Guidelines for the AY2020-2021

Course-Taking Sandwich Program

at Shibaura Institute of Technology

Created by the International Programs Initiatives Section

(As of September, 2019.)

Index

1. Program Outline

The Course-Taking Sandwich Program is where the student continues to be registered at their home university, while studying from 4 months to a year at Shibaura Institute of Technology. For example, the student may study for their first two years at their home university, study at the College of Engineering at Shibaura Institute of Technology for the third year, and then complete their studies at their home university. Students have a wide range of study options from all departments and colleges. Classes are taught in English and Japanese language lessons are also available.

Example :

Year 1
at Home

Year 2
at Home

Year 3
at SIT, Japan

Year 4
at Home

Return to home university
with CREDITS

Taking courses in English for 1 or 2 semesters

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2. Requirements

The applicant must :

- be an undergraduate/graduate student of a university.
- complete this program before graduation at his/her home university.
- have good English skills* (CEFR B2 or equivalent)
- be physically and mentally healthy. (X-ray examination is required before arrival to Japan)
- comply with the Japanese export control legal framework..

  (http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html)

  *CEFR B2 is equivalent to IELTS 5.5-6.5, TOEFL iBT 72-94, TOEFL ITP Level 1 & 2 543-626, Cambridge English FCE 160-179, Cambridge English CAE 160-179, and Cambridge English (CPE) 162-179. (These scores may change from time to time)

  *Native English speakers and English-based degree students are not required to submit English proficiency scores.

  *If the applicant hasn't taken the English proficiency test, his/her home university can issue a letter that substantiates the student's English proficiency.

3. Academic calendar and program duration

SIT is a semester-based university. The 1st semester is mid-April to late July, and the 2nd semester is mid-September to the end of January. Summer vacation is August until mid-September.

Sandwich Program duration: 1 or 2 semesters

- Spring Semester (early April – end of July)
- Fall Semester (end of September – end of January)

Please note that our orientation for each semester will be held before semester begins.

- Orientation for Spring Semester: End of March
- Orientation for Fall Semester : Middle of September

*Some of courses will be conducted on a quarterly basis, as follows:

1st quarter: Beginning of April – early June,   2nd quarter: Early June – end of July

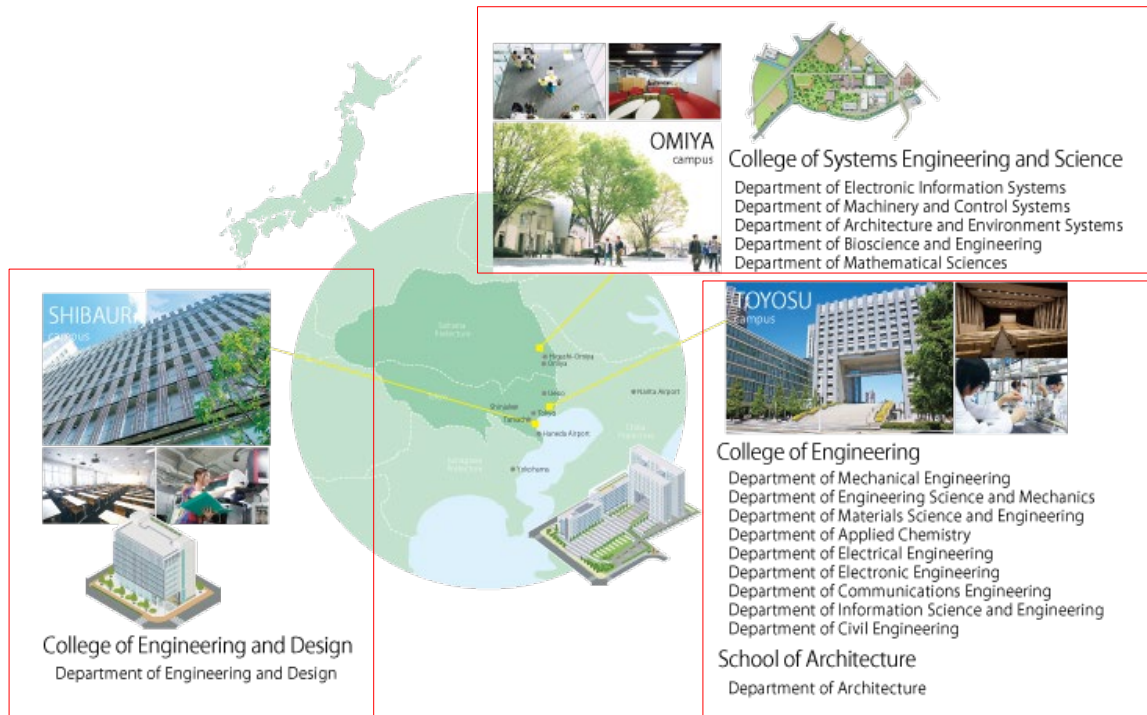3rd quarter: End of September. – mid-November,   4th quarter: Mid-November – end of January
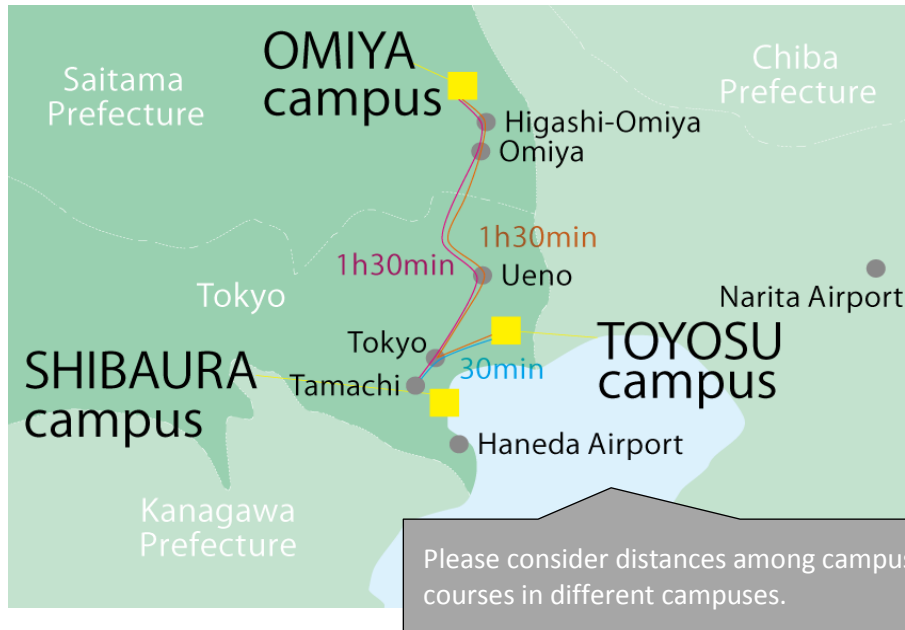
4. Campus information

