

# STEPS

## (Short-Term Exchange Program of Saitama University)

(for Partner University Coordinators)

### 1 Outline

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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

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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

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STEPS applicants must meet all the criteria below.

The applicant must

1.	<b>be a full-time undergraduate student (above second year) or a graduate student at one of our partner universities</b>
2.	<b>maintain cumulative GPA of 2.4 or above on 4.0 scale</b>
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. <b>meet either of the following Minimum language requirements:</b> <ul style="list-style-type: none"> <li>• TOEFL ITP 533; TOEFL iBT 72; IELTS 5.5 (CEFR B2) or Equivalent</li> <li>• JLPT N2 or Equivalent</li> </ul> <p>Note: Those whose first language is either English or Japanese will be waived</p>
※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. **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 : March 1st, 2025

### <Nomination Online Form>

You are required to enter the information of nominated student and submit required documents via "Speed Visa". If you have used Speed Visa for nominations in the past, you can log in with that account.

**Speed Visa** : <https://n.s-visa.com/>

\*Nominations will only be accepted from the coordinator of the exchange program at the partner institution, not from the students themselves.

\*If you have not yet been registered for Speed Visa, please apply from the URL below.

**New Registration Form** : <https://forms.office.com/r/PHpvfJvBAz>

A Coordinator who answered the Forms above will be invited to "Speed Visa"

To be submitted <b>by the home university COORDINATORS via Speed Visa</b>	
1. Official Academic Transcript	<b>* Attach an English or Japanese translation</b>
Issued by your home university. Must include Grading system and GPA which should be 2.4 or above to be eligible to apply.	
*If your university does not adopt 4.0 scale, please convert from the website below. <a href="https://www.scholaro.com/gpa-calculator/">https://www.scholaro.com/gpa-calculator/</a>	
2. Official Language Proficiency Score copy	
<ul style="list-style-type: none"> <li>• TOEFL ITP 533; TOEFL iBT 72; IELTS 5.5 (CEFR B2) or Equivalent</li> <li>• JLPT N2 or Equivalent</li> </ul>	
※Those whose first language is either English or Japanese will be waived	
2-b. Certificate of Language Proficiency	
If your student meets the following conditions, need to submit the official document Stating the Student is recognized by their university as having the language proficiency.	
<ul style="list-style-type: none"> <li>• Doesn't have any Score copy</li> <li>• Is currently enrolled in undergraduate/graduate programs taught in English</li> </ul>	

## 5 Application

Application instructions can be found below as well as in '3. 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.

### Application Deadline: April 17th, 2025

Following are required documents to be submitted. \* **Any documents found incomplete, revised/missing documents must be submitted by 1st<sup>th</sup> May.**

To be submitted <b>by the NOMINATED STUDENT</b> : Nominated students will be invited to "Speed Visa" to enter CoE information and submit required documents via "Speed Visa" when calling for nominations. Document formats will be sent to the partner university coordinators	
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	<b>* Attach an English or Japanese translation.</b>
Bank balance certificate, Bank statement (must have account holder's name, Bank name, and date stated on the document. <u>Screenshot images are not allowed</u> ), 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 Speed Visa.
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, <b>JPEG file</b> only <a href="https://www.isa.go.jp/">Photograph requirements   Immigration Services Agency of Japan (isa.go.jp)</a> 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.
6. Recommendation Letter	Written by the applicant’s supervisor either in English or in Japanese. No specific format.
7. Health Certificate	Must be within 3 months. Any type of test for tuberculosis accepted (X-ray, blood test, skin test, etc.)
8. Medical History	Typing only. Handwritten is NOT accepted.

## 6 JASSO Scholarship

Starting from the fiscal year 2023, Saitama University’s STEPS program has been qualified for the JASSO scholarship. We will select scholarship recipients based on JASSO's selection criteria for the contribution to our university’s internationalization and support our students’ international learning opportunities. (For details, please refer to the attached “JASSO Scholarship”)

Payment amount (per month)	Study period	Number of payments (scheduled)	Total
80,000 yen	2 Term	4 or 5 times	320,000 or 400,000 Yen
	4 Term	11 times	880,000 Yen

<Reference: Monthly living expenses>

Student dorm	33,400 Yen * <sub>1</sub>
Food	25,000 - 30,000 Yen
Other cost	20,000 Yen

\* As of 2024. Amounts are subject to change.

## **6 Letter of Acceptance and Certificate of Eligibility**

A letter of acceptance will be sent to those who pass the screening at Saitama University. As soon as being issued by Immigration Bureau, Certificate of Eligibility (CoE) will be emailed to the students in **around January**.

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

**-Contact Information-**

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