

Application Procedure FALL 2022

(for Partner University Coordinators)

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

If you would like to nominate a student from your university, please send us your student information from the following link.

<Nomination form>

<https://forms.office.com/r/qACcjdUgB>

*If you have more than one student to nominate, use a different form for each student.

Nomination Deadline : April 1, 2022

Once we receive a nomination from your institution, we will email you to confirm the receipt of your nomination.

2. Application


Following are required documents to be submitted

Application Deadline : May 1, 2022

We ask you to forward '4. STEPS Application Procedure (for Applicants)' to your nominated student(s) for application instructions.

Original hardcopies of application documents are NOT required to be post mailed.

<p>To be submitted by the nominated student</p> <p>Online Questionnaire (Questionnaire links will be informed in the nomination confirmation email)</p>
<p>① Student Information</p>
<p>② CoE Application</p>
<p>To be submitted by the home university coordinators via email</p> <p>Document formats will be sent to the partner university coordinators when calling for nominations.</p> <p>* Attach an English or Japanese translation for documents④⑤⑧&⑨</p>
<p>③ Application Form</p> <p>Type in the edible PDF and save as is. Handwritten signature accepted. Signed page may be scanned separately and saved in PDF format.</p>
<p>④ Financial Statement</p> <p>Bank balance certificate (must have account holder's name, Bank name, and date stated on the document), scholarship award letters, or other financial documents</p> <p>*Total amount must have at least 500,000 JPY for two terms or 1,000,000 JPY for four terms</p>
<p>⑤ TB Clearance</p> <p>Must be within 3 months. Any type of test accepted (X-ray, blood test, skin test, etc.)</p>
<p>⑥ Statement of Purpose</p> <p>Written by the applicant either in English or in Japanese. No specific format.</p>



⑦ Academic Reference
Written by the applicant's supervisor either in English or in Japanese. No specific format.
⑧ Official Academic Transcript
Issued by your home university. Must include the grading system or GPA.
⑨ Official Enrollment Certificate
Issued by your home university. Must include the student's enrolled period <u>including the expected date of graduation.</u>
⑩ Copy of the ID page of passport
Do not make any redaction to the copy. Submit in PDF file.
⑪ Digital Color Picture Photo
40mm×30mm、354×472 pixel or above, JPEG file only Photograph requirements Immigration Services Agency of Japan (isa.go.jp) 
Must be taken within 3 months and meet the above passport photo requirements. Taken with smartphone is accepted. Used for CoE application and for Student ID.
⑫ Official Language Proficiency Score (if any)
Any type of language proficiency certificate accepted ; i.e. JLPT, TOEFL, IELTS etc.

3. Visa and Letter of Acceptance

As soon as being issued by Immigration Bureau, Certificate of Eligibility (CoE) and Letter of Acceptance will be post mailed to your institution (or to the students) in around July.

4. Check out our videos!

SU students have created videos to introduce Saitama University for STEPS. You are welcome to share these videos to your students!!

<p><i>You Can Expect Anything In Saitama</i></p>  <p>https://www.youtube.com/watch?v=W0bH2x5B1ag</p>	<p><i>Student Support by Saitama University</i></p>  <p>https://youtu.be/BrtjAOLRshI</p>
--	--

-Contact Information-

Sakura FUKUMOTO (Ms.)
Office of International Affairs / Saitama University
255 Shimo-okubo, Sakura-ku, Saitama-city,
Saitama 338-8570 JAPAN
TEL: +81 48 858 3011
EMAIL: ryugaku@gr.saitama-u.ac.jp