SIT has 3 campuses: Toyosu, Shibaura and Omiya. Each campus has different colleges as the following picture shows. Campus you attend will depend on the topic of the course taken at each campus. Please check and consider the campus location for the courses you are willing to take and distances of each campus when you register for the courses.

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

OMIYA campus

College of Systems Engineering and Science
Department of Electronic Information Systems
Department of Machinery and Control Systems
Department of Architecture and Environment Systems
Department of Bioscience and Engineering
Department of Mathematical Sciences

SHIBAURA campus

College of Engineering and Design
Department of Engineering and Design

TOYOSU campus

College of Engineering
Department of Mechanical Engineering
Department of Engineering Science and Mechanics
Department of Materials Science and Engineering
Department of Applied Chemistry
Department of Electrical Engineering
Department of Electronic Engineering
Department of Communications Engineering
Department of Information Science and Engineering
Department of Civil Engineering

School of Architecture
Department of Architecture

OMIYA campus
Saitama Prefecture
Chiba Prefecture
Higashi-Omiya
Omiya
1h30min
1h30min
Ueno
Tokyo
Narita Airport
TOYOSU campus
SHIBAURA campus
Tokyo
Tamachi
30min
Haneda Airport
Kanagawa Prefecture

Please consider distances among campuses if you wish to take courses in different campuses.

5. Course information

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

Here is the course information for the AY2019 Undergraduate and Masters programs.

(The course list for AY2020 has yet not been decided)

Note that some parts of the course list may be displayed in Japanese due to your browser's language settings. To see the translation, check the "How to check the course schedule" before you open each course lists. Or you can change your browser's language settings to English to see all of the information in English.

<How to use and check the course schedule>

https://www.shibaura-it.ac.jp/en/prospective/student_exchange_prog/course_list_note.pdf

<Undergraduate>

- Spring semester

http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0318Z1.html

- Fall semester

http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0328Z1.html

<Graduate>

- Spring semester

http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0318Z5.html

- Fall semester

http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0328Z5.html

\<Japanese-based course\>

Students who have good Japanese language skill, such as JLPT N2, can also take courses in Japanese. The way to register for courses conducted in Japanese is different from English-based course registration. After a screening process, SIT will provide special forms and course lists to the applicants.

Please refer to URL below for available courses.
http://www.shibaura-it.ac.jp/examinee/feature/researcher.html

*The Japanese language course is a course for learning Japanese, but since it is conducted in English, it is treated as an "English course

*As mentioned in article 4, SIT has 3 campuses: Toyosu, Shibaura and Omiya campus. Each campus is located in a different area, so applicants need to choose courses while carefully considering campus location and transportation fees, since the accommodation will vary according to the campus where applicants mainly belong. Applicants can check "Approximate accommodation expenses by area" in article 10.

