

How to apply for the Master's Program

Applications for the Master's Program will be **NOT** be processed until all of the following three steps have been completed.

① Web Application Registration

1. Preparation (prepare required documents and photograph data)
2. My Page registration (account creation)
3. Log in
4. Enter and register your application information

② Payment of the Screening Fee

③ Submission of Application Documents

① Web Application Registration

I. Preparation

Before starting the application procedure, please prepare the following:

- An environment that allows you to print PDF files (This is required to print the Application Form and other documents.)
- A digital facial photograph (aspect ratio 4:3)
 - The photograph must be a JPG, JPEG, or PNG file
- All required application documents specified in the Application Guide

Note: Some of the required application documents specified in the Application Guide may take time to obtain. Please make sure to prepare them well in advance.

In addition, please configure your email settings so that you can receive emails from the domain “@muroran-it.ac.jp”. Please be aware that in some cases, emails may be automatically sorted into your spam or junk mail folder.

2. My Page Registration (Account Creation)

Note: One account (Application ID) is required for each entrance examination category. If you apply for multiple categories, you must create a separate account for each application. You may create multiple accounts using the same email address.

(1) Email Address Verification

1. Access the “Email Address Verification Form” using the following URL or QR code.

<https://area31.smp.ne.jp/area/is?SMPFORM=qcoh-mbpcqg-528606c38bbf378955a55a71d00aea92>

QR code



2. Enter your email address in the designated field and click 「送信」.
3. Confirm that the email address you entered is correct, and click 「送信」 again.

(2) Entering Registration Information

1. Access the URL included in the email sent to your registered email address.

室蘭工業大学 Web出願システムに登録いただき、ありがとうございます。

メールアドレスの確認が完了しました。
次に、下記のマイページ登録フォームより、氏名・住所等の必要事項を入力し、マイページ登録（第2ステップ）を行ってください。

▼ マイページ登録フォーム

<https://area31.smp.ne.jp/area/cl/10318294/DkTve1A3HWDG/M?S=tblhm6ph>

【注意事項】

- ・本メールに心当たりがない場合は、操作を行わず破棄してください。
- ・本リンクは一定時間後に無効となる場合があります。

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nyushi@muroran-it.ac.jp

The URL for registration is unique for each applicant.

2. Enter all of the required information. Fields marked with an asterisk (*) are required.

- Applicants who have graduated from or are expected to graduate from Muroran Institute of Technology must enter their Student ID Number (学籍番号) in the space indicated below.

学籍番号 (本学出身者のみ)

- Enter your date of birth (生年月日). (eg. 2004/05/25).

生年月日 *

 年 月 日

- Enter a password (パスワード). The password must include letters, numbers, and symbols and be at least 8 characters in length. You need to enter the password again in the 「確認用」 field.
- Do not set a password that is easy for others to guess.

パスワード *

(確認用)

Don't forget your password! You will need it for the "Log in" section.

- Enter your current address (現住所) accurately, including the building name, building number, room number, and any additional address details.

現住所	
郵便番号 *	-
都道府県 *	----- 選択してください ----- ▼
市区町村 *	
丁目・番地 *	
建物	
電話番号 *	- -
携帯電話	- -

- For the emergency contact, enter the contact information of a person who can reliably be reached and can be used to contact the applicant.

電話番号 *	- -
携帯電話	- -

If the emergency contact only has a mobile phone (携帯電話), enter that number in the landline (電話番号) field.

- For **Eligibility / Final School (出願資格・最終学校)**, **Educational Background (学歴)**, and **Work Experience (職歴)**, please enter the information after referring to the following examples.

[Example] Eligibility / Final School

出願資格・最終学校	
出願資格・最終学校	室蘭工業大学
学部（専攻）・学科	理工学部・創造工学科
コース等	建築土木工学コース・土木工学トラック
卒業等年月	2027 年 03 月
卒業・卒業見込み・修了・修了見込み等	卒業見込み ▼

Note: **This item is required.**

- 「出願資格・最終学校」: enter the official name of the institution (in English or Japanese)
- 「学部（専攻）・学科」: enter the Faculty (Major) / Department. Use the “・” symbol to separate them.
- 「コース等」: enter any course-related information not included in the previous two fields. Use the “・” symbol to separate them. If there is no applicable information, leave the field blank.

