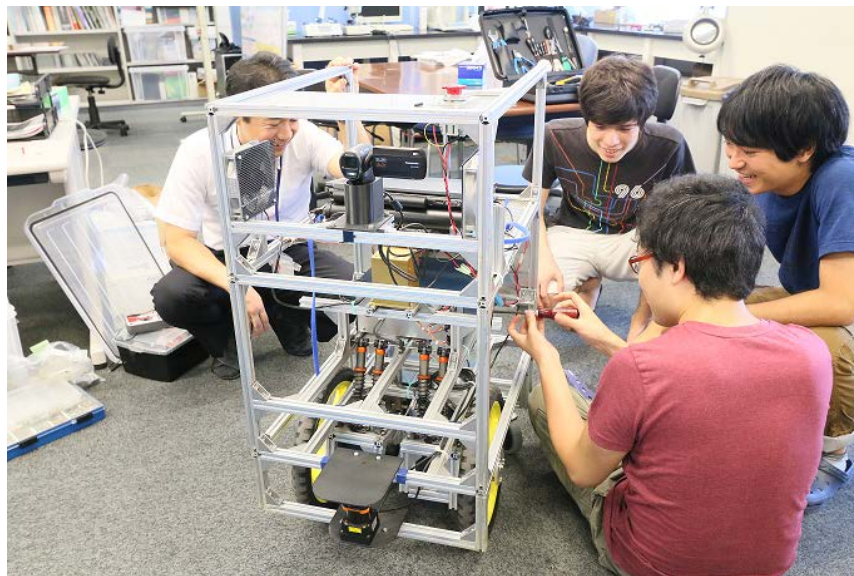


**Guideline for Research Exchange/
Laboratory Internship Program
AY2019/2020 at Shibaura Institute of Technology**

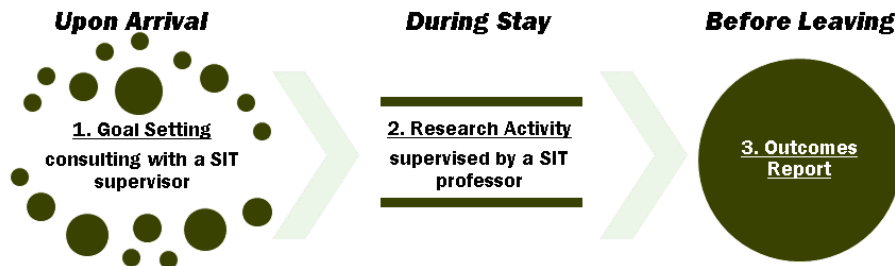


Index

1. Program Outline	2
2. Contents	2
3. Requirements	2
4. Program duration	3
5. Scholarship opportunity	3
6. Academic calendar and course information	3
7. Program Fee	4
8. Campus information	4
9. Step to apply	6
10. Deadline	8
11. VISA process	8
12. Accommodation in Japan	11
13. Total cost of expenditure in Tokyo	12
14. Arrival- from airport to your accommodation	13
15. Access from your accommodation to SIT	13

1. Program Outline

Research Exchange/Laboratory Internship Program gives chances to experience another culture, do some research in a different academic/research environment, and pursue your specific research topics by involving international cooperation and collaboration in SIT. Upon your arrival, you have to set a goal of your research at SIT consulting with a SIT supervisor and when completion of your research your outcomes report supposed to be submitted to SIT.



2. Contents

- Research

You will do research activities as main activity in this internship program in accordance with your major and period supervised by a professor of SIT.

- Course (Optional and only for Graduate student)

It is an optional choice, but SIT also offers courses in English for international students. You can take courses along with research activity during the program.

3. Requirements

The applicant must :

- be an undergraduate or graduate/postgraduate student of a university.
- *** For undergraduate student, 4 semesters or more have been completed. ***
- *** For graduate/postgraduate student, 1 semester or more have been completed. ***
- complete this program before the graduation of home university.
- have good English skills –CEFR B2 equivalent or the Letter of recommendation from a university that guarantees applicant's English skills.
- be physically and mentally healthy.
- comply with the Japanese export control legal framework.
(<http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html>)

Optional: The applicant who wish to take courses must :

- register the courses at the beginning of each semester (April and September).
- complete the course, at least one semester at SIT.

4. Program duration

Research only: 8 working days - 1 year

Research and Course: 1 semester or 2 semesters (=1year)

*** The program end date can be freely set, however the first day of the program must be **Monday**.

*** Applicants who register the course must stay at least 1 semester and complete the course. ***

*** The working day here means the day you will do your research activity. ***

5. Scholarship opportunity

The following is scholarship information in AY2018/2019. The scholarship for AY2019/2020 will be updated on the website once the scholarship for AY2019/2020 is decided.

SIT can offer applicants a scholarship opportunity which is JPY 40,000 per month during the program. A Scholarship may be provided after an applicant screening by SIT. This screening process would take about 1 month. During this period, SIT will find your supervisor and decide the amount of scholarship. After those processes, SIT will provide a letter of acceptance to you.

Applicants who plan to apply for this scholarship need to indicate it on the Application form.

***Please acknowledge that there is a possibility that you will not be accepted depending on your research theme or the acceptance situation of SIT.

*** Those who are going to receive any scholarship(s) for more than JPY 80,000 per month from other organization(s) during the program can NOT apply for SIT scholarship.***

6. Academic Calendar and course information

Academic Calendar of SIT: Shibaura Institute of Technology is a 2 semester university. The 1st semester starts from mid-April to late July, and the 2nd semester starts from mid-September to the end of January. Summer vacation starts from August until mid-September. Applicants who wish to take courses at SIT must register courses at the beginning of each semester in April or September during the registration period, i.e. applicants must entry to SIT program in 1st or 3rd quarter.

Here are the course information for Undergraduate and Master in AY2018 for your reference. Those for AY 2019 will be opened later.

-Spring Semester Course List for Undergraduate:

http://www.shibaura-it.ac.jp/en/prospective/student_exchange_prog/kcg11i0000000xfg-att/CourseListforAYSpring2018_tentative.pdf

-Fall Semester Course List for Undergraduate:

http://www.shibaura-it.ac.jp/en/prospective/student_exchange_prog/kcg11i0000000xfg-att/CourseListforAYFall2018_tentative.pdf

-Course for Master

- 1) [Common subjects](#)
- 2) [Electrical Engineering and Computer Science](#)
- 3) [Materials Science and Engineering](#)
- 4) [Applied Chemistry](#)
- 5) [Mechanical Engineering](#)
- 6) [Architecture and Civil Engineering](#)
- 7) [Systems Engineering and Science](#)
- 8) [Global Course of Engineering and Science](#)

** Although the course lists in each page has Japanese and English course titles together, course titles written in English will be conducted in English.
Please check the schedule of the course by changing the language from Japanese to English at the top right box of the website.**

** Although “Japanese language course” is not listed in the “Course for Master”, the graduate students could also take the Japanese language course.

