

Nomination & Application Procedure for **STEPS** (Short-Term Exchange Program of Saitama University) (for Partner University Coordinators)

1 Outline

STEPS (Short-Term Exchange Program of Saitama University) is a program for international students from our Partner Universities to study in Japan for one or two semesters. Following are its features:

- (1) Students will have the opportunity to study in Saitama, 30 minutes to the Tokyo metropolitan area, and to obtain experiences higher education in Japanese and in English.
- (2) Students can spend one or two semesters in Japan while enrolled in their home universities and transfer the credits they earn at Saitama University.
- (3) Students can improve their Japanese language skills through the Intensive Japanese Language Course. Japanese proficiency is not required prior to the study in Japan; however, it is highly recommended that students make an early start on learning Japanese for their smooth adjustment to the Japanese society and to the learning environment of STEPS.
- (4) Students will be learning the Japanese culture by having intercultural exchanges with the Saitama University Japanese students at both on and off campuses.

2 Objectives

STEPS is to provide the students with educational opportunities to:

- (1) improve their Japanese proficiency
- (2) learn the latest developments in a variety of academic fields in Japan
- (3) deepen their understanding of Japan
- (4) **experience intercultural exchanges together with the Japanese students**

3 Qualifications and Requirements for Application

STEPS applicants must meet all the criteria below. The applicant must :

1. be a full-time undergraduate student (second year or above) 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
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.

4 Nomination

If you would like to nominate a student from your university, please send us your student's information from the following link. Once we receive a nomination from your institution, we will email you to confirm the receipt of your nomination. **Please note that, starting from 2023 AY, students may not change or extend their study periods, once their nomination is accepted.**

Nomination Deadline : September 1, 2022

<Nomination Online Form> to be submitted by the home university COORDINATORS
https://forms.office.com/r/XNm311NkYN * We accept nomination ONLY FROM the student exchange program coordinators. * If you have more than one student to nominate, use a different form for each student.
<To be submitted by the home university COORDINATORS via email> * Attach an English or Japanese translation
Official Document Stating the Student's Expected Date of Graduation
Issued by your home university. The documents must state the student's enrolled period, <u>including the expected date of graduation.</u>


5 Application

Application deadline will be in two stages. Application instructions may be found below. Original hardcopies of application documents are NOT required to be post mailed.

◆ 1st Application Deadline : October 1, 2022

Following are required documents to be submitted

To be submitted by the NOMINATED STUDENT : Online Questionnaire (Questionnaire links will be informed in the nomination confirmation email)
a) Student Information
b) CoE Application

To be submitted <u>by the home university COORDINATORS via email</u>	
Document formats will be sent to the partner university coordinators via email in the nomination confirmation email * Attach an English or Japanese translation for documents 2. &3.	
1. Application Form (including signatures where necessary)	Type in the edible PDF and save as is (do not change the file). Required signature must be handwritten. Signed page may be scanned separately and saved in a different PDF format.
2. Financial Statement	Bank balance certificate (must have account holder's name, Bank name, and date stated on the document), scholarship award letters, or other financial documents *Total amount must have at least 500,000 JPY for two terms or 1,000,000 JPY for four terms
3. TB Clearance	Must be within 3 months. Any type of test accepted (X-ray, blood test, skin test, etc.)
4. Copy of the ID page of passport	Do not make any redaction to the copy. Submit in PDF file.
5. 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.

◆2nd Application **Deadline : November 1, 2022**

Following are required documents to be submitted

- * **Any documents submitted during the first application found incomplete, revised/missing documents must be submitted by this date.**

To be submitted <u>by the home university COORDINATORS via email</u>	
* Attach an English or Japanese translation for document iii)	
i) Statement of Purpose	Written by the applicant either in English or in Japanese. No specific format.
ii) Academic Reference	Written by the applicant's supervisor either in English or in Japanese. No specific format.
iii) Official Academic Transcript	Issued by your home university. Must include the grading system or GPA.
iv) Official Language Proficiency Score copy (if any)	Any type of language proficiency certificate accepted ; i.e. JLPT, TOEFL, IELTS etc.

6 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 January.

Prospective students must apply for their 'Student Visa' at their respective local Japanese Embassy or Consulate before arrival.

◆Check out our videos!

SU students have made 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://youtu.be/W0bH2x5B1ag</p>	<p><i>I-house International Exchange</i></p>  <p>https://youtu.be/HqmFNmPnU4k</p>
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