Fact Sheet for



Short-Term Exchange Programs at Saitama University (STEPS)

CONTACTS			
Name of University, Department	Saitama University, Office of Intern	ational Affairs	
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INSTITUTIONAL INFORMA	TION		
Faculties/ Graduate Schools	Faculties:	Liberal Arts, Economics, Education, Science, Engineering	
	Graduate Schools:	Humanities and Social Sciences, Education, Science and Engineering	
Website for Exchange Program	http://en.saitama-u.ac.jp/exchangeprograms/index/		
Course Information	http://en.saitama-u.ac.jp/exchangeprograms/courses/		
Access Information	Saitama University is located just north of Tokyo. Saitama is one of the most popular residential areas in East Japan where you can enjoy Japan's major attractions including the metropolitan Tokyo area and the World Heritages such as Mt. Fuji, Nikko, Tomioka Silk Mill and many more. More information can be found on our website: <u>http://en.saitama-u.ac.jp/about/mapsaccess/</u>		
ACADEMIC CALENDAR 2	020		
only enroll from Term 1 (April) or Length of Stay : Four Terms	Term 3 (September), and minimum s rear (Term 1 to Term 4) / FALL: S	n a semester-based to a quarter-based system. However, exchange students can study period is two terms. Period of stay is as follows: eptember - August next year (Term 3 to Term 2) eptember - February next year (Term 3 and Term 4)	
Orientation for new STEPS	Early April		
Term 1	Mid April - Mid June		
Term 2	Mid June - Early August		
Orientation for new STEPS	Late September		
Term 3	Late September - Late November		
Term 4	Late November - Early February, 2021		
Summer Break	Early August - Late September		
Winter Break	Late December - Early January, 2021		
Spring Break	Early February, 2021 - Early April, 2021		
IMPORTANT DATES			
IMI ONTANT DATES	International House Check-In	Late September	
Term 3 (September) Admission	Orientation	Late September	
	Course Registration	Late September	
	International House Check-Out	Early March (Two Terms students) / Late August (Four Terms students)	
APPLICATION			
	Term 3 (September) Admission:		
Application Deadlines	Nomination Deadline: 10 April		
	Application Deadline: 12 May		
Language Requirements	There is no language proficiency requirement, but students must have skills in Japanese or English to understand classes and fulfill the course requirements. Students who take Intensive Japanese Course are required to take placement test during the orientation period.		
Application Documents If a document is not written in Japanese or English, please attach the translation. It doesn't matter who translates it.	 Application Form - to be filld in PDF file by typing only Application for Certificate of Eligibility - to be filld in PDF file by typing only Pre-Arrival Questionnaire for New Incoming Students - to be filld in Word file by typing only Financial Statement - Bank balance certificate, Scholarship certificate etc. Tuberculosis (TB) Clearance Statement of Purpose - either in Japanese or English Academic Reference Official Academic Transcript Passport Copy - the face page Digital Color Picture of Passport Photo - high-quality JPG or PNG only, not scanned one Official Language Proficiency Score Report Copy *If applicable : TOEFL, IELTS, JLPT, etc. 		