6. Program Fee

SIT Partner University applicants:

Until 2020 Spring Entry
- Program fee and tuition: All Waived

From 2020 Fall Entry
- Registration fee: JPY30,000
- Program fee and tuition: All Waived

Non-Partner University applicants:

Until 2020 Spring Entry
- Admission fee: JPY40,000
- Tuition (Course takers only): JPY12,000/credit

From 2020 Fall Entry
- Registration fee: JPY30,000
- Admission fee: JPY40,000
- Tuition (Course takers only): JPY12,000/credit*Please check with a counselor at the international office of your university to see if your university is an SIT partner university.

7. Scholarship opportunity

SIT can offer some applicants a scholarship which is **JPY 40,000** per month during the program.

This scholarship may be provided after an applicant screened by SIT. This screening process takes at least 1 month. During this period, SIT will verify the documents and also decide the amount of the scholarship for those who apply for it.

After this process, SIT will provide a letter of acceptance via the applicants' home university coordinator.

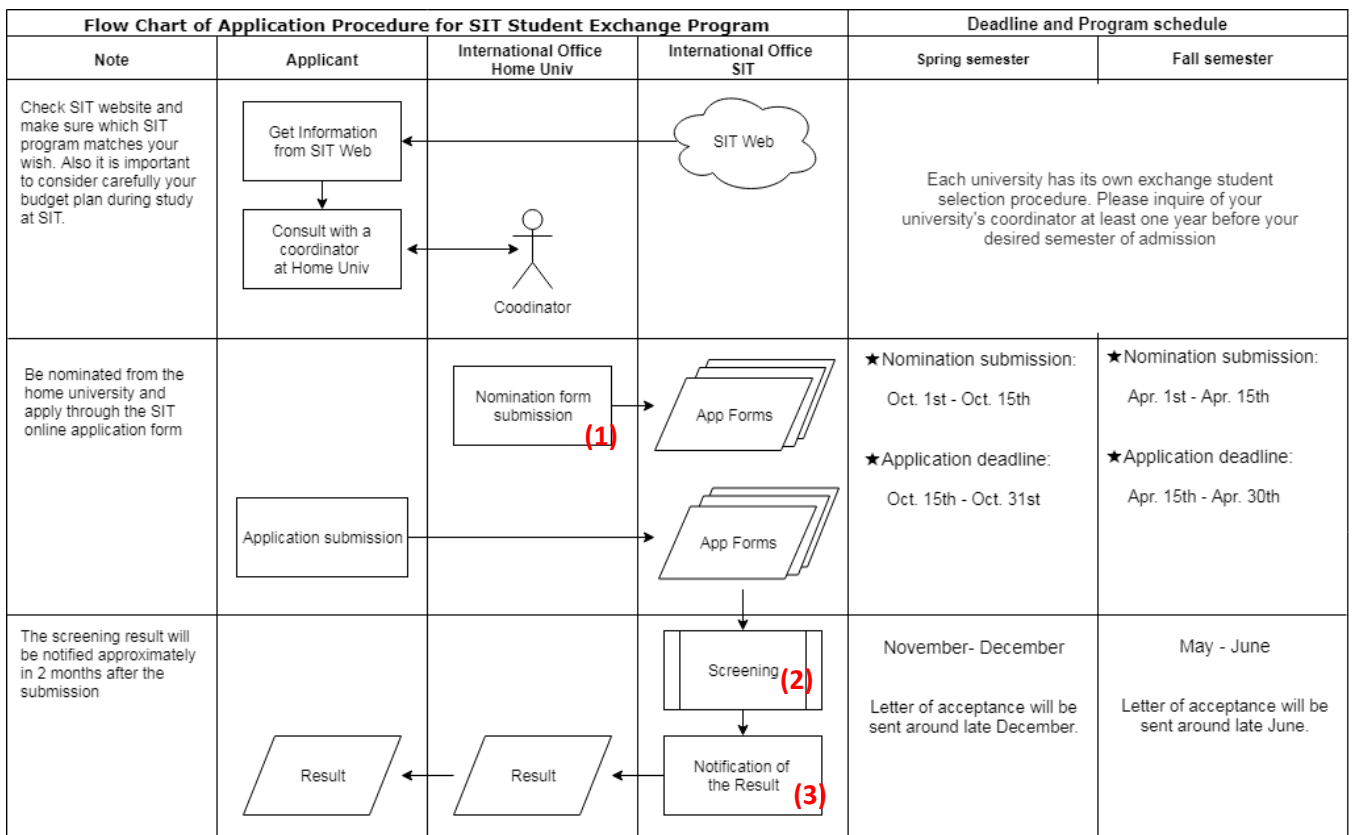*Although we provide scholarships to some students, the scholarship won't be enough to support the

participant's entire stay in Japan. Check Article 11, which estimates typical expenses to be at least JPY80,000 per month.

