" notice.

・Referrer will receive a notice said "the letter has been successfully uploaded." Please contact us at abpexam@adb.shizuoka.ac.jp when you don't receive it.

Applicant（Non-ABP）★Step 3 Pay the exam fee.

・Email to abpexam@adb.shizuoka.ac.jp for the procedure.

・The payment must be made during the application period.

＊No exam fee waiver

★Step 4 Click "Final Submission".

・When you input all mandatory information and upload files, "Final Submission" button becomes enable. Be sure to click "Final Submission" to complete before the deadline.

★Step 5 Receive "Successful" notice.

・When you click "Final Submission", a notice will be sent automatically. Please contact us at abpexam@adb.shizuoka.ac.jp when you don't receive it.