7. Program Fee

- Admission Fee : JPY30,000
- Examination Fee : JPY10,000

If you take course in SIT

- Tuition : JPY12,000 per credit

*** The above fees and tuitions are all waived for Partner University students. Please check with the counselor of the international office to see if your University is partner of SIT. ***

8. Campus information

SIT has 3 campuses, Toyosu, Shibaura and Omiya campus. Each campus has different colleges and a school as following picture shows. When you search your professor, please also concern to which department the professor belongs.

In order to search professors, please visit

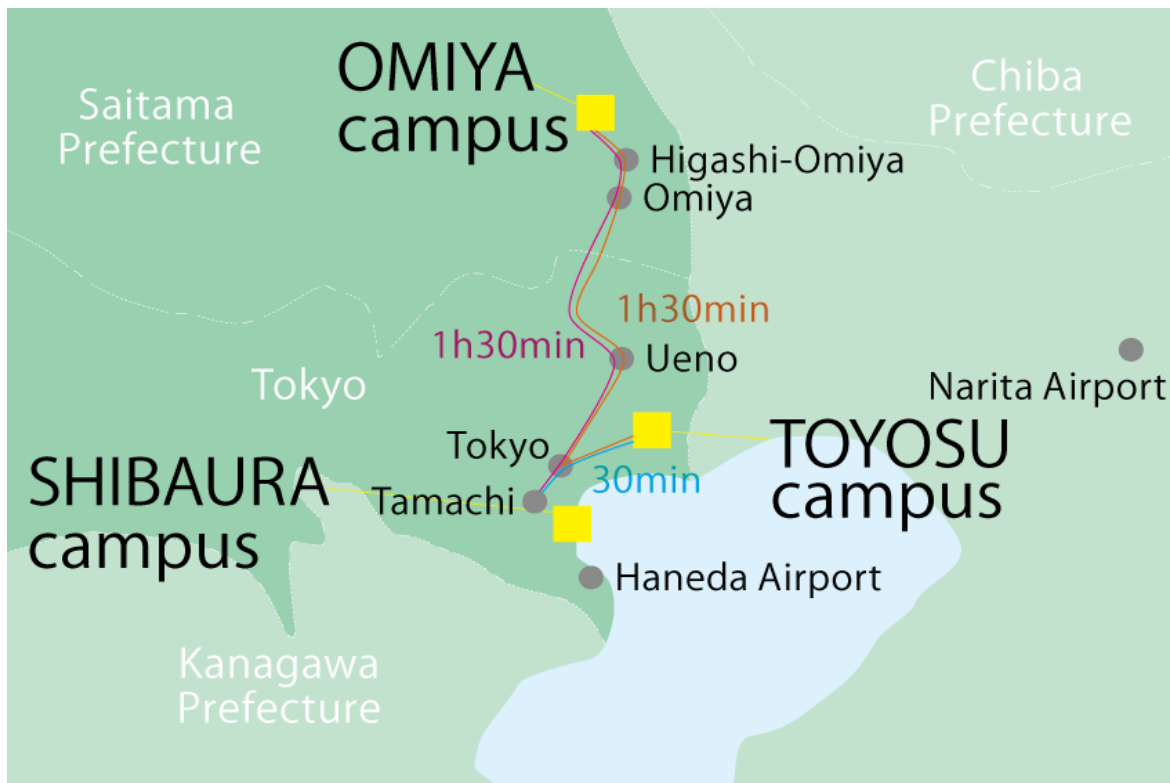
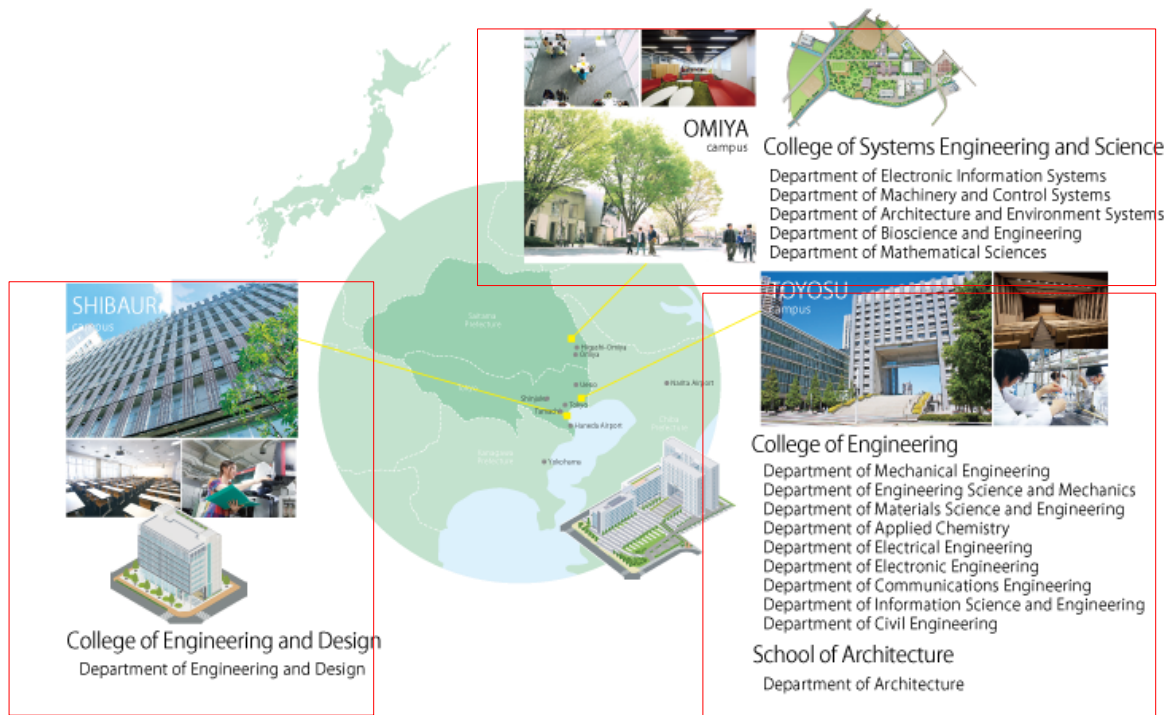
- [T-Web SIT Laboratory \(Current Laboratory Information\)](#)
- [Research Profile \(Research papers until now\)](#)

*** “[T-Web SIT Laboratory](#)” is the website shows the current SIT’s laboratory information, including its department in SIT and location. You could also check the “[Research Profile](#)” to see their research papers until now.

