

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

ver. SPRING 2026

CONTACTS	
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INSTITUTIONAL INFORMATION					
Faculties/ Graduate Schools	<table border="1"> <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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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 situated just north of Tokyo, in one of East Japan's most popular residential areas. Saitama offers easy access to major attractions, including the bustling Tokyo metropolitan area and World Heritage sites such as Mt. Fuji, Nikko, Tomioka Silk Mill, and many more.</p> <p>For more information, please visit our website: <a href="http://en.saitama-u.ac.jp/about/mapsaccess/">http://en.saitama-u.ac.jp/about/mapsaccess/</a></p>				

ACADEMIC CALENDAR 2026	
Our academic calendar follows a quarter-based system. Exchange students may only enroll starting from Term 1 (April) or Term 3 (September), with a minimum study period of two terms. The period of stay is as follows:	
<b>■ Length of Stay - &lt;Spring Admission&gt;</b> <b>【2 Terms (half year)】</b> April 2026 - August 2026 (Terms 1&2) <b>【4 Terms (one year)】</b> April 2026 - February 2027 (Terms 1&2,3&4)	
Orientation in Spring	Early April, 2026
Term 1	April - Early June
Term 2	June - Early August
Term 3	Late September - Mid November
Term 4	Late November - Early February, 2027
Summer Break	Early August, 2026 - Late September, 2026
Winter Break	Late December, 2026- Early January, 2027

IMPORTANT DATES, CREDIT AND GRADES																							
Term 1 (April) Admission	International House Check-In																						
	Orientation																						
	Course Registration																						
	International House Check-Out																						
Credit Hours	The Japanese government defines one credit as equivalent to 45 hours of workload, including 15–30 hours of lectures and exercises. Saitama University adheres to this regulation: <b>1 credit = 45 hours of workload</b> . To maintain your Student Visa status, exchange students must have <b>at least 10 hours of actual class time per week, which is equivalent to 7 classes per week. 1 class is 90 minutes.</b>																						
Grades	<p>Exchange students will be evaluated and awarded grades in accordance with Saitama University's grade policies.</p> <table border="1"> <thead> <tr> <th>Grade</th><th>Grade Point</th></tr> </thead> <tbody> <tr> <td>S</td><td>4.0</td></tr> <tr> <td>A+</td><td>3.5</td></tr> <tr> <td>A</td><td>3.0</td></tr> <tr> <td>B+</td><td>2.5</td></tr> <tr> <td>B</td><td>2.0</td></tr> <tr> <td>C+</td><td>1.5</td></tr> <tr> <td>C</td><td>1.0</td></tr> <tr> <td>D</td><td>0※</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Grade</th><th>Grade Point</th></tr> </thead> <tbody> <tr> <td>F</td><td>0※</td></tr> </tbody> </table> <p>※ D: Did not reach the goal F: There is no material available to measure the extent of the goal</p>	Grade	Grade Point	S	4.0	A+	3.5	A	3.0	B+	2.5	B	2.0	C+	1.5	C	1.0	D	0※	Grade	Grade Point	F	0※
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APPLICATION		
Application Deadlines for Term 1 (April) Admission:	Nomination Deadline: <b>October 1st, 2025</b> Application Deadline: <b>November 1st, 2025</b>	
Requirements for Application	<p>STEPS applicants must meet all the criteria below: 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 a cumulative GPA of 2.4 or above on a 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>• IELTS 5.5, TOEFL iBT 65, TOEFL ITP 530 (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 Official Academic Transcript</li> <li>2 Official Language Proficiency Score copy</li> </ol> <p>*GPA Conversion Certificate(In case your university does not adopt 4.0 scale)</p> <p>Note: 1)Those whose first language is either English or Japanese or 2) Those who enrolled in a university in a country where English is the first language will be waived.</p> <p>An official document stating that the student is recognized by their university as having the above-mentioned language proficiency (in case the student doesn't have any score and/or is currently enrolled in undergraduate/graduate programs taught in English).</p>	
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> <li>6 Recommendation Letter</li> <li>7 Health Certificate</li> <li>8 Medical History</li> </ol>	

ACCOMMODATION			
Housing for exchange students	<p><b>Exchange students will have priority for accommodation in our on-campus dormitory, International House (I-House).</b> Most exchange students will share either a triplet complex (with three separate air-conditioned bedrooms) or a family room (with two separate air-conditioned bedrooms) with other exchange students of the same gender. In a triplet complex, one of the roommates will be a Japanese SU student to encourage daily intercultural exchanges. Students will share a common kitchen, shower, and restroom.</p> <p><b>Please note that students cannot choose their room type. However, if you have a physical disability or condition that requires special consideration, please consult with us in advance.</b></p> <p>SU values gender diversity and strives to create a safe and comfortable living environment for students of any gender identity.</p>		
Rent and other Costs (I-House)	Rent *1	30,500 - 35,000 JPY / month (Depends on room type)	*subject to change
	Deposit *2	30,000 - 41,000 JPY (Depends on room type)	*subject to change
	<p>*1: Including the utility fees and Wi-Fi instrument.</p> <p>*2: It is nonrefundable. It is offset by the beddings set and the room cleaning fee.</p>		

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	2,000 JPY (Haneda - Saitama)
	Local Bus	220 -450 JPY (Saitama City area)
	Local Train	170 - 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 to apply for your Certificate of Eligibility (CoE). Once issued, we will forward it to you via email. Upon receiving our email, each student must apply for a "Student (Ryugaku)" visa at the Japanese Embassy or Consulate in their home country before traveling to Japan. For further details, please contact your local Japanese Embassy or Consulate.

FREQUENTLY ASKED QUESTIONS	
<b>Q. When do I choose my courses?</b>	
A: Course lists and syllabi will be finalized by April 1 each 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 70 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 Intensive 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: SU accept exchange students to extend their original study period under certain conditions. (It is a prerequisite that you have the approval of your home university). Details will be provided after admission, but applicants will be screened based on SU's academic performance and other requirements.	
<b>Q. Can I apply for JASSO Scholarship?</b>	
A: 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.	