

Fact Sheet for Short-Term Exchange Programs at Saitama University (STEPS)



CONTACTS	
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INSTITUTIONAL INFORMATION		
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	<p>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.</p> <p>More information may be found in our website: http://en.saitama-u.ac.jp/about/mapsaccess/</p>	

ACADEMIC CALENDAR 2021-2022	
<p>Our academic calendar has been changed from a semester-based to a quarter-based system. However, exchange students may only enroll from Term 1 (April) or from Term 3 (September), and minimum study period is for two terms. Period of stay is as follows:</p> <p><u>Length of Stay - Two Terms (half a year)</u> [Fall Admission] September 2021 - February 2022 (Terms 3 and 4) [Spring Admission] April 2022 - August 2022 (Terms 1&2)</p> <p><u>Length of Stay - Four Terms (one year)</u> [Fall Admission] September 2021 - August 2022 (Terms 3,4,1&2) [Spring Admission] April 2022 - March 2023 (Terms 1,2,3&4)</p>	
Orientation for new STEPS	Mid September
Term 3	September 27 - November 19
Term 4	November 30 - February 8 , 2022
Orientation for new STEPS	Early April, 2022
Term 1	April, 2022 - Early June, 2022
Term 2	June, 2022 - Early August, 2022
Summer Break	Early August - Late September
Winter Break	Late December - Early January, 2022
Spring Break	Early February, 2022 - Early April, 2022

IMPORTANT DATES		
Term 3 (September) Admission	International House Check-In	Mid September
	Orientation	Late September
	Course Registration	Late September
	International House Check-Out	Early March (Two Terms students) / Late August (Four Terms students)

APPLICATION	
Application Deadlines	<p><u>Term 3 (September) Admission:</u> Nomination Deadline: April 9 Application Deadline: May 11</p>
Language Requirements	<p>There is no language proficiency requirement, but students must have skills in either Japanese or English to understand classes and to fulfill the course requirements. Students who take Intensive Japanese Course are required to take placement test during the orientation period.</p>
Application Documents	<ol style="list-style-type: none"> 1. Application Form - to be filled in PDF file by typing only 2. Application for Certificate of Eligibility - to be filled in EXCEL file by typing only 3. Pre-Arrival Questionnaire for New Incoming Students - to be filled in Word file by typing only 4. Financial Statement - Bank balance statement, Scholarship certificate etc. (Total amount must have at least 500,000 JPY for two terms or 1,000,000 JPY for four terms) 5. Tuberculosis (TB) Clearance 6. Statement of Purpose - either in Japanese or English 7. Academic Reference 8. Official Academic Transcript 9. Passport Copy - the face page 10. Digital Color Picture Photo - taken within 3 months; high-quality JPG or PNG only; scanned PDF not accepted 11. Official Language Proficiency Score Report Copy *If applicable : TOEFL, IELTS, JLPT, etc. <p>If a document is not in Japanese or English, please attach a translation. Any kind of translation is accepted.</p>

ACCOMMODATION

Housing for exchange students	Exchange student will be staying in our on-campus dormitory; International House (I-House). Each room is equipped with small kitchen, shower, restroom and air conditioner. Please note that students may not choose the room type, but please consult with us in advance if you need special consideration about it for physical or mental reasons.	
Costs (I-House single room)	Deposit *Refundable upon check-out	60,000 JPY (12,000 × 5 installments) *subject to change
	Rent, utility charge and cleaning fee and so on depend on the room type. Details will be announced later.	
	Internet	Free Wi-Fi on campus and in I-House

FEES & COSTS

Tuition and Fees	Regular Courses	Waived for Exchange Students
	Intensive Japanese Program	Waived for Exchange Students
Estimated living costs are 500,000 JPY for two terms and 1,000,000 JPY for four terms.		
Insurance *Mandatory for all exchange students	Japan National Health Insurance	Approx. 1,000 JPY /month
	University CO-OP Student Insurance (Life Mutual Insurance and Personal Liability Insurance)	Premium : 7,800 JPY / year + Deposit (refundable) : 4,000 JPY *subject to change
	Inbound Medical Assistance Service	1,890 JPY
Books	Textbooks	5,000 - 10,000 JPY / term
Transportation *No airport pick-up service (Subject to change depending on the pandemic situation)	Airport Shuttle	2,800 JPY (Narita - Saitama)
		1,540 JPY (Haneda - Saitama)
	Local Bus	180 - 200 JPY (Saitama City area)
	Local Train	150 - 200 JPY (Saitama City Area)
350 - 500 JPY (To Metropolitan Tokyo area)		
Food	Lunch at cafeteria	300 - 700 JPY *No meal plans available
	Monthly average	25,000 - 30,000 JPY

VISA

Visa Application Procedure	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 post mail our official documentation together with your CoE by courier. After the documents arrives, each student is required to apply for a "College Student (Ryugaku)" visa at the Japanese Embassy or Consulate in your home country prior to travelling to Japan. Please contact your local Japanese Embassy or Consulate for details.
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FREQUENTLY ASKED QUESTIONS

Q. When do I choose my courses?	A: Course list and syllabi will be finalized by April 1 every year. Students 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. http://en.saitama-u.ac.jp/exchange/courses/
Q. Is there any limitation to take courses?	A: Most of the courses are taught in Japanese, but SU offers more than 40 courses conducted in English which is available to take without any permission. Some courses in Japanese are available as well. Further information and directions are given at the Course registration orientation after arrival.
Q. Can I take Japanese language classes?	A: Japanese language classes will be held 6 blocks per week. If the students do not feel overwhelmed, they are more than welcome to register. Students are to take a placement test in the orientation period and are assigned to classes suitable to their proficiency level. Japanese classes are not mandatory but it will help you adjust to your daily life in Japan, and make friends here!
Q. How does SU offer credits?	A: The Japanese government defines the concept of one credit in Japan is equivalent to 45 hours of workload including lectures and student learning time. Saitama University follows this regulation; 1 credit = 45 hours of workload including lecture time and learning time for students.
Q. How do I apply for the dormitory?	A: Just check "Yes" to request for the dormitory on page 3 of Application Form, and all the procedures will be done by us. No need for further application!
Q. When can I start living in the dormitory? Can I leave my baggage before the check-in day?	A: We will announce the date of check-in later. Unfortunately, no one is allowed to send your baggage prior to your move-in date.
Q. I am planning to study at SU for half a year, but I might change my mind. Can I extend my study period later?	A: Yes. You can extend your period for half more year if the number of students from your university will not exceed the prescribed number, and also if your university approves your extension. Note that delay of informing your extension may cause to leave the dormitory and look for the place off campus for the rest of your stay.
Q. Can I apply for JASSO Scholarship?	A: Recently, the possibility to receive the JASSO Scholarship for exchange 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.
Q. Will I have internet access?	A: Yes! Free Wi-Fi on campus and in I-House is available.