[Toyosu campus \(Tokyo\)](#): College of Engineering and School of Architecture

[Shibaura campus \(Tokyo\)](#): College of Engineering and Design

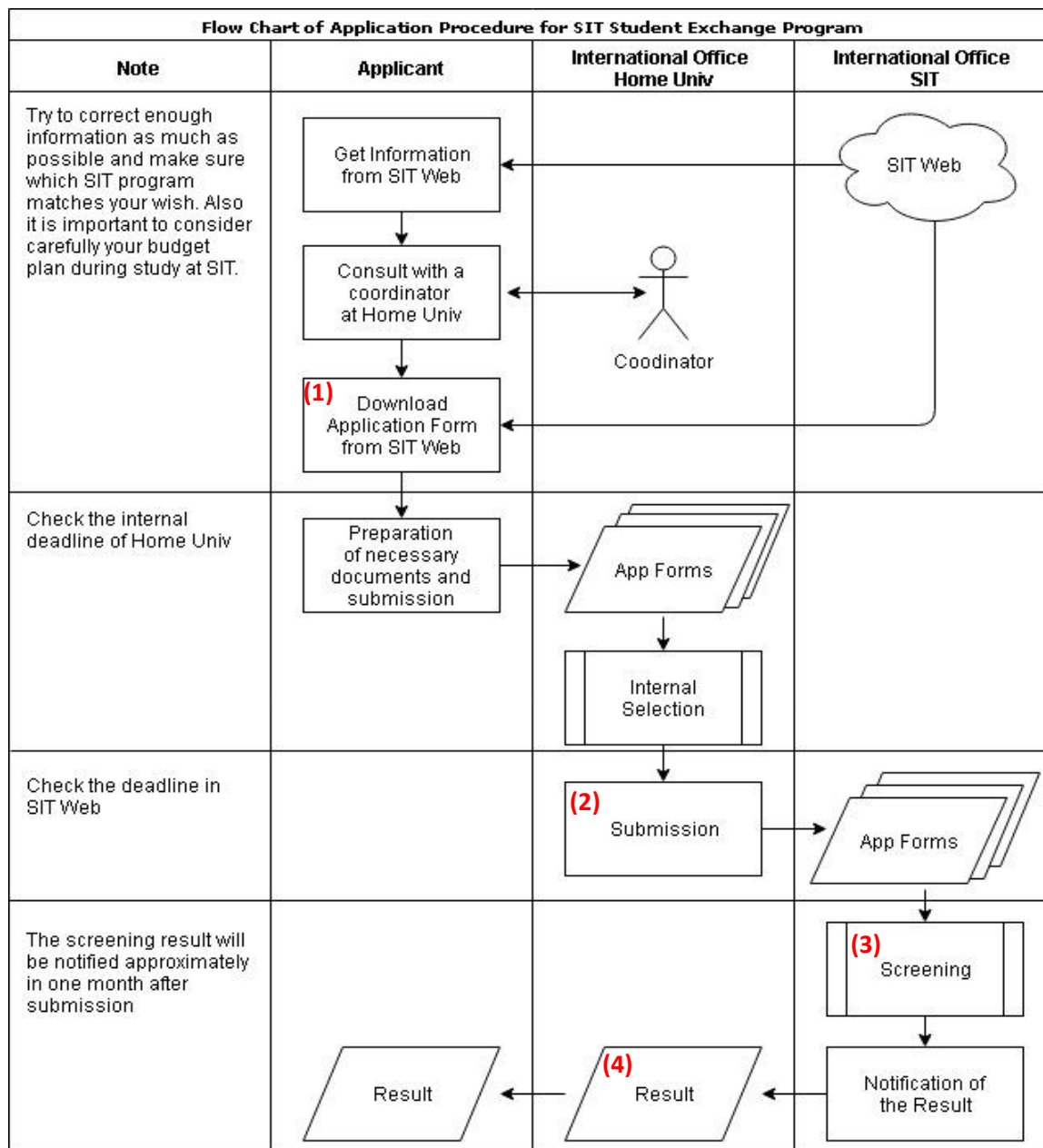
[Omiya campus \(Saitama\)](#): College of Systems Engineering and Science



9. Step to apply

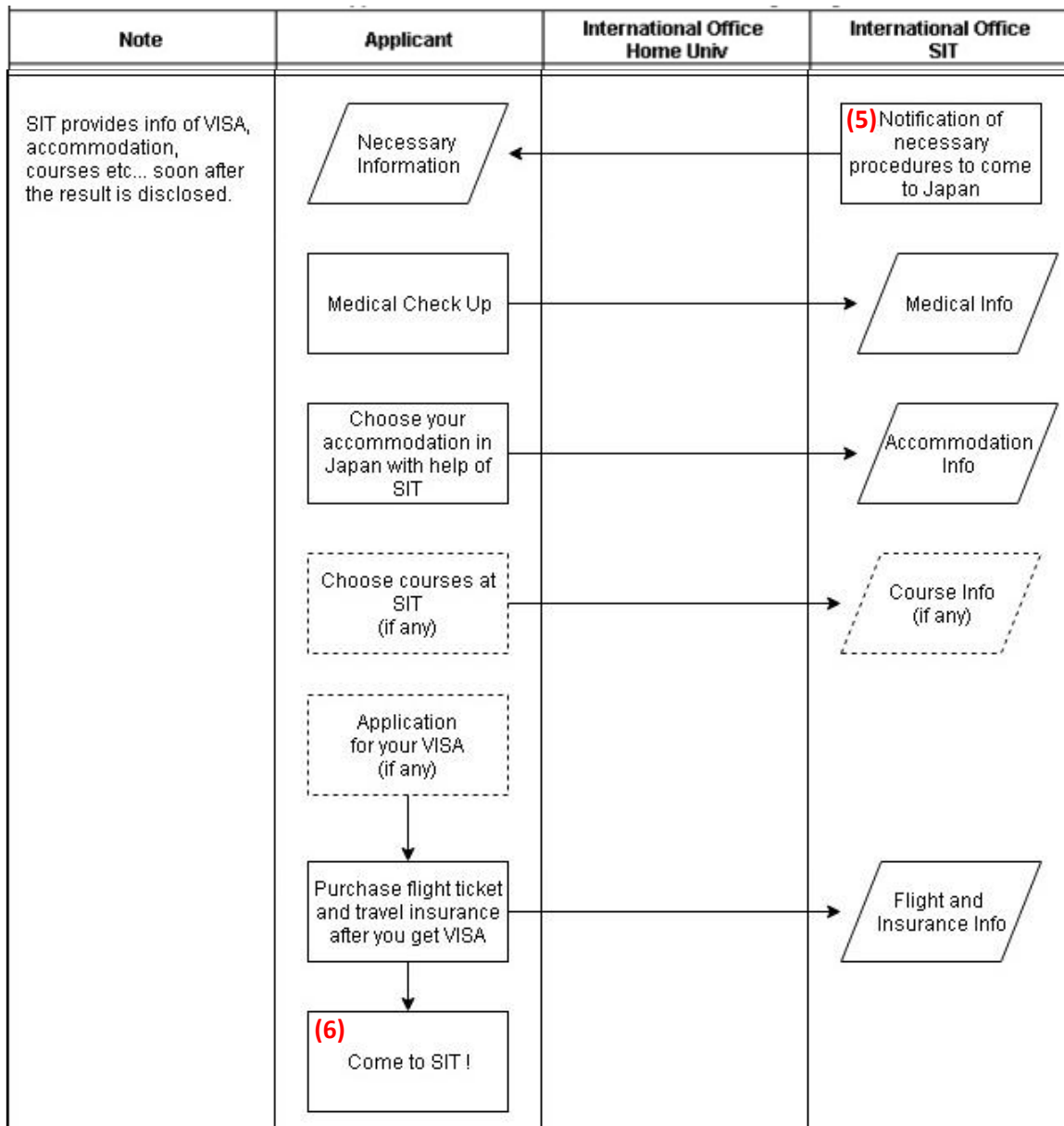
Refer the following procedure to apply. Details will be informed you afterward.