*Those who are going to receive any scholarship(s) from other organization(s) for an amount that is the same as or more than SIT scholarship, can NOT apply for the SIT scholarship.

8. Steps to apply

Refer the following procedure to apply.

Phase1: Before notification of acceptance result

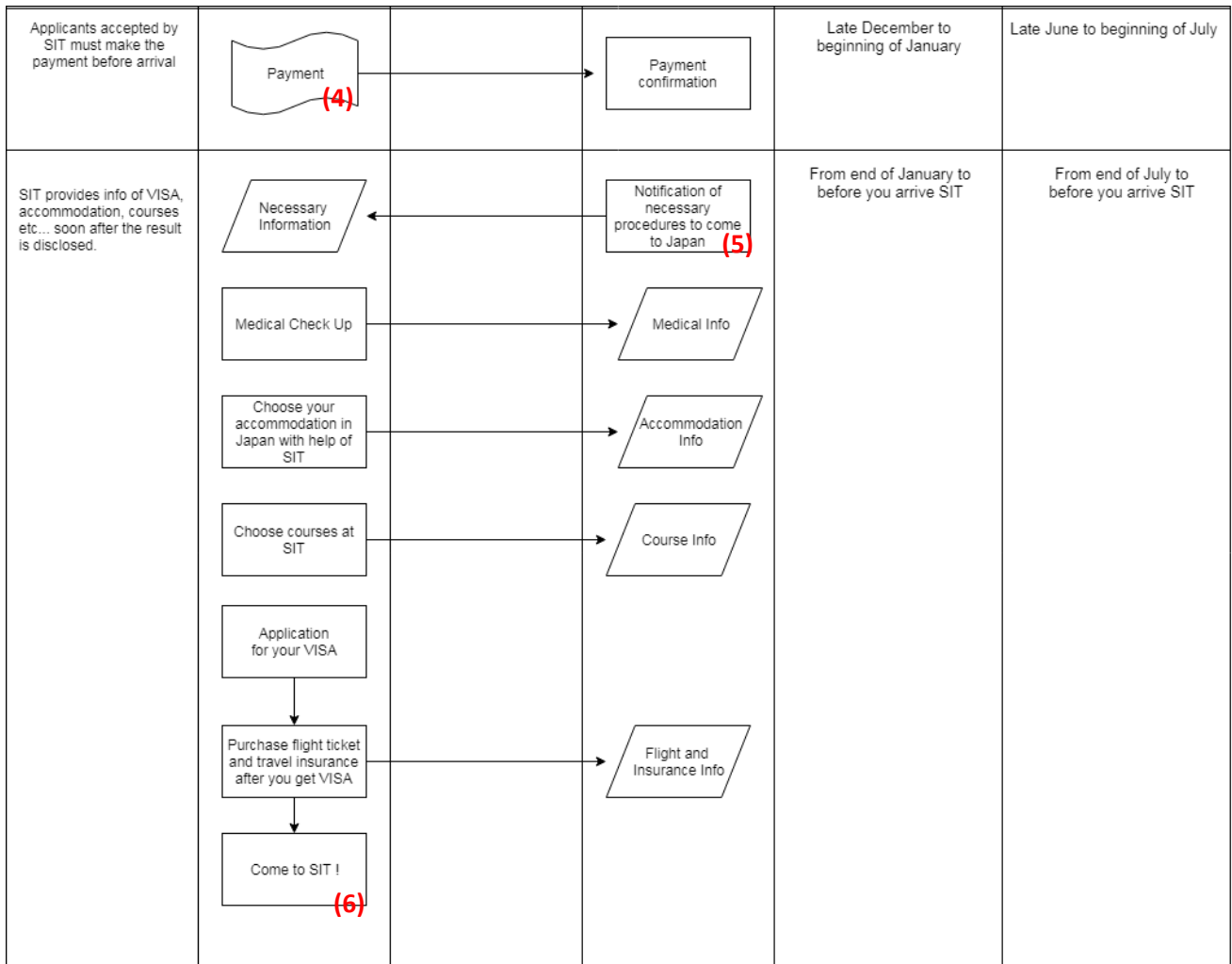|	Flow Chart of Application Procedure for SIT Student Exchange Program				Deadline and Program schedule	
Note	Applicant	International Office Home Univ	International Office SIT		Spring semester	Fall semester
Check SIT website and make sure which SIT program matches your wish. Also it is important to consider carefully your budget plan during study at SIT.	Get Information from SIT Web → Consult with a coordinator at Home Univ	Coordinator	SIT Web		Each university has its own exchange student selection procedure. Please inquire of your university's coordinator at least one year before your desired semester of admission	
Be nominated from the home university and apply through the SIT online application form	Application submission	Nomination form submission **(1)**	App Forms / App Forms		★Nomination submission: Oct. 1st - Oct. 15th ★Application deadline: Oct. 15th - Oct. 31st	★Nomination submission: Apr. 1st - Apr. 15th ★Application deadline: Apr. 15th - Apr. 30th
The screening result will be notified approximately in 2 months after the submission	Result	Result	Screening **(2)** → Notification of the Result **(3)**		November- December Letter of acceptance will be sent around late December.	May - June Letter of acceptance will be sent around late June.

