

# 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...

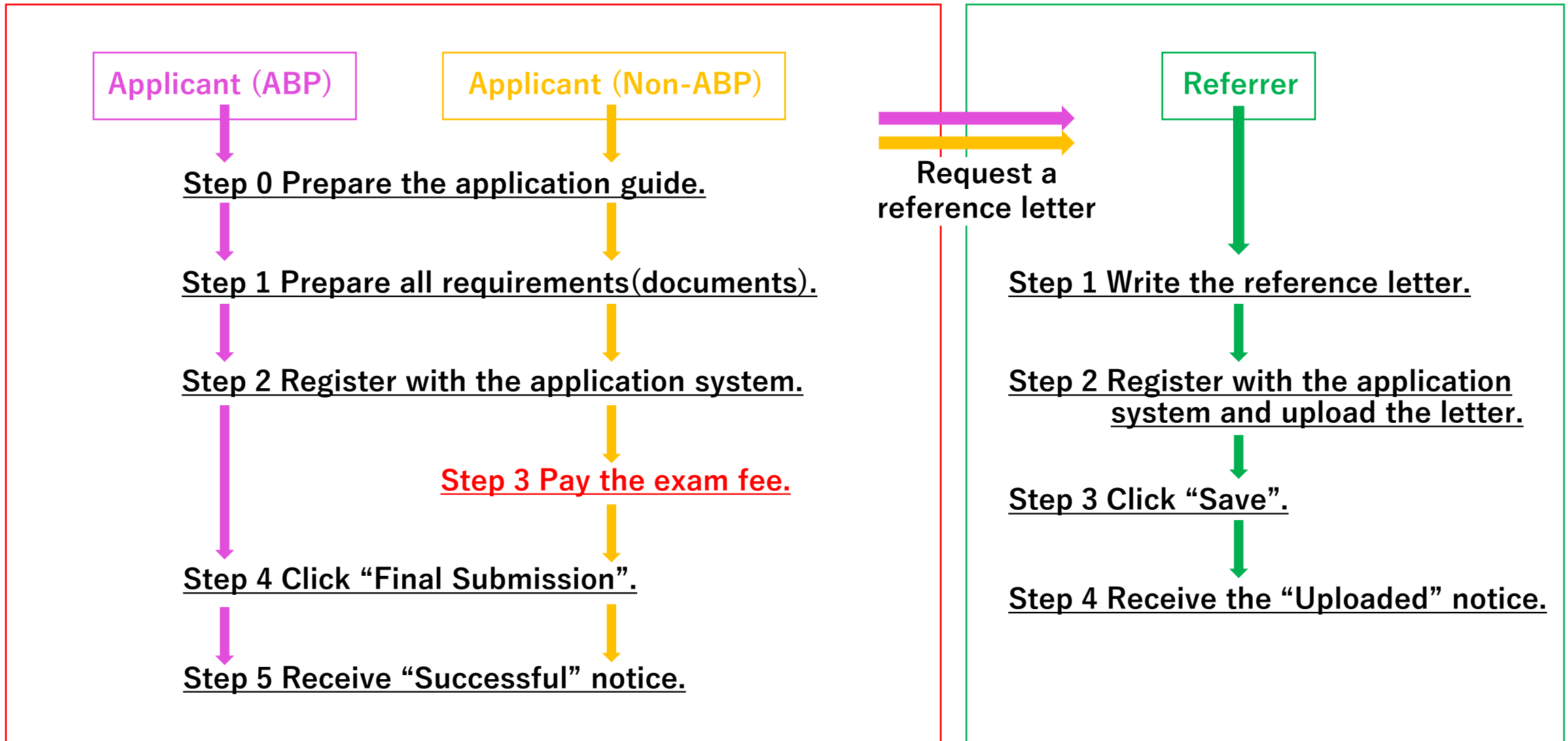
the other than listed in the left  
box.



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

[<Information on the Entrance Examinations>](#)

# Flow Guide to Online Application (Graduate Course)



★**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
  - We recommend to use following or the later version of web browser for this online application.  
Microsoft Internet Explorer 8      Google Chrome 43  
Mozilla Firefox 38                  Apple Safari 5.1
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.



## Applicant (ABP&Non-ABP)

### ★Step 1 Prepare all requirements (documents).

- Photo
- Copy of passport
- Academic Transcripts (Records) of University (1<sup>st</sup> to 4<sup>th</sup> 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 attested 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.



## 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.



## 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](mailto: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**  
**Step 4 / Step 3**



**Applicant (Non-ABP)**  
**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](mailto: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](mailto: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](mailto:abpexam@adb.shizuoka.ac.jp) for the procedure.
- The payment must be made during the application period.



### ★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](mailto:abpexam@adb.shizuoka.ac.jp) when you don't receive it.