Phase1: Until the notification of the result



- (1) Application form varies based on your period of stay in Japan.(Not the period in SIT.)
- (2) SIT **ONLY** accepts the document that is submitted from an International office counselor at your University.
- (3) In the screening process, your acceptance and payment scholarship amount will be decided, this process will take around 1 month.
- (4) SIT will send letter of acceptance to you.

Phase 2: After acceptance is confirmed



- (5) SIT will inform you of the detailed steps to carry out before coming to Japan(including information about VISA, accommodation, orientation and things you need to do before/after coming to SIT).
- (6) Based on your flight information, SIT will arrange and inform you the schedule of the orientation and the meeting with the SIT professor.

10. Deadline

SIT accepts applications in the following schedule AY2018, which is from April 2018 to March 2019 as below. After submitting the application, we will proceed with acceptance process for about 5 ~ 6 months. For details, please check Application procedure in “10. Step to apply”

For example, if you are going to begin your study at SIT from July 3, 2019, you have to be nominated by your university and your application has to be submitted through your university during the 2nd Entry for each.

*** Course registration period is indicated in yellow in the application schedule below, registration period is the period you need to stay in SIT if you wish to take the course in SIT. Please contact us for the detailed schedule.***

Application Schedule AY2018

#	Acceptance Period	
	Nomination Acceptance Period	Application Acceptance Period
1st Entry (April, May, June)	15th Sep,2018~15th Oct,2018	15th Oct,2018~30th Oct,2018
2nd Entry (July, August)	15th Jan,2019~15th Feb,2019	15th Feb,2019~30th Mar,2019
3rd Entry (September, October, November, December)	15th Mar,2019~15th Apr,2019	15th Apr,2019~30th Apr,2019
4th Entry (January, February, March)	15th Jun,2019~15th Jul,2019	15th Jul,2019~30th Jul,2019

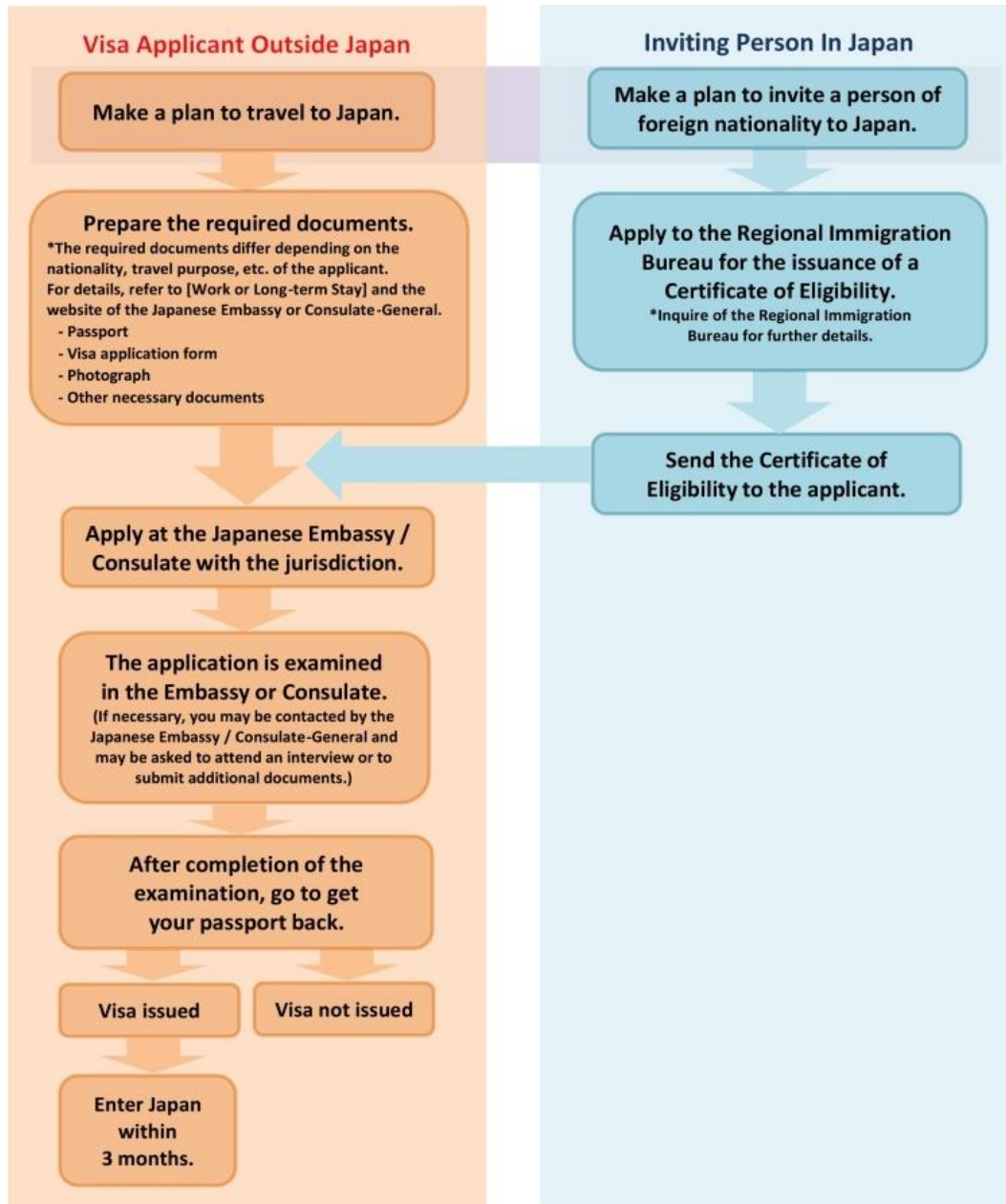
* SIT is closed for one or two weeks in mid-August. Research can NOT be conducted during this period.

11. VISA Process

Student visa (need CoE)

Students who will participate the program for more than 90 days, must have a “Student visa”. This is a flow of visa application process. Once SIT accepts applicants for the program, we will submit their documents for Certificate of Eligibility (CoE*) to Tokyo immigration bureau and send the original certificate to the program coordinator at your home university. Usually, this process takes about 1.5 to 2 months to get the original CoE reaching you. Please be patient until receiving the CoE.

