

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

ver. SPRING 2023

CONTACTS

Name of University, Department	Saitama University, Office of International Affairs
Coordinator	Sakura FUKUMOTO (Ms.)
Mailing Address	255 Shimo-okubo, Sakura-ku, Saitama City, Saitama 338-8570 JAPAN
Phone	+81-48-858-3011
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 may be found in our website: http://en.saitama-u.ac.jp/about/mapsaccess/</p>	

ACADEMIC CALENDAR 2023

Our academic calendar has been changed from a semester-based to a quarter-based system. However, exchange students may only enroll from Term 1 (April) or from Term 3 (September), and minimum study period is for two terms. Period of stay is as follows:

Length of Stay - Two Terms (half a year)
 [Spring Admission] April 2023 - August 2023 (Terms 1&2) [Fall Admission] September 2023 - February 2024 (Terms 3&4)

Length of Stay - Four Terms (one year)
 [Spring Admission] April 2023 - February 2024 (Terms 1,2,3&4) [Fall Admission] September 2023 - August 2024 (Terms 3,4,1&2)

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 - Mid November
Term 4	Late November - Early February, 2023
Summer Break	Early August - Late September
Winter Break	Late December - Early January, 2024
Spring Break	Early February, 2024 - Early April, 2024

IMPORTANT DATES

Term 1 (April) Admission	International House Check-In	Late March to Early April
	Orientation	early April
	Course Registration	early April
	International House Check-Out	Mid August (Two Terms students) / Early March 2024 (Four Terms students)

APPLICATION

Application Deadlines for Term 1 (April) Admission:	Nomination Deadline: September 1 1st Application Deadline: October 1 2nd Application Deadline: November 1
Requirements for Application	<p>STEPS applicants must meet all the criteria below</p> <p>The applicant must :</p> <ol style="list-style-type: none"> 1 be a full-time undergraduate student (above second year) or a graduate student at one of our partner universities 2 assent to the objectives of STEPS 3 have a clear study plan at Saitama University 4 actively participate in international exchange activities with Saitama students 5 have a financial supporter or sufficient funds while studying and living in Japan 6 be examined as suitable for study abroad by a physician/medical doctor for the entire duration of the program 7 respect and observe the rules and regulations of Japan and Saitama University

Requirements for Application(continued)	8 have skills in either Japanese or English to understand classes and to fulfill the course requirements. However, there is no language proficiency requirements. Students who wish to take Intensive Japanese Course are required to take placement tests during the orientation period.	
Nomination Document	1 Official Document Stating the Student's Expected Date of Graduation	* Refer to 'STEPS Application Procedure (for Partner University Coordinators)' for detailed instructions
1st Application Documents	1 Student Information Form - to be completed from the proved link 2 Application for Certificate of Eligibility - to be completed from the provided link 3 Application Form (including signature) 4 Financial Statement 5 Tuberculosis (TB) Clearance 6 Passport Copy 7 Digital Color Picture Photo	
2nd Application Documents	1 Statement of Purpose 2 Academic Reference 3 Official Academic Transcript 4 Official Language Proficiency Score Report Copy(if any) Any type of language proficiency certificate accepted ; i.e. JLPT, TOEFL, IELTS etc.	

ACCOMMODATION

Housing for exchange students	Exchange student will have a priority to live in our on-campus dormitory; International House (I-House). Most exchange students will share a triplet complex (with 3 separated airconditioned bedrooms) or a family room (with 2 separated airconditioned bedrooms) with another exchange student of the same gender. A Triplet complex will be shared with one other Japanese SU student to experience daily intercultural exchanges. Students will share a common kitchen, shower, and a restroom. Please note that students may not choose the room type, but we ask you to consult with us in advance if you have a physical disability or condition warranting special consideration in making your assignment* *SU considers gender diversity to be an important aspect for students of any gender identity to live on campus where they can feel safe and comfortable.		
Rent and other Costs (I-House)	Rent	12,000 JPY / month	*subject to change
	Deposit *Partially refundable upon check-out	60,000 JPY (12,000 × 5 installments)	*subject to change
	Administration Fee	8,400 JPY / month	*subject to change
	Utility charge, cleaning fee and other fees depend on the room type. Details will be announced later.		

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	Textbooks	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 *No meal plans available	
	Monthly average	25,000 - 30,000 JPY	

VISA

Visa Application Procedure	After screening, SU will submit your documents to the Immigration Bureau and apply for your Certificate of Eligibility (CoE). As soon as it is issued, we will post mail our official documentation together with your CoE by courier. After the documents arrive, 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 your local Japanese Embassy or Consulate for details.
----------------------------	--

FREQUENTLY ASKED QUESTIONS

Q. When do I choose my courses?

A: Course list and syllabi will be finalized by April 1 every year. Students 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. <http://en.saitama-u.ac.jp/exchangeprograms/courses/>

Q. Is there any limitation to take courses?

A: SU offers more than 40 courses conducted in English which is available to register without any restrictions. Some courses in Japanese are available for the exchange students to register as well. Further information and directions are given at the Course registration orientation after arrival.

Q. Can I take Intesive Japanese language courses?

A: For students who wish to concentrate on Japanese language studies, SU Japanese Education Center provides comprehensive courses on the Japanese language. This course is designed for those who wish to study the Japanese language comprehensively on a continuous basis in a series of six classes: Japanese A to Japanese S, from beginner to the advanced level. Students will take the placement exam and will be placed in their appropriate levels.

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. When can I start living in the dormitory? Can I leave my baggage before the check-in day?

A: We will announce the date of check-in later. Unfortunately, no one is allowed to send their baggages prior to your move-in date.

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: Starting from 2023 FY, SU will not accept any exchange students to extend their original study period.

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! Free Wi-Fi on campus and in I-House is available.