

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



CONTACTS	
Name of University, Department	Saitama University, Office of International Affairs
Coordinator	Shinya Hattori (Mr.)
Mailing Address	255 Shimo-okubo, Sakura-ku, Saitama City, Saitama 338-8570 JAPAN
Phone	+81-48-858-3967
Fax	+81-48-858-9675
E-mail	ryugaku@gr.saitama-u.ac.jp

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 can be found on our website: http://en.saitama-u.ac.jp/about/mapsaccess/</p>	

ACADEMIC CALENDAR 2020	
<p>Effective Spring 2016, our academic calendar has been changed from a semester-based to a quarter-based system. However, exchange students can only enroll from Term 1 (April) or Term 3 (September), and minimum study period is two terms. Period of stay is as follows:</p> <p><u>Length of Stay : Four Terms</u> SPRING: April - February next year (Term 1 to Term 4) / FALL: September - August next year (Term 3 to Term 2)</p> <p><u>Length of Stay : Two Terms</u> SPRING: April - August (Term 1 and Term 2) / FALL: September - February next year (Term 3 and Term 4)</p>	
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		
Term 3 (September) Admission	International House Check-In	Late 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: 10 April Application Deadline: 12 May</p>
Language Requirements	<p>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.</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 PDF 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 certificate, Scholarship certificate etc. 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 of Passport Photo - high-quality JPG or PNG only, not scanned one 11. Official Language Proficiency Score Report Copy *If applicable : TOEFL, IELTS, JLPT, etc. <p>If a document is not written in Japanese or English, please attach the translation. It doesn't matter who translates it.</p>

ACCOMMODATION

Housing for exchange students	Exchange student will live in our on-campus dormitory; International House (I-House). Each room is equipped with small kitchen, shower, restroom and air conditioner. 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 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
Books	Textbook	5,000 - 10,000 JPY / term
Transportation *No airport pick-up service	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
	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 send 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 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.
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FREQUENTLY ASKED QUESTIONS

Q. When do I choose my courses?
A: Course list and syllabi 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 are taught in Japanese, but SU offers more than 40 courses taught in English as well and you can take them without any permission. Also, some courses in Japanese are available. The directions are given at the orientation.
Q. Can I take Japanese language classes?
A: Unless the candidates are too much, Yes. 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 compulsory 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" on page 3 of Application Form, and all the procedures will be done by us.
Q. When can I start living at the dormitory? Can I leave my baggages before the check-in day?
A: We will announce the date of check-in later. Unfortunately, we can't keep your baggages in advance.
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: You can extend your period by extra half a year if the number of students from your university will be no more than the prescribed number, and if your university approves your extension. 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?
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! SU WiFi is available throughout the campus.