Housing for exchange student semal kitchen, shower, restroom and air conditioner. Housing for exchange student and Japanese student of the same gender. Also, some exchange students may share 6 family on whith another exchange student of the same gender. Also, some exchange students may share 6 family on whith another exchange student of the same gender. Also, some exchange students may share 6 family on whith another exchange student and Japanese student and Japanese student of the same gender. Also, some exchange students Costs (H-House single room) Deposit "straturese upon deviced. 60.000 JPY (12.000 < 5 installiments)." students on the same gender. Also, some exchange students FEES & COSTS Tultion and Fees Regular Courses. Waived for Exchange Students Futures (Lift) charge and Closining free and so on depend on the room type. Details will be announced later. Free W-F1 on campus and in H-House FEES & COSTS Regular Courses Waived for Exchange Students Internity - Bapanese Program Waived for Exchange Students Internity - Bapanese Program Waived for Schange Students Internity - Student Promium 17, 300 JPY / year + Deposit (refundable) : 4,000 JPY (sturants) Books Textbook 5,000 - 10,000 JPY / term Transportation High TS Student 1,500 - 200 JPY (Statame Chy eres) Local Train 1,500 - 200 JPY (Statame Chy eres)	ACCOMMODATION			
Costs (LHouse single room) Rent, utility charge and cleaning fee and so on depend on the room type. Details will be announced later. Internet Free WI-F1 on campus and in House FEES 4: COSTS Tuition and Pees Regular Courses Waived for Exchange Students Estimated living costs are 500.000 JPY for the terms. Internet: University COO JPY of four terms. Insurance Japan National Health Insurance Approx. 1,000 JPY / month University COO DP Student Insurance (Life Mutual Insurance Approx. 1,000 JPY / term Books Textbook 5,000 - 10,000 JPY / term Books Textbook 5,000 - 10,000 JPY / term Local Bus 180 - 200 JPY (Satama City Area) Local Train 350 - 500 JPY (Costroparea) Local Train 150 - 200 JPY (Satama City Area) Visa Application Procedure After screening, we will bring your documents orince, and y		Please note that most exchange students will share a triplet room including 3 separated bedrooms with another exchange student and Japanese student of the same gender. Also, some exchange students may share a family room with another exchange student. You can't choose the room type, but please consult with us in advance if		
Tuition and Fees Regular Courses Waived for Exchange Students Estimated living costs are 500.000 JPF of four terms. Waived for Exchange Students Insurance Japan National Health Insurance Approx. 1.000 JPF / from therms. Insurance Japan National Health Insurance Approx. 1.000 JPF / from therms. Books Textbook 5.000 - 130.00 JPF / from therms. Transportation Japan National Health Insurance. Premium : 7.800 JPF / year + Deposit (refundable): 4,000 JPF Books Textbook 5.000 - 130.00 JPF / from *subject to change Transportation Local Bus 180 - 200 JPF (Saitama City Area) 1540 JPF (Hancela - Saitama) Local Train 150 - 200 JPF (Saitama City Area) 350 - 500 JPF (To Metropolitan Tokyo area) Food Lunch at cafeteria 300 - 700 JPF Monthly average 25.000 - 30,000 JPF VISA After screening, we will bring your documents to the Immigration Bureau and apply for your Certificate of Eligibility (CoE). As soon as it is issued, we will send our official documentation together with your CoE by courier. After the documents armse, each Student is required to apply for a "College Student (Ryugaku/ Yeau with these documents armse, each Student is required to apply for a "College Student (Ryugaku/ Yeau with those documents armse, each Student is required to apply	Costs (I-House single room)	Rent, utility charge and cleaning fe	e and so on depend on the room type. Details will be announced later.	
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Transportation Airport Shuttle 2,800 JPY (Narita - Saitama) 1.540 JPY (Haneda - Saitama) 1.540 JPY (Haneda - Saitama) Local Bus 1.80 - 200 JPY (Saitama City area) Local Train 150 - 200 JPY (Saitama City area) Food Luch at cafeteria 300 - 700 JPY Monthly average 25.000 - 30.000 JPY VISA After screening, we will bring your documents to the Immigration Bureau and apply for your Certificate of Eligibility (C6E). As soon as it is issued, we will send our official documentation together with your C6E by courier. After the documents arrives, each student is required to apply for a "College Student (Ryugaku)" visa with those documents at the Japanese Embassy or Consulate in your home country prior to travelling to Japan. Please contact the local Japanese Embassy or Consulate for details. FREQUENTLY ASKED QUESTIONS Q. When do I choose my courses? A: Course list and syliabi will be finalized by 1 April every year. You will be guided through the course registration process shortly after arriving in Saitama. Previous semesters' course lists are available on our website for your reference. Q. Is there any limitation to take courses? A: Most of the courses in Lapanese are available. The directions are given at the orientation. Q. Cance list ad syliabi will be finalized by 1 April every year. You will be goud during lecture time and any ou can take them without any permission. Also, some courses in Lapanese, but SU offers more than 40 courses taught in English as well and you can t	*Mandatory for all exchange	University CO-OP Student Insurance (Life Mutual Insurance	Premium : 7,800 JPY / year + Deposit (refundable) : 4,000 JPY	
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your university approves your extention. Note that you may have to leave the dormitory and look for the place off campus for the rest of your stay.				
Q. Can I apply for JASSO Scholarship?	Q. Can I apply for JASSO Scholar	rship?		
A: Recently, the possibility to receive the JASSO Scholarship for exchange students is extremely low. Make sure to come to Japan with sufficient func	A: Recently, the possibility to rece	eive the JASSO Scholarship for excha	nge students is extremely low. Make sure to come to Japan with sufficient funds	
to cover the living expenses during the period of your stay. We will inform it immediately as soon as SU is selected by JASSO.	-	ng the period of your stay. We will info	orm it immediately as soon as SU is selected by JASSO.	
Q. Will I have internet access?	Q. Will I have internet access?			
A: Yes! SU WiFi is available throughout the campus.	A. Voci SII WiFi is available throu	about the comput		