

Application Procedure for 2018 Spring Semester

1. Nomination

If there are any nominees from your institution, please send the following information to ryugaku@gr.saitama-u.ac.jp . **Nomination deadline is October 13th.**

- ① Nominee's Name in English
- ② Proposed study period at Saitama
- ③ Date of Birth
- ④ Gender

Please note that we might have to consult with some of our partner universities as to the number of students we could accept on the basis of the MOU and the actual balance of the inbound and outbound students between us.

***We only accept nomination from student exchange program coordinator.**

2. Application

In order to look over the documents beforehand, please send us scanned application documents by email. After confirming the documents we will ask you to send the hardcopy by FedEx or equivalent courier to the Office of International Affairs no later than **November 15th**.

3. Visa and Letter of Acceptance

After careful screening, we will issue Certificate of Eligibility (CoE) and Letter of Acceptance to your institution in January.

【Contact Information】

Yumi SASAKI (Ms.)
Incoming Exchange Coordinator
Office of International Affairs
Saitama University
MAIL : ryugaku@gr.saitama-u.ac.jp

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



CONTACTS

Name of University	Saitama University , Office of International Affairs
Coordinator	Yumi Sasaki (Ms.)
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E-mail	ryugaku@gr.saitama-u.ac.jp

INSTITUTIONAL INFORMATION

Faculties/ Graduate Schools	Faculties:	Liberal Arts, Education, Economics, 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://syllabus.saitama-u.ac.jp/portal/public/syllabus/SearchMain.aspx	
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: http://en.saitama-u.ac.jp/about/mapsaccess/	

ACADEMIC CALENDAR 2018

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:

Length of Stay : Four Terms

- April - February next year (Term 1 to Term 4)
- September - August next year (Term 3 to Term 2)

Length of Stay : Two Terms

- April - August (Term 1 and Term 2)
- September - 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, 2019
Summer Break	Early August - Late September
Winter Break	Late December - Early January, 2019
Spring Break	Early February, 2019 - Late March, 2019

IMPORTANT DATES (TBD)

Term 1 (April) Admission	International House Check-In	Late March, 2018
	Orientation	Early April, 2018
	Course Registration	Early April, 2018
	International House Check-Out	Early September, 2018 or Early March, 2019

APPLICATION

Application Deadlines	Term 1 (April) Admission: Nomination Deadline: October 13 Application Deadline: November 15
Language Requirements	There are 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	<ul style="list-style-type: none"> - Application Form - Application for Certificate of Eligibility (to be typed in PDF file) - Financial Statement (Bank balance certificate, Scholarship certificate etc.) - Tuberculosis (TB) Clearance - Statement of Purpose (Either in Japanese or English) - Academic Reference - Official Academic Transcript - 1 Passport Copy - 4 Color Passport Photos

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, bath/shower, restroom and air conditioner. Please note that exchange students may have to share a family room with another exchange student of the same gender.	
Costs (I-House single room)	Deposit *Refundable upon check-out	60,000 JPY (12,000 × 5 installments) *subject to change
	Rent	13,840 JPY + utilities / month *subject to change
	Cleaning *Pay upon check-out	20,500 JPY (two-term student) 23,600 JPY (four-term student) *subject to change
	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 : 9,880 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)
Food		350 - 500 JPY (To Metropolitan Tokyo area)
	Lunch at cafeteria	350 - 500 JPY
	Monthly average	25,000 - 30,000 JPY

VISA

Visa Application Procedure	After screening, we will send our official documentation with the Certificate of Eligibility (CoE) by courier. With those documents, 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 the local Japanese Embassy or Consulate for details of applying for a student visa.
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FREQUENTLY ASKED QUESTIONS

Q. When do I choose my courses?

A: Course syllabi will be finalized by April 1 every year. You will be guided through the course registration process shortly after arriving in Saitama. Course listings from previous semesters are available on our website for your reference.

Q. In what language will the courses be taught?

A: Most of the courses are taught in Japanese, but SU offers more than 40 courses taught in English as well.

Q. Can I take Japanese language classes?

A: Yes, students are to take a placement test at the start of term 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 from all over the world!

Q. What is the cost of living in Saitama?

A: Your expenses will be around JPY 500,000 for a two-term exchange (or a half year) and JPY 1,000,000 for a four-term exchange (or a full year).

Q. Will I have internet access?

A: Yes! SU WiFi is available throughout the campus.