[Example] Educational Background

学歴1	
学歴1	室蘭工業大学附属高等学校
学部（専攻）・学科	普通科
コース等	
入学年月	2020 年 4 月
卒業等年月	2023 年 03 月
卒業・卒業見込み・修了・修了見込み等	卒業

Note: This item is required.

- All educational history from [elementary school level](#) is required.
- 「学歴」: enter the official name of the institution (in English or Japanese).
- 「学部（専攻）・学科」: enter the Faculty (Major) / Department. Use the “・” symbol to separate them.
- If there are fields that do not apply to you, leave them blank.

[Example] Work Experience

職歴1	
職歴1	国立大学法人室蘭工業大学
入社年月	2022 年 04 月
退社年月	2023 年 03 月

- If you have any work experience, enter it in chronological order.
- 「職歴」: enter the official name of the company or organization (in English or Japanese).
- 「入社年月」: enter the Year (年) and Month (月) that you began working at the company or organization.
- 「退社年月」: If you are currently employed, enter the date (Year/Month) that you are planning to finish. If you don't have an expected end date, leave the field blank.
- If you do not have any work experience, please leave this section blank.

3. After entering all required information, click 「確認画面へ」.

4. When the Confirmation Page (確認画面) appears, carefully review all of your information. If there are no errors, click 「送信する」. If you need to make any changes, you can go back by clicking 「戻る」.

(3) Notification of Application ID

After completing the registration, an email containing your Application ID will be sent to your registered email address.

Your Application ID is required for logging in to the system and completing the subsequent procedures.

Make sure to keep your Application ID in a safe place.

室蘭工業大学 Web出願システムに登録いただき、ありがとうございます。

出願者登録（第2ステップ）が完了しました。
次に、下記の出願申込フォームより、出願手続き（第3ステップ）を行ってください。

■ 出願ID
AP0000000030

※ 出願IDは、今後の出願手続きで使します。
必ず控えておいてください。

▼ 出願申込フォーム（ログイン画面）
<https://area31.smp.ne.jp/area/p/qcoh7tbmiq6mgncni8/iZt9f/login.html>

【注意事項】

- ・本メールに心当たりがない場合は、操作を行わず破棄してください。
- ・本リンクは一定時間後に無効となる場合があります。

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nyushi@muroran-it.ac.jp

Application ID

This is the URL for “Applicant Login.”

3. Log in

1. Open the “Applicant Login” screen.

<https://area31.smp.ne.jp/area/p/qcoh7tbmiq6mgncni8/iZt9f/login.html>

QR code



2. After entering your Application ID (出願 ID) and the password you created the registration process (パスワード), click “ログイン”.

4. Entering and Registering Application Information

(1) Select an Examination

1. A list of available examinations will be displayed.
2. Select the applicable examination and click 「詳細」.

試験一覧						1
出願開始日	出願終了日	支払期限日	選抜区分	試験日	試験種別	
2026年3月2日	2030年12月21日	2030年12月1日	大学院博士前期課程	2031年1月1日	工学研究科博士前期課程 推薦入試	詳細

- When using the search function, select the relevant item and click the 「検索」 button. Enter the date (試験日) using the “Year/Month/Day” format (eg. 2026/05/25).