Procedures Chart for Long-Term Stay



Link: [Application for Certificate of Eligibility \(CoE\)](#)

Short-Term Stay visa (need Invitation letter from SIT)

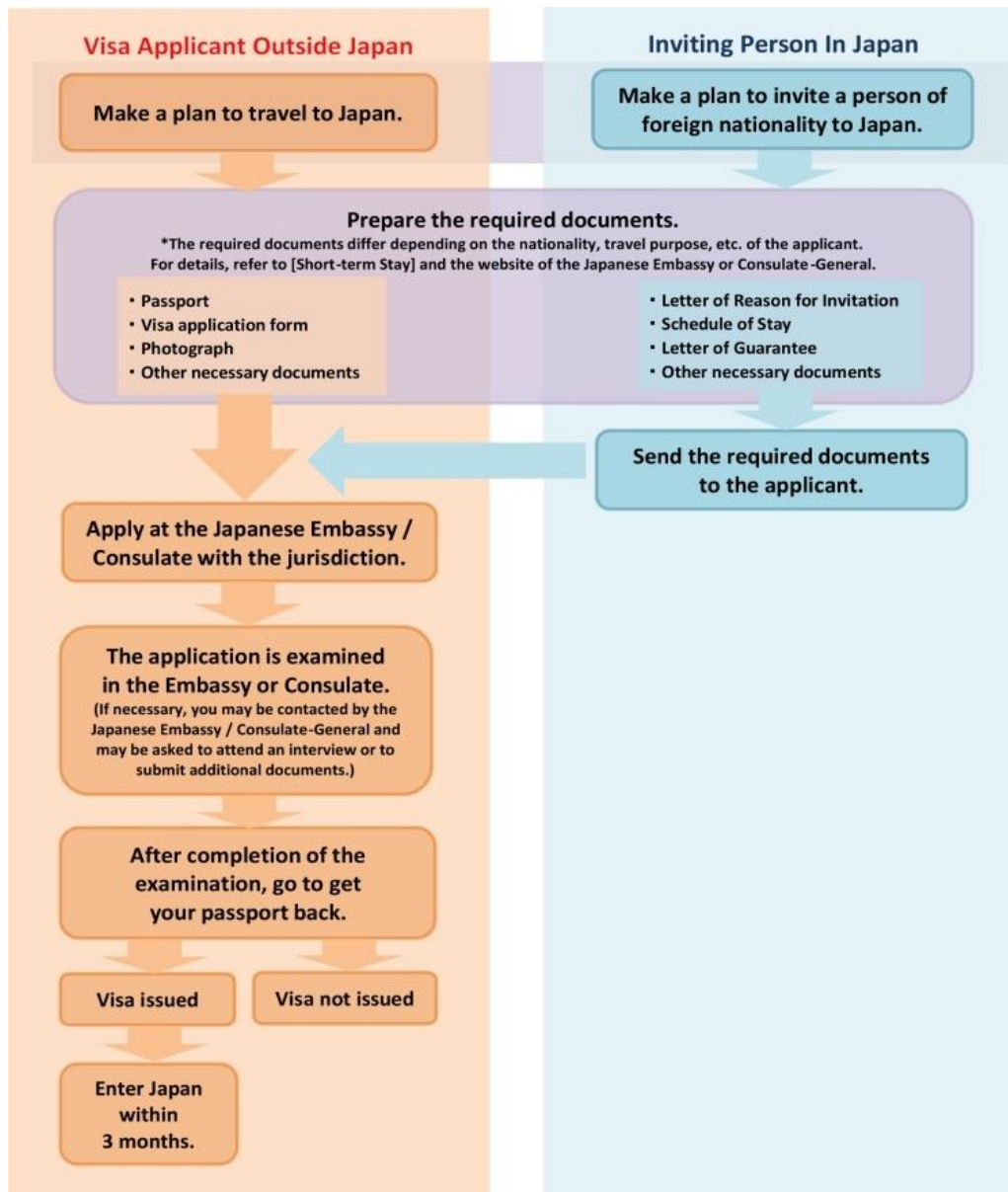
Applicants from some of certain countries such as China, Russia, Philippines, etc. will be required to obtain short-term stay visa even if their staying period is less than 90 days. In order to get this visa, they must have an invitation letter from SIT. With the letter, applicants must go to a local Japanese embassy or consulate to apply for the visa. SIT will prepare for an invitation letter and send it to the applicants. Please be patient until receiving it.

To know whether you are subject or not, please refer to [a list of visa exemption countries](#) in a [website](#) of ministry of foreign affairs of Japan. If your nationality is not in the list, you must

proceed this process. Please check it whether you need to apply for this VISA or not.

Note: Thailand and Brunei are exemption counties however, their exempted period is not 90 days, only 15 days. If you are from one of those and will stay longer than 15 days and less than 90 days, please note that you will need to apply for the VISA. The VISA documents will be sent to applicants at a later date. Please wait until then.