(1) SIT **ONLY** accepts the document that is submitted from an International office counselor at your University. Nomination form must be the designated SIT form which is uploaded to our website. Also, please send the nomination form in excel file.

(2) During the screening process, your acceptance and payment scholarship amount will be decided, a process will take around 1 month.

(3) SIT will send a letter of acceptance to the international office at your home university.

Phase 2: After acceptance is confirmed

				Late December to beginning of January	Late June to beginning of July
Applicants accepted by SIT must make the payment before arrival	Payment **(4)**		Payment confirmation		
SIT provides info of VISA, accommodation, courses etc... soon after the result is disclosed.	Necessary Information		Notification of necessary procedures to come to Japan **(5)**	From end of January to before you arrive SIT	From end of July to before you arrive SIT
	Medical Check Up		Medical Info		
	Choose your accommodation in Japan with help of SIT		Accommodation Info		
	Choose courses at SIT		Course Info		
	Application for your VISA				
	Purchase flight ticket and travel insurance after you get VISA		Flight and Insurance Info		
	Come to SIT ! **(6)**				

(4) The applicants accepted by SIT must pay the "placement fee", which the amount is **JPY20,000.** (Every participants must pay for this fee even the participants are from the SIT partner university) Please note that we won't refund the fee even if the participants decided NOT to participate the program.

As written in article 6, the non-partner university students are asked to pay additional fee (admission fee and tuition) after they arrive SIT.

(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).
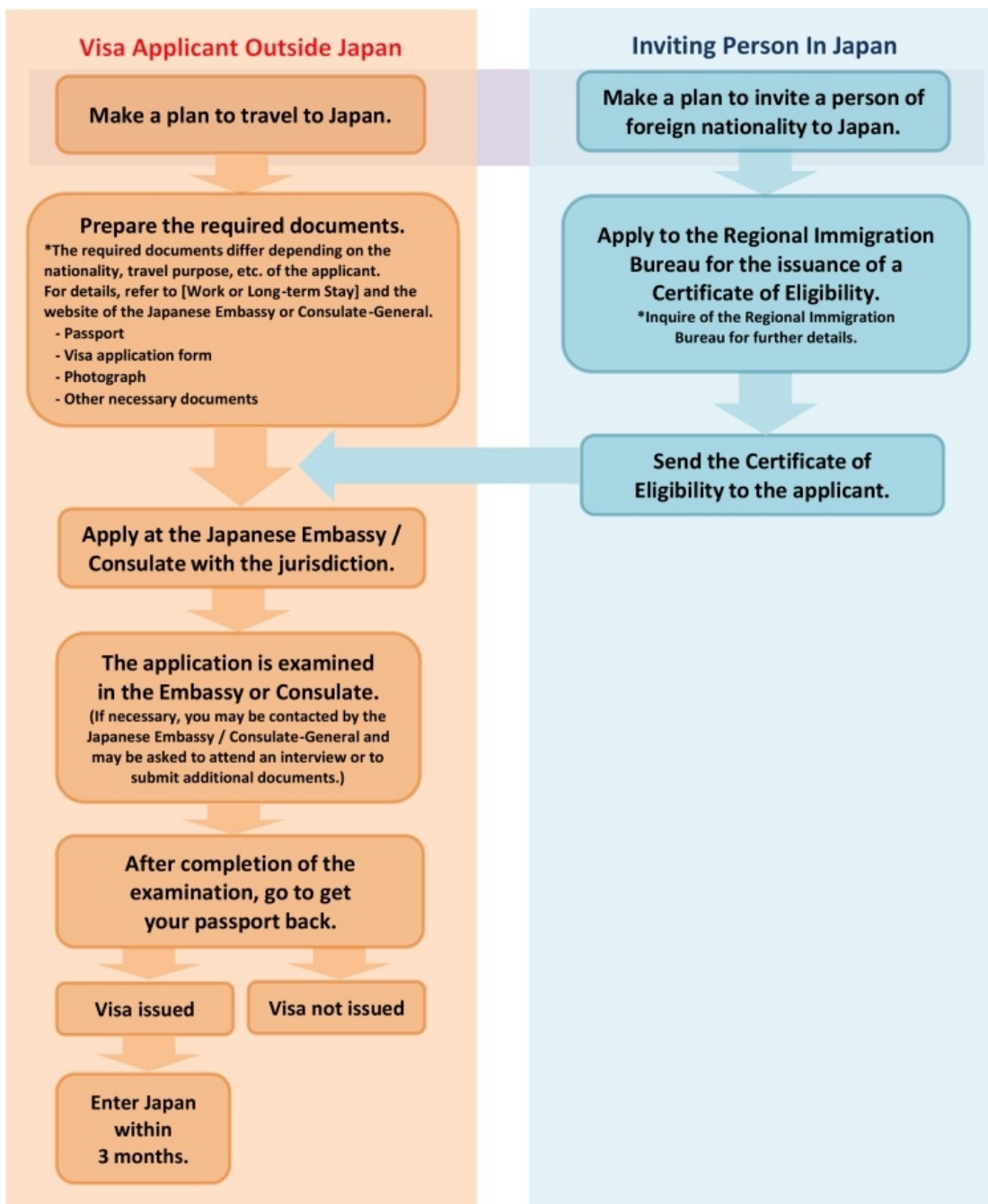
(6) SIT inform you of your orientation date.