試験日	から まで
選抜区分	☐ 大学院博士前期課程 ☐ 大学院博士後期課程 ☐ 外国人留学生
試験種別	☐ 工学研究科博士前期課程 推薦入試 ☐ 工学研究科博士前期課程 高等専門学校専攻科修了生入試 ☐ 工学研究科博士前期課程 一般入試 ☐ 工学研究科博士前期課程 社会人入試 ☐ 工学研究科博士前期課程 外国人留学生入試（国内出願） ☐ 工学研究科博士後期課程 一般入試 ☐ 工学研究科博士後期課程 社会人入試 ☐ 工学研究科博士後期課程 外国人留学生入試（国内出願）
検索	

3. Confirm the following information carefully:

- a. Examination name
- b. Application category
- c. Examination schedule

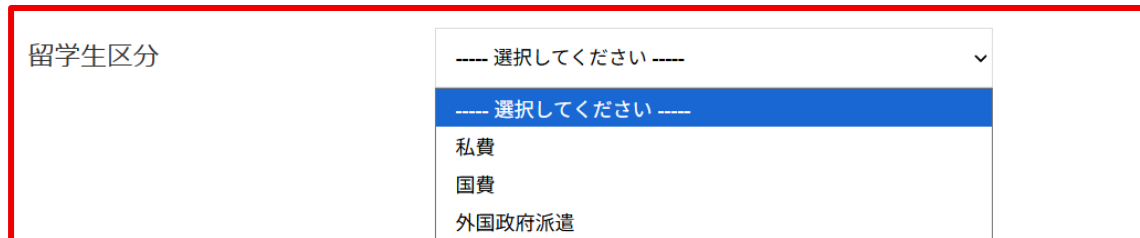
4. After confirming the details, click 「出願」.

Note: The application period and the screening fee payment deadline may differ. Be sure to check the Application Guide.

(2) Entering Application Information

The application information input screen will appear. Enter all required information according to the instructions.

- Category of International Student (留学生区分)



The screenshot shows a form field labeled '留学生区分' (Category of International Student). To its right is a dropdown menu with the placeholder text '---- 選択してください ----'. The menu is open, showing three options: '私費' (Self-funded), '国費' (Government), and '外国政府派遣' (Foreign Government-sponsored). The '私費' option is currently selected and highlighted in blue.

- Select one of the following : (私費), Japanese
「私費」 : Self-funded
「国費 (日本政府奨学金)」 : Government (MEXT Scholarship)
「外国政府派遣」 : Foreign Government-sponsored

- Nationality and residence status (国籍・在留資格)



The screenshot shows a form field labeled '国籍・在留資格 *' (Nationality and residence status *). To its right is a text input box containing the example text 'アメリカ合衆国・留学' (United States of America · Study).

- Enter your nationality and residence status. Use the “・” symbol to separate them, as shown in the example above.
- For your residence status, select the one you hold at the time of application.

- Group ○ (受験系統 ○系)

受験系統 ○系

----- 選択してください -----

▼

※MC建築学コース又はMC共創情報学コースのみ選択

- If you are applying for the Cross-Disciplinary Informatics Course, select the Group ○ field as your specialized subject, in accordance with “7. Examination subjects and schedules” in the Application Guide.
- Desired academic supervisor (希望する指導教員名)

希望する指導教員名 *

- Be sure to contact a faculty member in advance and consult with them regarding your plans for further study before entering this information.
- Enrollment Period (April Admission / October Admission) (入学時期)

入学時期

----- 選択してください -----

▼

----- 選択してください -----

4月

10月

主入試は入力不

- Select your desired enrollment period.
 - April Admission (4 月入学) : April 2027
 - October Admission (10 月入学) : October 2026

- TOEIC Score (TOEIC スコア), TOEIC IP Test (TOEIC IP テスト), and Test Language (出題言語)

TOEICスコア	---- 選択してください ---- ---- 選択してください ---- 提出する 提出しない
----------	--

TOEIC IPテスト	---- 選択してください ---- ---- 選択してください ---- 受験する 受験しない
-------------	--

- Applicants who have selected English as their language for the Achievement Test, and intend to use the score from a previously taken official TOEIC test or TOEIC IP test must indicate whether or not they wish to take the English test (TOEIC IP test) on the day of the examination.

出題言語	---- 選択してください ---- ---- 選択してください ---- 日本語 英語
------	--

- For the Specialized Test language, select the language to be used for the Academic Ability Test (written examination) and the oral examination.