Procedures Chart for Short-Term Stay



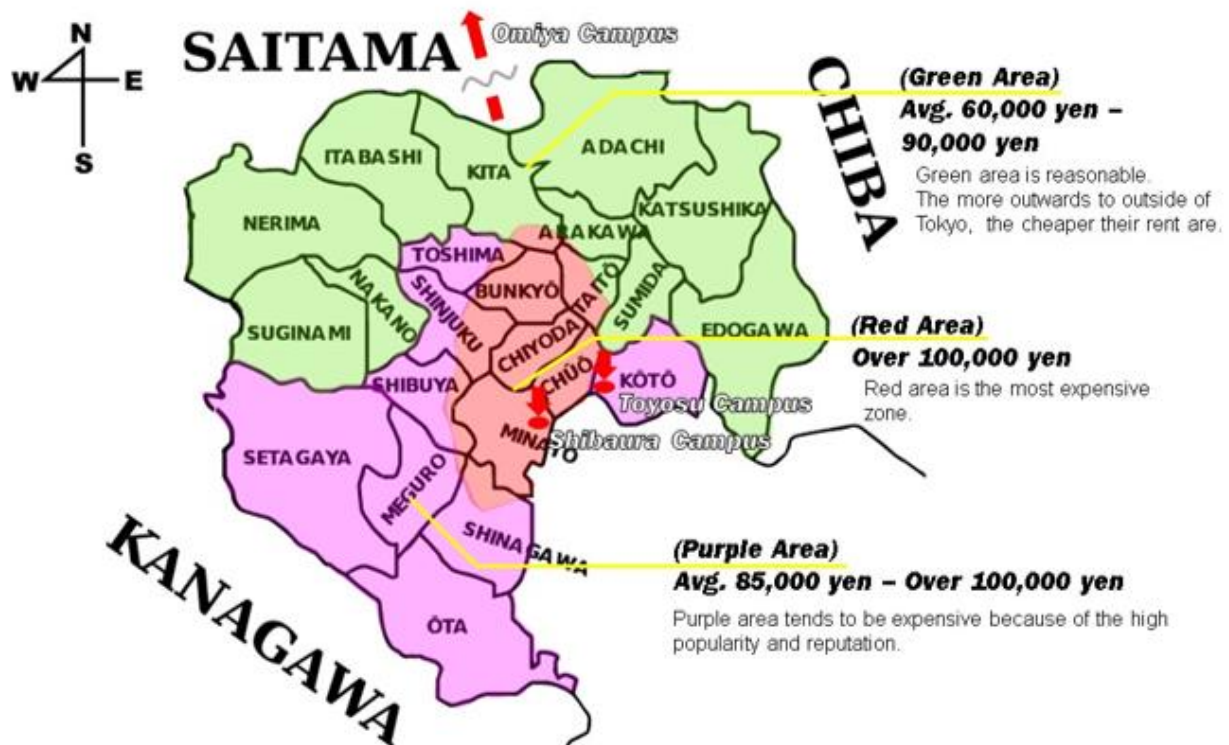
12. Accommodation in Japan

Once applicants are accepted, SIT will provide accommodation information and support them to find their accommodations in Japan. For the reference, the following figure is the survey result for cost of living per accommodation type in Tokyo area which was taken to international students studying at SIT.

As shown in the picture below, the accommodation expenses will be differed by area. So please decide the living location based on campus location the applicants mainly belong to, transportation fee and living cost by area.

When looking for the accommodation, please check the location of the SIT laboratory first.

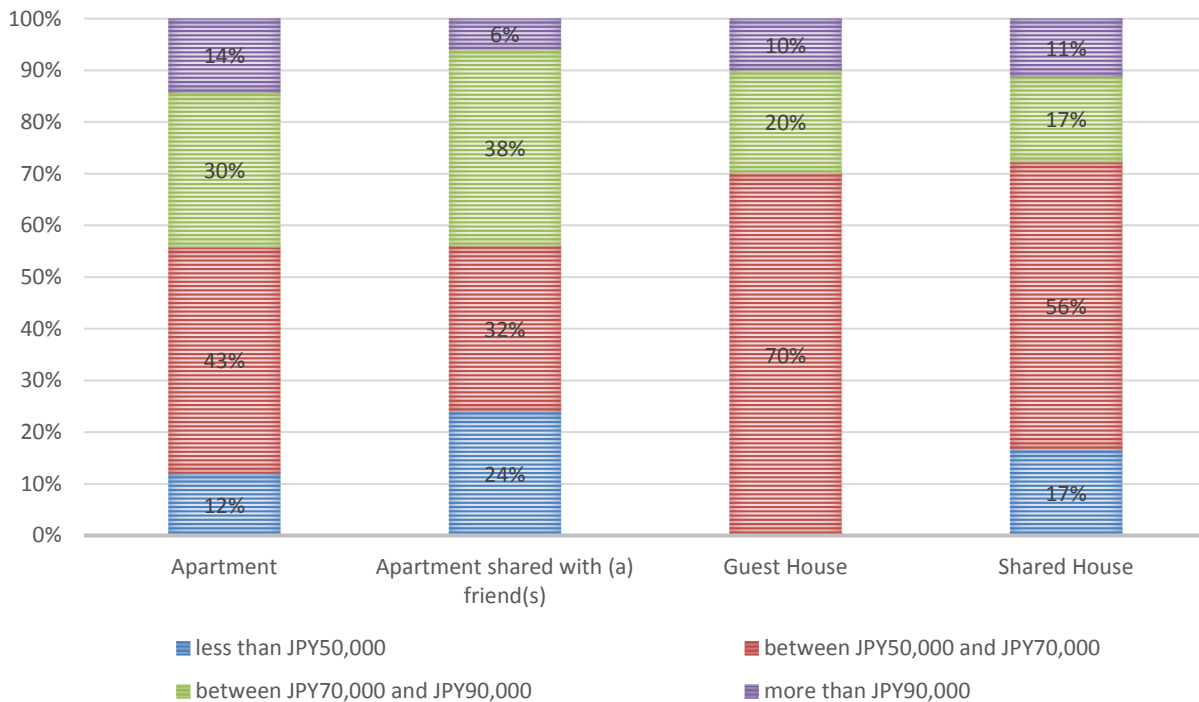
APPROXIMATE ACCOMMODATION EXPENSES BY AREA



Advices from International Students at SIT

- It's better to share accommodation with friends that you know. It helps you save all costs (accommodation, food, etc).
- Try to find a good shared apartment between your friends next to your main campus, it helps a lot to mitigate transport expenses.

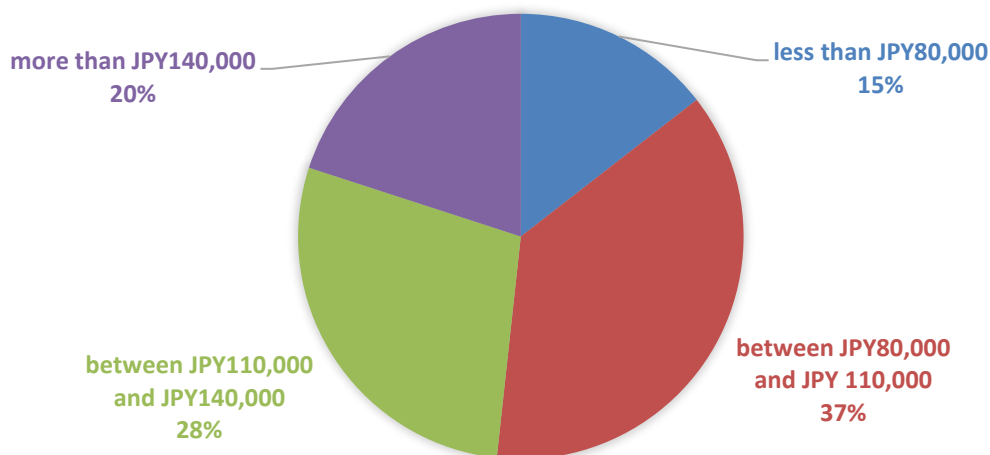
PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE



13. Total Cost of expenditure in Tokyo

This is a result of survey of total cost of living per month in Tokyo area for international students. The following chart shows average expenses how much they need to send per month. Please also refer this to consider a budget plan to study in SIT.