9. VISA Process/Student visa (COE needed students)

Students who will participate the program for more than 90 days must have a "student visa".

In order to apply for a student visa, a COE (Certificate of Eligibility) is needed which will be issued by Immigration bureau in Japan.

SIT will apply for the COE on your behalf and send the original certificate to the program coordinator at your home university, once it is issued. Students can apply for Student visa with COE.

This is a flow chart of visa application process. Usually, this process will take about 2 months before the original COE reaches you. Please be patient until receiving the COE.

Procedures Chart for Long-Term Stay

Visa Applicant Outside Japan

Make a plan to travel to Japan.

Prepare the required documents.
*The required documents differ depending on the nationality, travel purpose, etc. of the applicant.
For details, refer to [Work or Long-term Stay] and the website of the Japanese Embassy or Consulate-General.
- Passport
- Visa application form
- Photograph
- Other necessary documents

Apply at the Japanese Embassy / Consulate with the jurisdiction.

The application is examined in the Embassy or Consulate.
(If necessary, you may be contacted by the Japanese Embassy / Consulate-General and may be asked to attend an interview or to submit additional documents.)

After completion of the examination, go to get your passport back.

Visa issued | **Visa not issued**

Enter Japan within 3 months.

Inviting Person In Japan

Make a plan to invite a person of foreign nationality to Japan.

Apply to the Regional Immigration Bureau for the issuance of a Certificate of Eligibility.
*Inquire of the Regional Immigration Bureau for further details.

Send the Certificate of Eligibility to the applicant.

Link: Application for Certificate of Eligibility (COE)

10. Accommodation in Japan

Once applicants are accepted, SIT will provide accommodation information and help them find accommodation in Japan. For reference, the following figure is the estimated cost of living per accommodation type in Tokyo area which is based on international students actually studying at SIT.

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

When looking for accommodation, please first confirm which campus you will take classes on.