(3) Uploading a Photograph

- The photograph must meet the following conditions:
 - Aspect ratio of 4:3
 - Appropriate file format (JPG, JPEG, or PNG)
- Do not upload the photograph in any file fields other than the designated photograph field.

- After selecting the photograph, click 「同意」.

(4) Confirmation of Entered Information

- After entering all of the required information, click 「送信」.
- When the Confirmation Page (確認画面) appears, carefully review all of your information. If there are no errors, click 「送信する」. If you need to make any changes, you can go back by clicking 「戻る」.

Important:

Once you click “Submit”, you will not be able to modify your application information. Make sure to confirm all details carefully before submission.

The Web Application Completion (出願申込完了画面) screen will be displayed. However, your Master’s Program Application is **NOT** complete at this stage. You have only completed ① Web Application Registration.

You still need to complete the following;

- ② Payment of the Screening Fee
- ③ Submission of Application Documents

Be sure to complete all required procedures within the designated application period.

② Payment of the Screening Fee

After completing the ① Web Application Registration, complete the payment of the screening fee by referring to “Application Procedures” and “How to Pay for the Screening Fee” in the Application Guide.

- When making a payment via the URL provided in the email, select the URL for “[外国人留学生入試（国内出願）](#)”.

室蘭工業大学 Web出願システムをご利用いただき、ありがとうございます。

出願申込フォームの入力（第3ステップ）が完了しました。

続いて、下記の検定料支払いシステムにて、検定料のお支払いを行ってください。

▼ 検定料支払いシステム（決済画面）

※ご自身が出願する選抜のURLから払込を行ってください。

推薦・高専専攻科・一般・社会人入試

URL：https://credit.j-payment.co.jp/link/creditcard?aid=123829&iid=10&mailauthkey=af17143c4a6944fd830f050fce5bcb6

外国人留学生入試（国内出願）

URL：<https://credit.j-payment.co.jp/link/creditcard?aid=123829&iid=13&mailauthkey=af17143c4a6944fd830f050fce5bcb6>

【重要】

- 検定料のお支払いが確認され次第、出願手続きがすべて完了となります。
- 出願申込フォームの入力のみでは、出願は完了していませんのでご注意ください。

【注意事項】

- 支払い方法や期限については、募集要項を必ず確認してください。
- 本メールに心当たりがない場合は、操作を行わず破棄してください。

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nyushi@muroran-it.ac.jp

③ Submission of Application Documents

After completing ① Web Application Registration and ② Payment of the Screening Fee, you can log back in to the system and print the application documents from “My Page”. You need to print the following documents:

- ① Address sheet (宛名シート) - only needed for submissions by post
- ② Photograph card (写真票)
- ③ Application form (入学志願票)

※In addition to these documents, prepare all of the required application documents specified in the Application Guide. Refer to “(4) Application Documents, etc.” in the Application Guide for each entrance examination.



(1) Submission by Post

- Affix the address sheet to a commercially available standard-sized envelope (Kakugata No. 2), and enclose all application documents.
(The “Return Address Card (Form C)” 「あて名票 (C 票)」, which is available on the website, is also required.)
- Send the documents by registered express mail (簡易書留速達郵便) from a post office counter.

(2) Submission in Person

- If you submit the application documents in person, the address sheet is not required. However, the “Return Address Card (Form C)” 「あて名票 (C 票)」, which is available on the website, is required.
- Bring all required documents to the designated office. Submit them directly during the office’s business hours.
- Be sure to check the Application Guide for details on the application deadline and submission methods.

Printing the Examination Card

After the application period has ended and your application has been accepted, you will be able to download your examination card (受験票).

Access “My Page” and download the examination card.

Print the examination card.

Make sure to bring the printed examination card with you on the day of the examination.

ダウンロードページ

受験票	あて名シート	写真票	志願票
-----	--------	-----	-----

出願書類の印刷前に、志願票等の入力内容をご確認ください。
なお、入力内容に誤りがある場合は、速やかに下記メールアドレスまでご連絡ください。
入試戦略課入学試験係：nyushi@muroran-it.ac.jp