

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 Requirements for Application

STEPS applicants must meet all the criteria below

The applicant must

1.	be a full-time undergraduate student (above second year) or a graduate student at one of our partner universities
2.	maintain cumulative GPA of 2.4 or above on 4.0 scale
3.	assent to the objectives of STEPS
4.	have a clear study plan at Saitama University
5.	actively participate in international exchange activities with Saitama students
6.	have a financial supporter or sufficient funds while studying and living in Japan
7.	be examined as suitable for study abroad by a physician/medical doctor for the entire duration of the

program
8. respect and observe the rules and regulations of Japan and Saitama University
9. meet either of the following Minimum language requirements: • TOEFL PBT 533; TOEFL iBT 72; IELTS 5.5 (CEFR B2) or Equivalent • JLPT N2 or Equivalent Note: Those whose first language is either English or Japanese will be waived
※Students who wish to take Intensive Japanese Course are required to take a placement test during the orientation week.

4 Nomination

If you would like to nominate a student from your university, please send us your student's information from the following link. **Please note that students may not change or extend their study periods.** Once we receive a nomination from your institution, we will email you to confirm the receipt of your nomination. But, **before nominating your student, make sure of the following:**

Students must:

- be sent within the agreed slots including outbound student(s) currently studying at Saitama University in our MoU
- be enrolled in his/her home university while studying in Japan
- maintain cumulative GPA of 2.4 or above on 4.0 scale
- meet above language requirements

Nomination Deadline : September 1, 2023

<Nomination Online Form>
https://forms.office.com/r/566HenLC1z * <u>We accept nomination ONLY FROM student exchange program COORDINATOR.</u> * <u>The applied study period may not be extended or changed</u> * If you have more than one student to nominate, use a different form for each student.

To be submitted <u>by the home university COORDINATORS via email</u>
* Attach an English or Japanese translation for document 2-a
1. Certificate of Enrollment
Issued by your home university. Must state the graduation period.
2-a. Official Academic Transcript
Issued by your home university. Must include Grading system and GPA which should be 2.4 or

above to be eligible to apply.
2-b. GPA Conversion Certificate
If your university does not adopt 4.0 scale, please convert from the website below. https://www.scholaro.com/gpa-calculator/
3. Official Language Proficiency Score copy
•TOEFL PBT 533; TOEFL iBT 72; IELTS 5.5 (CEFR B2) or Equivalent •JLPT N2 or Equivalent
※Those whose first language is either English or Japanese will be waived
3-b. Certificate of Language Proficiency
If student doesn't have any Score copy or are currently enrolled in undergraduate/graduate programs taught in English, need to submit the official document Stating the Student is recognized by their university as having the above-mentioned language proficiency

5 Application

Application deadline will be in two stages. Application instructions may be found below as well as in '4. STEPS Application Procedure (for Applicants)'. We ask you to forward it to your nominated student(s). Original hardcopies of application documents are NOT required to be post mailed.

◆1st Application

1st Application Deadline : October 1, 2023

Following are required documents to be submitted

To be submitted by the NOMINATED STUDENT : Nominated students will be invited to "SpeedVisa" to enter CoE information and submit required documents via "SpeedVisa" when calling for nominations. Document formats will be sent to the partner university coordinators * Attach an English or Japanese translation for documents 2.	
1. Signatures of the Applicant, Advisor/Coordinator, guarantor	Only Handwritten signature is accepted. It may be scanned and saved in 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. Reason for studying in Japan	Written by the applicant either in English or in Japanese. Applicant can enter in SpeedVisa.
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 \(isa.go.jp\)](https://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 **2nd Application Deadline : November 1, 2023**

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 **by the NOMINATED STUDENT** : Students can submit documents, continuing to use "Speedvisa",

*** Attach an English or Japanese translation for documents 2-b.**

1. Academic Reference (Recommendation Letter)

Written by the applicant's supervisor either in English or in Japanese. No specific format.

2. Health Certificate

Must be within 3 months.

3. Medical History

Typing only. Handwritten is NOT accepted.

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.

-Contact Information-

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