APPROXIMARTE ACCOMMODATION EXPENSES BY AREA
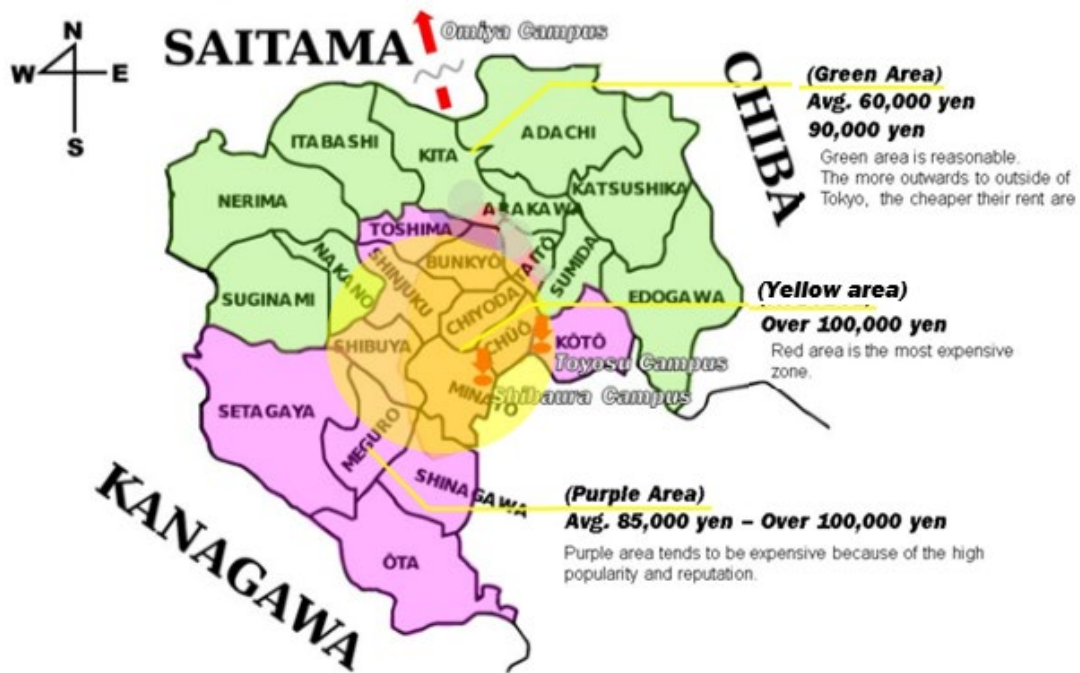
PECENTAGE OF LIVING EXPENSES BY AREA
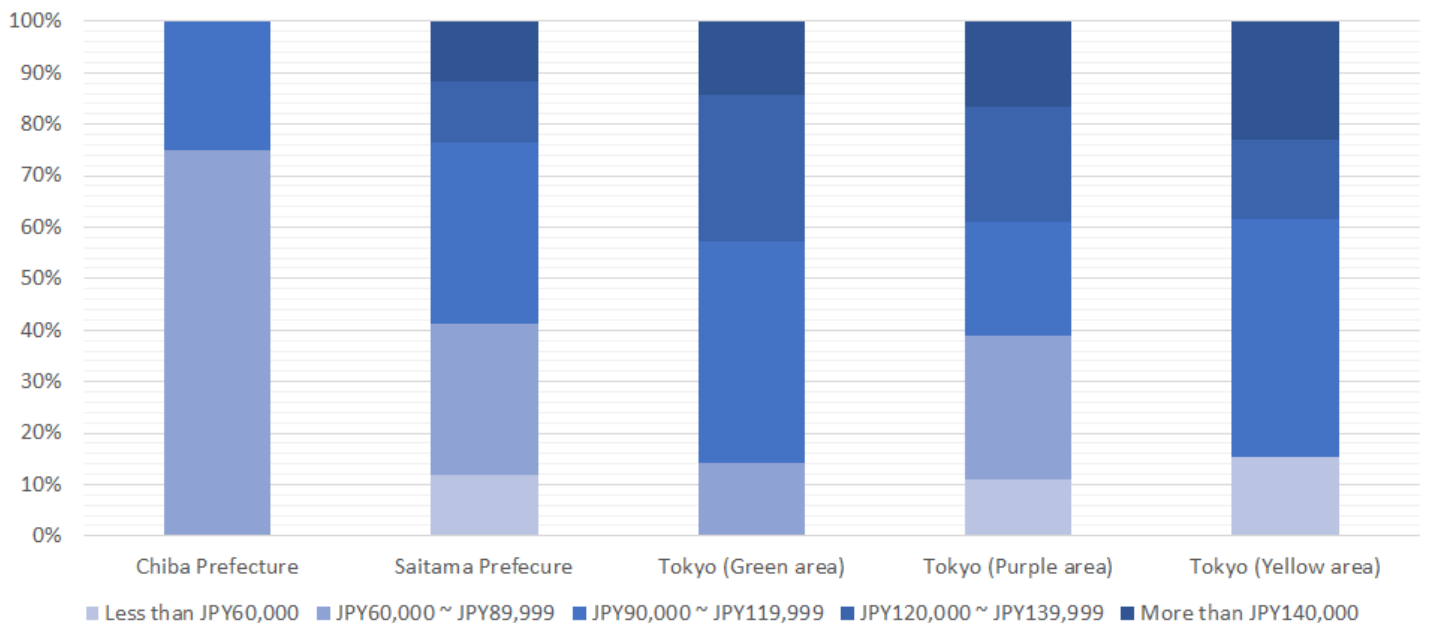
## PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE
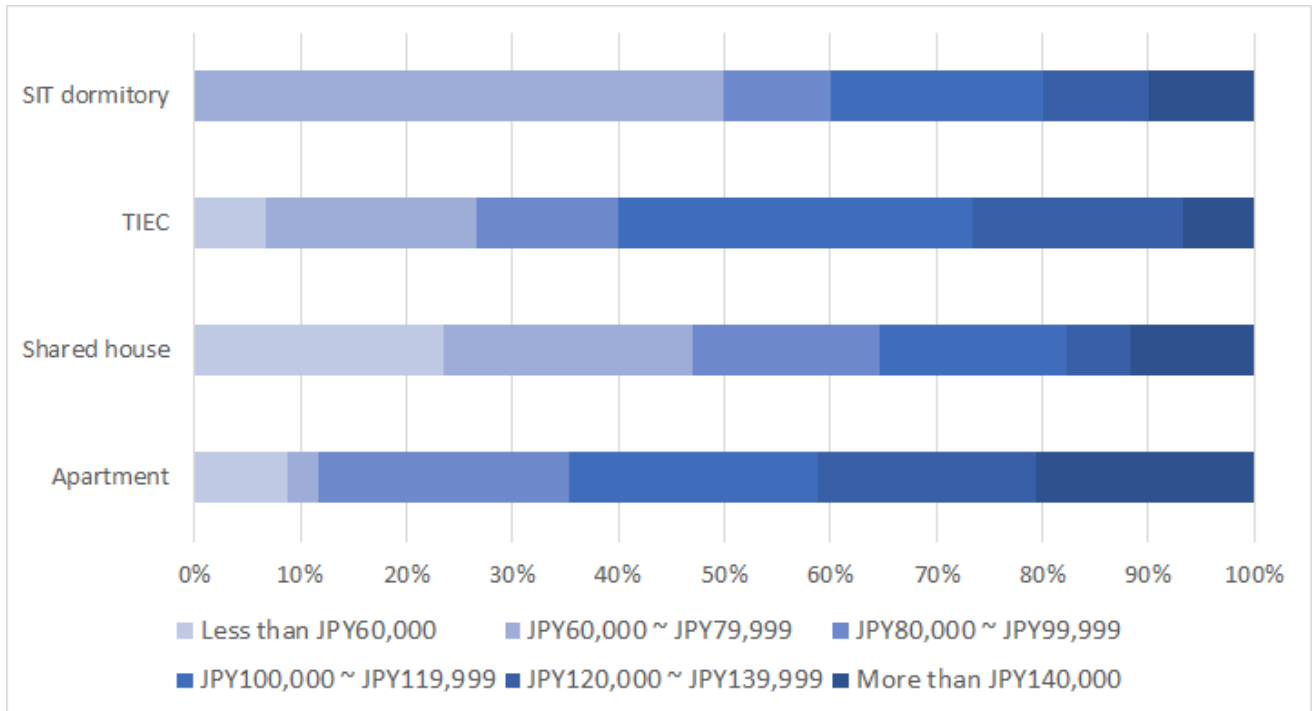
Note:
- TIEC (Tokyo International Exchange Center) is the dormitory for the students at a Graduate level. It is operated by Japanese government, and located near Toyosu campus in the Odaiba district.
- You need to pass a screening to stay in the TIEC or SIT dormitory. Due to the high numbers of international students in Tokyo, these two dormitories are very competitive to enter, so please try to look for other accommodation in case you cannot pass the screening.

