

International Student Exchange Student Application STEPS (Short-Term Exchange Program of Saitama University)

APPLICATION CHECK LIST

<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Application for Certificate of Eligibility *Please type in your answer directly into the form (PDF).
<input type="checkbox"/>	Pre-Arrival Questionnaire for New Incoming Students
<input type="checkbox"/>	Financial Statement (Bank balance certificate, scholarship award letters, or other financial documents)
<input type="checkbox"/>	Tuberculosis (TB) Clearance
<input type="checkbox"/>	Statement of Purpose *On a separate printed page
<input type="checkbox"/>	Academic Reference *Provide one letter of reference from your academic advisor or faculty member
<input type="checkbox"/>	Official Academic Transcript
<input type="checkbox"/>	1 Passport Copy (the face page)
<input type="checkbox"/>	Digital Color Picture Photo (high-quality JPG or PNG, 3cm X 4cm; taken within 3 months)
<input type="checkbox"/>	Official Language Proficiency Score Report Copy *If applicable : TOEFL, IELTS, JLPT, etc.

Attach English translation if the document is written in language other than Japanese or English

HOW TO APPLY- following procedure must be made by student's home institution

1. To be eligible for admission to Saitama as an exchange student, **you must be nominated by your home university.**
2. **Your application must be sent through the international or exchange office at your university.**
- For more detail, please visit the international or exchange office at your university.

DEADLINE for Term 3-4 (September 2021)

Nomination	April 9, 2021
Application	May 11, 2022

ACADEMIC CALENDAR 2021-2022

Term 3: Late September 2021 - Late November, 2021
 Term 4: Late November, 2021 - Early February, 2022
 Term 1: April, 2022 - Mid June, 2022
 Term 2: Mid June, 2022 - Early August, 2022

CONTACT:

Office of International Affairs, Saitama University
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 338-8570 Japan
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APPLICANT INFORMATION

Full Name *As it appears on passport	LAST NAME	First Name	Middle Name
Your <i>Katakana</i> Name *If known			
Date of Birth	Year Month Day	Place of Birth	City Country
Country of Citizenship		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address			
Telephone		E-mail Address	

ACADEMIC INFORMATION

Home Institution			
Current Standing	Degree Level : <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate If other, specify Year: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
Major(s)		Minor(s)	
Date of First Enrollment		Expected Graduation Date	

EMERGENCY CONTACT INFORMATION

Name		Relationship to the Applicant	
Address			
Phone Number	Home :	Mobile :	
E-mail			
✕ Person to Contact in Japan (if any)			
Name		Relationship to the Applicant	
Address			
Phone Number		E-mail	

DATES OF ATTENDANCE AT SAITAMA UNIVERSITY

Commencing Term/ year	<input type="checkbox"/> Term 1 (April) / Year _____	<input checked="" type="checkbox"/> Term 3 (Sep.)/ Year _____ 2021 _____
Number of Terms	<input type="checkbox"/> Two Terms (half a year)	<input type="checkbox"/> Four Terms (one year)

LANGUAGE PROFICIENCY SELF-ASSESSMENT

You should be able to understand our university lectures either in English or Japanese. Complete the section below to evaluate your language proficiency.

Your Native Language _____

Proficiency of **Japanese Language** : Indicate your level of the language

Japanese Language Skills	Excellent	Good	Fair	Poor
Speaking				
Listening				
Reading				
Writing				

Where have you studied Japanese? At university / college Self-study Never

How long have you studied Japanese? _____

Proficiency of **English Language (Non-native speakers only)** : Please indicate your level of the language

English Language Skills	Excellent	Good	Fair	Poor
Speaking				
Listening				
Reading				
Writing				

ON CAMPUS HOUSING (INTERNATIONAL HOUSE) APPLICATION

Do you want to apply for International House during your stay in Saitama? Yes
 * No application for I-House is necessary if you check "yes." No

EXCHANGE REFERENCE (to be completed by your exchange advisor/coordinator)

Name of Advisor/Coordinator	_____		
Department	_____	Title	_____
Department Group Email	_____	Personal E-mail	_____

Student's Name

I certify that _____ has been approved to participate in the exchange program at Saitama University.

Advisor/Coordinator's Signature

Date

AFFIDAVIT OF SUPPORT

Students are required to submit valid supporting financial documents certifying that you have sufficient funds available to cover expenses for your stay at Saitama University. This information and financial documents will be filed to the immigration office to issue your Certificate of Eligibility. **(Fill out your own information if you are self-financed)**

Statement of Guarantor (To be completed by the guarantor)

Name of Guarantor		Relationship to the Applicant	
Occupation		Name of Employer	
Title		Annual Income	
Address (Home)			
Address (Workplace)			
Telephone (Workplace)		Telephone (Mobile)	

Guarantor's Name

I, _____, hereby state I am willing to guarantee the financial support for the applicant during the entire stay at Saitama University. Evidence of my financial resources in the form of a bank statement accompanies this affidavit of support.

Signature of Guarantor _____ Date _____

Financial Support Information (To be completed by the applicant)

State the source of funds and the total amount available from each financial resource. Total amount should be at least; 500,000 yen for two-term students and 1,000,000 yen for four-term students. **Attach official bank statements or scholarship award letters to prove the funds.** Documents must be either in English or Japanese.

Funding Source

Personal Funds *Attach official bank statements to prove the amount.	Local Currency _____
	Japanese Yen _____ ¥
Family Funds / Relationship to the applicant: _____ *Attach official bank statements to prove the amount.	Local Currency _____
	Japanese Yen _____ ¥
Scholarship / Specify type and source : _____ *Attach a certificate or an award letter.	Local Currency _____
	Japanese Yen _____ ¥
Other/ Specify type and source : _____ *Attach a certificate or an award letter.	Local Currency _____
	Japanese Yen _____ ¥
TOTAL AMOUNT (must equal: 500,000 yen for two-term students and 1,000,000 yen for four-term students)	Local Currency _____
	Japanese Yen _____ ¥

I certify that the information I have given is accurate to the best of my knowledge. What I have given is a correct statement of my arrangements for financing my studies at Saitama University.

Signature of Applicant _____

Date _____

CONFIDENTIAL HEALTH INFORMATION FORM

Note that this will allow us to make the appropriate arrangement for your safety in Japan.

1. Health History

Please indicate below if you have any health problems.

	Yes	No		Yes	No
Chicken Pox			Chronic Skin Problems		
Hepatitis			Epilepsy		
Infectious Mononucleosis			Fainting Spells		
Tuberculosis or contact with Tuberculosis			Migraine Headaches		
Malaria			Endocrine Disorder(s)		
Heart Problems			Diabetes Mellitus		
High Blood Pressure			Anemia		
Irregular or Rapid Heart Beat			Anxiety Reactions		
Pain or pressure in the Chest			Allergies to Medications		
Asthma			Operation(s)		
Significant Allergic Reaction(s)			Serious Accident(s)		
Chronic or Recurrent Gastrointestinal Problems			Physical Handicap(s)		
Kidney Problems			Depression		
Hernia			Other		

Are you currently taking any medications for above problems?

Give details or those items checked "Yes" using the space below or additional sheets. Indicate problem, diagnosis if known, and whether recovery has been complete or if still under treatment. SU may contact your home university for further details.

2. Current Condition

Are there any special needs, physical or mental, of which Saitama University needs to be aware? If yes, please describe in detail.

3. Tuberculosis Clearance

All students coming to Saitama University must submit a certification (medical report) of tuberculosis (TB) clearance issued by a physician. Any form of certification (TB skin test, a chest x-ray, etc.) is accepted. X-ray photo is not needed.