

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

ver. SPRING 2024

CONTACTS	
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INSTITUTIONAL INFORMATION					
Faculties/ Graduate Schools	<table> <tr> <td>Faculties:</td><td>Liberal Arts, Economics, Education, Science, Engineering</td></tr> <tr> <td>Graduate Schools:</td><td>Humanities and Social Sciences, Education, Science and Engineering</td></tr> </table>	Faculties:	Liberal Arts, Economics, Education, Science, Engineering	Graduate Schools:	Humanities and Social Sciences, Education, Science and Engineering
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Graduate Schools:	Humanities and Social Sciences, Education, Science and Engineering				
Website for Exchange Program	<a href="http://en.saitama-u.ac.jp/exchangeprograms/index/">http://en.saitama-u.ac.jp/exchangeprograms/index/</a>				
Course Information	<a href="http://en.saitama-u.ac.jp/exchangeprograms/courses/">http://en.saitama-u.ac.jp/exchangeprograms/courses/</a>				
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: <a href="http://en.saitama-u.ac.jp/about/mapsaccess/">http://en.saitama-u.ac.jp/about/mapsaccess/</a></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:	
<b>■ Length of Stay - &lt;Spring Admission&gt;</b> <b>【2 Terms (half a year)】</b> April 2024 - August 2024 (Terms 1&2) <b>【4 Terms (one year)】</b> April 2024 - February 2025 (Terms 1,2,3&4)	
Orientation in Spring	Early April, 2024
Term 1	April - Early June
Term 2	June - Early August
Orientation in Fall	Late September, 2024
Term 3	Late September - Late November
Term 4	Early December - Early February, 2025
Summer Break	Early August, 2024 - Late September, 2024
Winter Break	Late December - Early January, 2025

IMPORTANT DATES				
Term 1 (September) Admission	International House Check-In	Early April		
	Orientation			
	Course Registration			
	International House Check-Out	Early August (2 Terms students) / Mid February 2025 (4 Terms students)		
Credit Hours	The Japanese government defines the concept of one credit in Japan is equivalent to 45 hours of workload including 15 – 30 hours of lectures and exercise. Saitama University follows this regulation; <b>1credit = 45 hours of workload</b> . To maintain your Student Visa status, exchange students must have at least <b>10 hours of lecture time per week, which is equivalent to 7 blocks per week</b> .			
Grades	Exchange students will be evaluated and awarded grades in accordance with Saitama University's grade policies.			
	Grade	Grade Point	Grade	Grade Point
	S	4.0	B	2.0
	A+	3.5	C+	1.5
	A	3.0	C	1.0
	B+	2.5	F	0

APPLICATION		
Application Deadlines for Term 1 (April) Admission:	Nomination Deadline : <b>September 1</b> 1st Application Deadline : <b>October 1</b> 2nd Application Deadline : <b>November 1</b>	
Requirements for Application	<p>STEPS applicants must meet all the criteria below</p> <p>The applicant must</p> <ol style="list-style-type: none"> <li>1 be a full-time undergraduate student (above second year) or a graduate student at one of our partner universities</li> <li>2 maintain cumulative GPA of 2.4 or above on 4.0 scale</li> <li>3 assent to the objectives of STEPS</li> <li>4 have a clear study plan at Saitama University</li> <li>5 actively participate in international exchange activities with Saitama University students</li> <li>6 have a financial supporter or sufficient funds while studying and living in Japan</li> <li>7 be examined as suitable for study abroad by a physician/medical doctor for the entire duration of the program</li> <li>8 respect and observe the rules and regulations of Japan and Saitama University</li> <li>9 meet either of the following Minimum language requirements : <ul style="list-style-type: none"> <li>• TOEFL PBT 533; TOEFL IBT 72; IELTS 5.5 (CEFR B2) or Equivalent</li> <li>• JLPT N2 or Equivalent</li> </ul> </li> </ol> <p>*Students who wish to take Intensive Japanese Course are required to take placement tests during the orientation</p>	
Nomination Document	<ol style="list-style-type: none"> <li>1 Certificate of Enrollment</li> <li>2 Official Academic Transcript *GPA Conversion Certificate(In case your university does not adopt 4.0 scale)</li> <li>3 Official Language Proficiency Score copy Note : Those whose first language is either English or Japanese will be waived. *official document Stating the Student is recognized by their university as having the above-mentioned language proficiency(In case student doesn't have any Score and/or those who are currently enrolled in undergraduate/graduate programs taught in English copy)</li> </ol>	* Refer to 'STEPS Application Procedure (for Applicants)' for detailed instructions
1st Application Documents	<ol style="list-style-type: none"> <li>1 Signatures of the Applicant, Advisor/Coordinator, guarantor</li> <li>2 Financial Statement</li> <li>3 Reason for studying in Japan</li> <li>4 Copy of the ID page of passport</li> <li>5 Digital Color Picture Photo</li> </ol>	
2nd Application Documents	<ol style="list-style-type: none"> <li>1 Academic Reference</li> <li>2 Health Certificate</li> <li>3 Medical History</li> </ol>	

ACCOMMODATION		
Housing for exchange students	<p>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. <b>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*</b></p> <p>*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.</p>	
Rent and other Costs (I-House)	Rent	12,000 JPY / month *subject to change
	Deposit *Partially refundable upon check-out	65,000 JPY (13,000 × 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 2 terms and 1,000,000 JPY for 4 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 : 6,920 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 "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	
<b>Q. When do I choose my courses?</b>	
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. <a href="http://en.saitama-u.ac.jp/exchangeprograms/courses/">http://en.saitama-u.ac.jp/exchangeprograms/courses/</a>	
<b>Q. Is there any limitation to take courses?</b>	
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.	
<b>Q. Can I take Intesive Japanese language courses?</b>	
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.	
<b>Q. How does SU offer credits?</b>	
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.	
<b>Q. When can I start living in the dormitory? Can I leave my baggage before the check-in day?</b>	
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.	
<b>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?</b>	
A: Starting from 2023 FY, SU will not accept any exchange students to extend their original study period.	
<b>Q. Can I apply for JASSO Scholarship?</b>	
A: Starting from the fiscal year 2023, Saitama University's STEPS program has been qualified for the JASSO scholarship. We will select scholarship recipients from the specific universities and countries based on JASSO's selection criteria for the contribution to our university's internationalization and support our students' international learning opportunities.	
<b>Q. Will I have internet access?</b>	
A: Yes! Free Wi-Fi on campus and in I-House is available.	