TOTAL COST OF LIVING PER MONTH IN TOKYO AREA



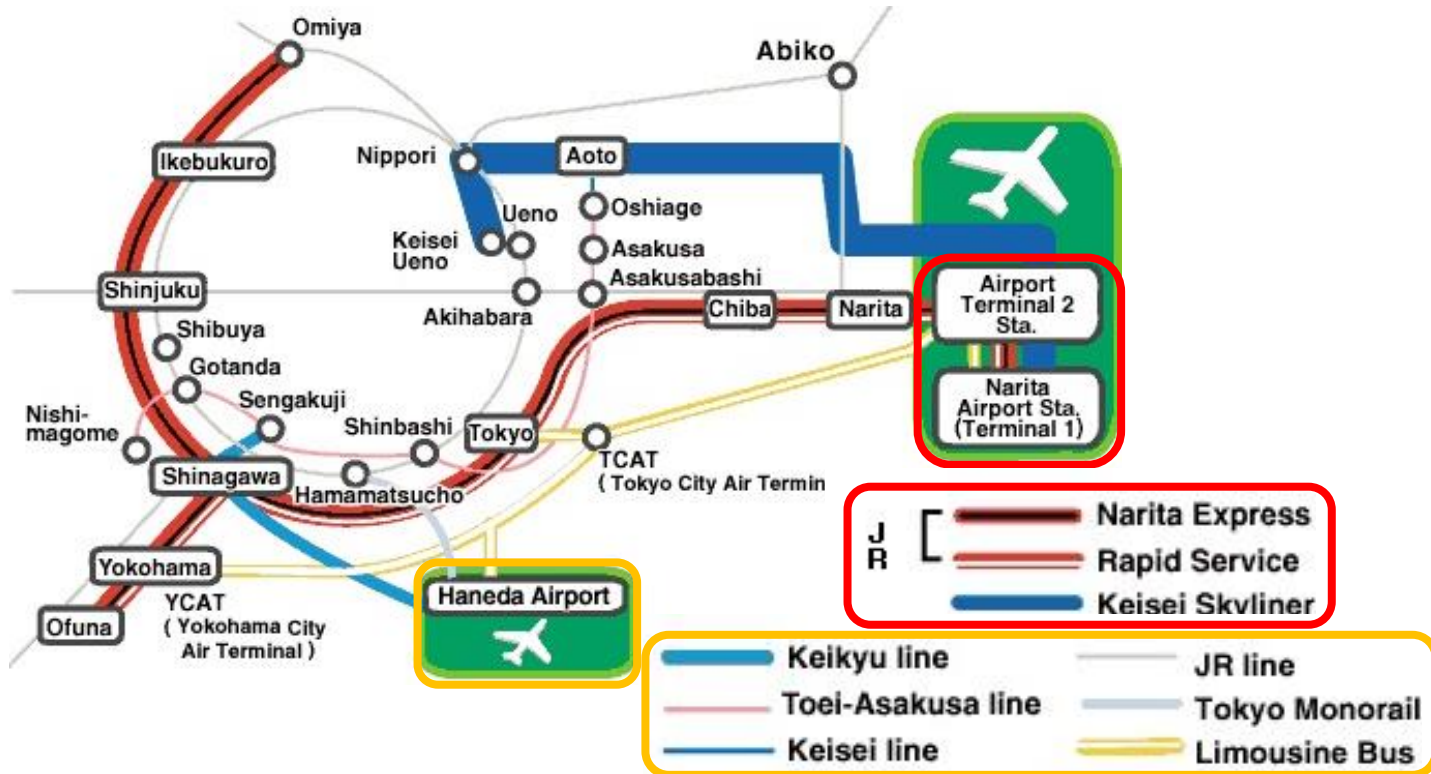
Advices from International Students at SIT

- Confirm the cost for everything before you come.
- Cost varies upon location of stay
- I think living cost can really vary depending on the people. But, as long as you take control on what you spent (especially on food and transportation), it could be quite affordable.

- SIT is very convenient to study even though Tokyo is quite expensive to live but it's worth it.

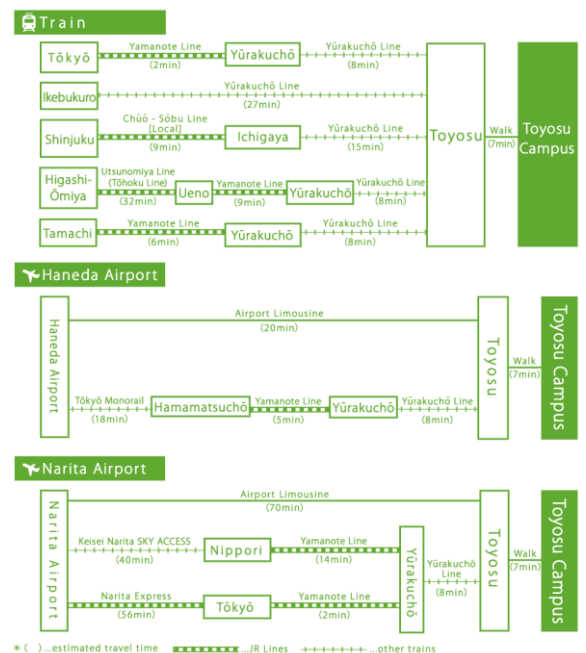
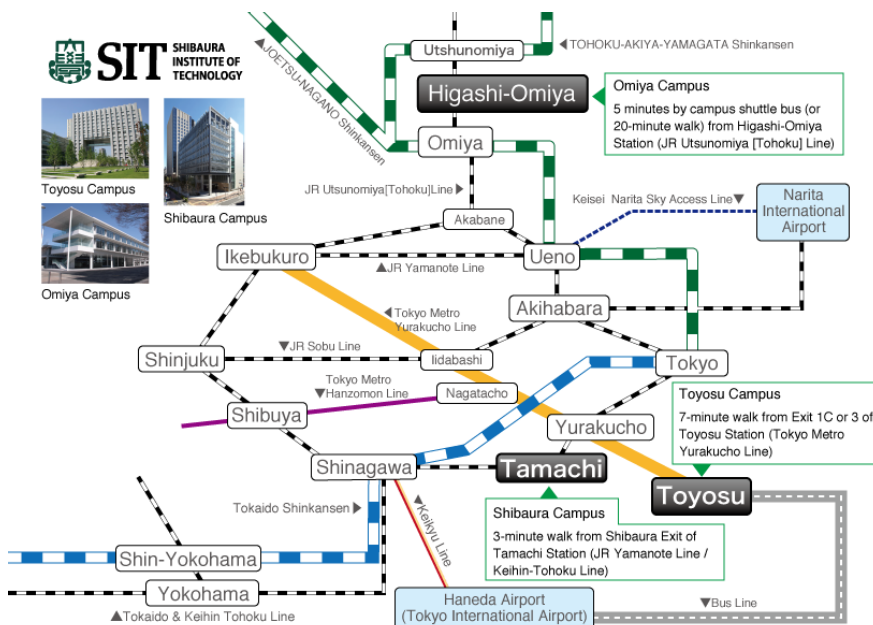
14. Arrival – Airport to your accommodation.