Advice 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). If you try to find a good shared apartment with your friends next to your main campus, it will help a lot to mitigate transport expenses.

11. Total Cost of expenditure in Tokyo

This is a result of survey of total cost of living per month in the Tokyo area for international students. The following chart shows average expenses spent per month. Some students manage to live on less than JPY80,000, but at least JPY80,000 must be budgeted since it is the minimum amount required by the immigration bureau.
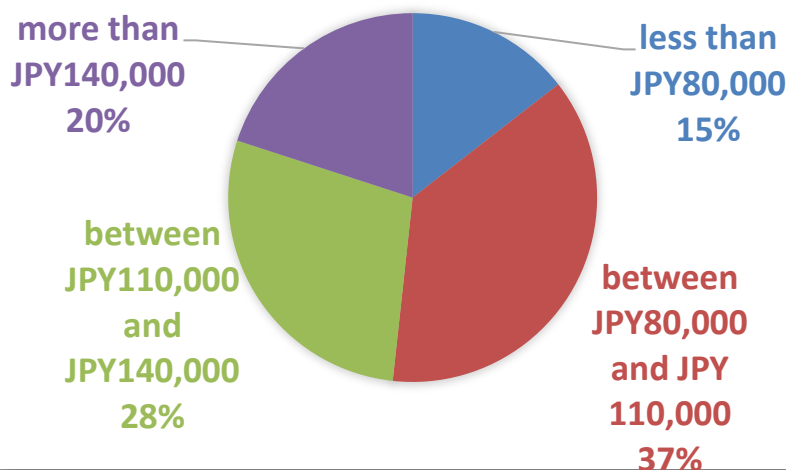
PERCENTAGE OF STUDENTS WORKING PART TIME

International student's first priority is "Studying", however they are also allowed to work and earn money during their free time up to 28 hours per week.

The figure on the right shows the percentage of Students keeping a part time job.
Sometimes, the SIT international office provides part time jobs.
(ex. Airport pick up, supporter for event etc.)

Advice 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 of what you spend (especially on food and transportation), it can be quite affordable.
● SIT is very convenient to study in even though Tokyo is quite an expensive to live but it's worth it.

12. Arrival – Airport to your accommodation.

Since the Tokyo has a well-devel9oped public transportation system, we do not providing the airport pick up service. You can check the website of Haneda airport and Narita airport to understand how best to travel from the airport to the city center. If you would like to know the specific route to your accommodation, please refer to the common Route search site.