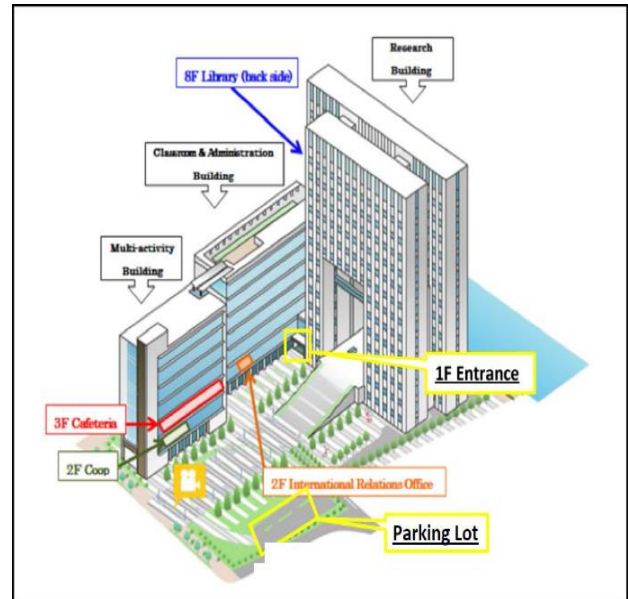
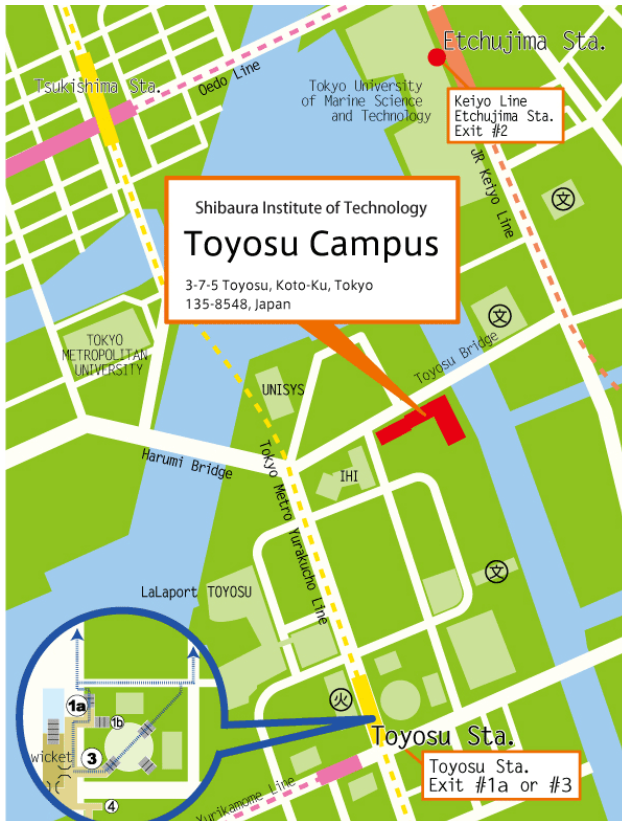
Both [Haneda airport](#) and [Narita airport](#) shows the access method to the city center on their website. If you would like to know the specific route to your accommodation, please refer the common [Route search site](#).



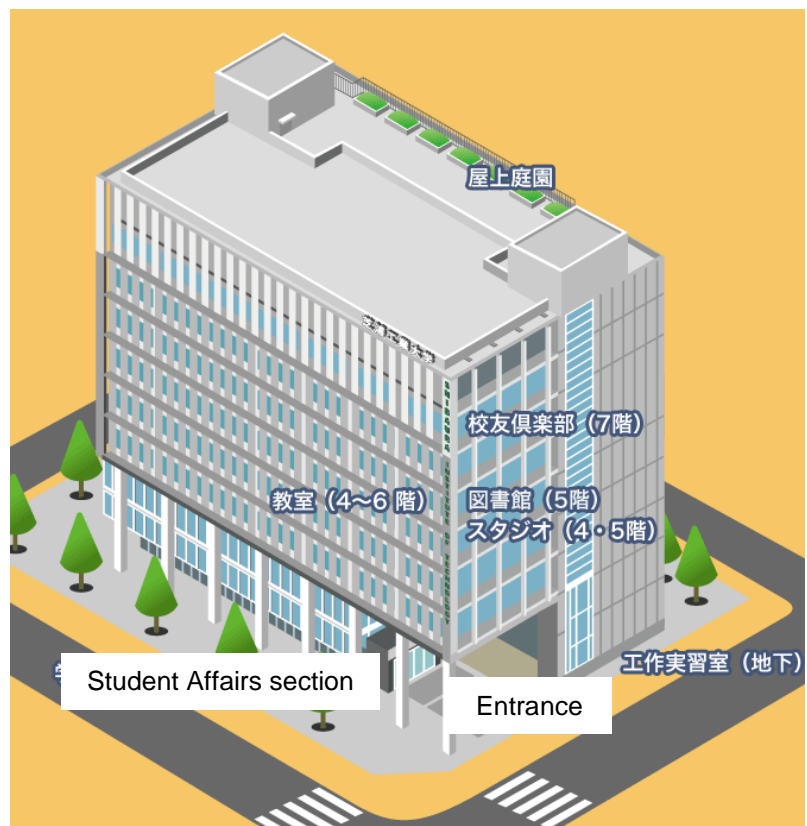
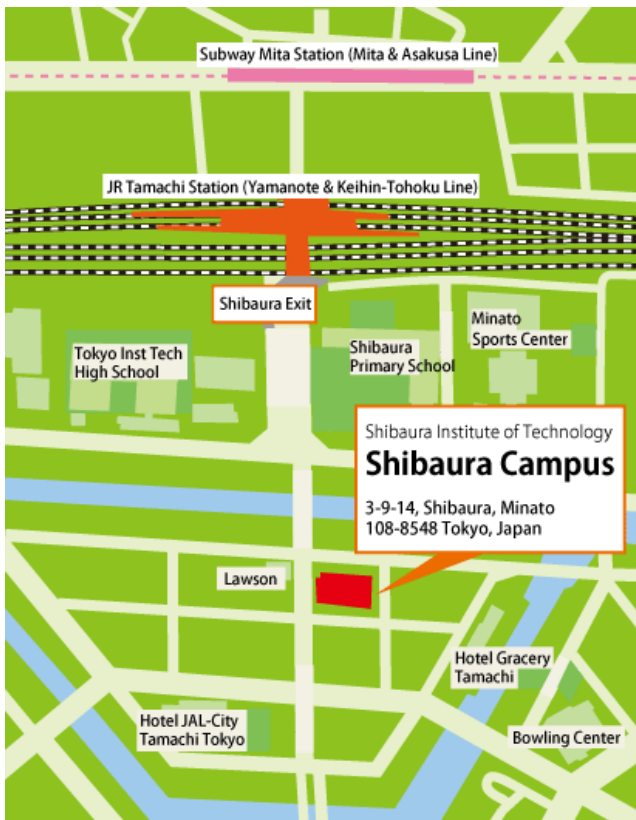
15. Access from your accommodation to your campus.

Traffic in Tokyo is very complicated. Before flying to Japan, we recommend you to search how to get to your accommodation from the airport and to SIT campuses. For reference, please refer the common [Route search site](#) and the following picture shows basic accesses how to go to campuses





Access to Shibaura campus from Tamachi Station.



Access to Omiya campus from Higashi-Omiya Station.

