

**Guidelines for the AY2020-2021
Course-Taking Sandwich Program
at Shibaura Institute of Technology**



Created by the International Programs Initiatives Section

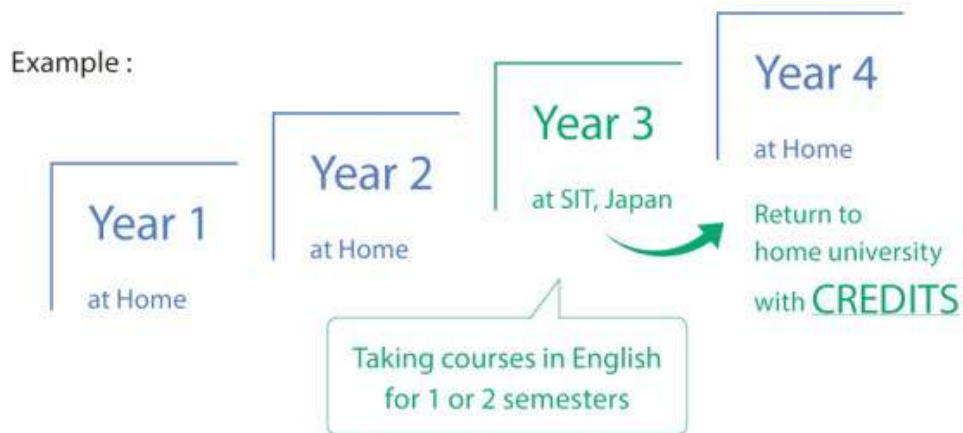
(As of September, 2019.)

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1. Program Outline

The Course-Taking Sandwich Program is where the student continues to be registered at their home university, while studying from 4 months to a year at Shibaaura Institute of Technology. For example, the student may study for their first two years at their home university, study at the College of Engineering at Shibaaura Institute of Technology for the third year, and then complete their studies at their home university. Students have a wide range of study options from all departments and colleges. Classes are taught in English and Japanese language lessons are also available.



2. Requirements

The applicant must :

- be an undergraduate/graduate student of a university.
- complete this program before graduation at his/her home university.
- have good English skills* (CEFR B2 or equivalent)
- be physically and mentally healthy. (X-ray examination is required before arrival to Japan)
- comply with the Japanese export control legal framework..

<http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html>

*CEFR B2 is equivalent to IELTS 5.5-6.5, TOEFL iBT 72-94, TOEFL ITP Level 1 & 2 543-626, Cambridge English FCE 160-179, Cambridge English CAE 160-179, and Cambridge English (CPE) 162-179. (These scores may change from time to time)

*Native English speakers and English-based degree students are not required to submit English proficiency scores.

*If the applicant hasn't taken the English proficiency test, his/her home university can issue a letter that substantiates the student's English proficiency.

3. Academic calendar and program duration

SIT is a semester-based university. The 1st semester is mid-April to late July, and the 2nd semester is mid-September to the end of January. Summer vacation is August until mid-September.

Sandwich Program duration: 1 or 2 semesters

- Spring Semester (early April – end of July)
- Fall Semester (end of September – end of January)

Please note that our orientation for each semester will be held before semester begins.

- Orientation for Spring Semester: End of March
- Orientation for Fall Semester : Middle of September

*Some of courses will be conducted on a quarterly basis, as follows:

1st quarter: Beginning of April – early June, 2nd quarter: Early June – end of July

3rd quarter: End of September. – mid-November, 4th quarter: Mid-November – end of January

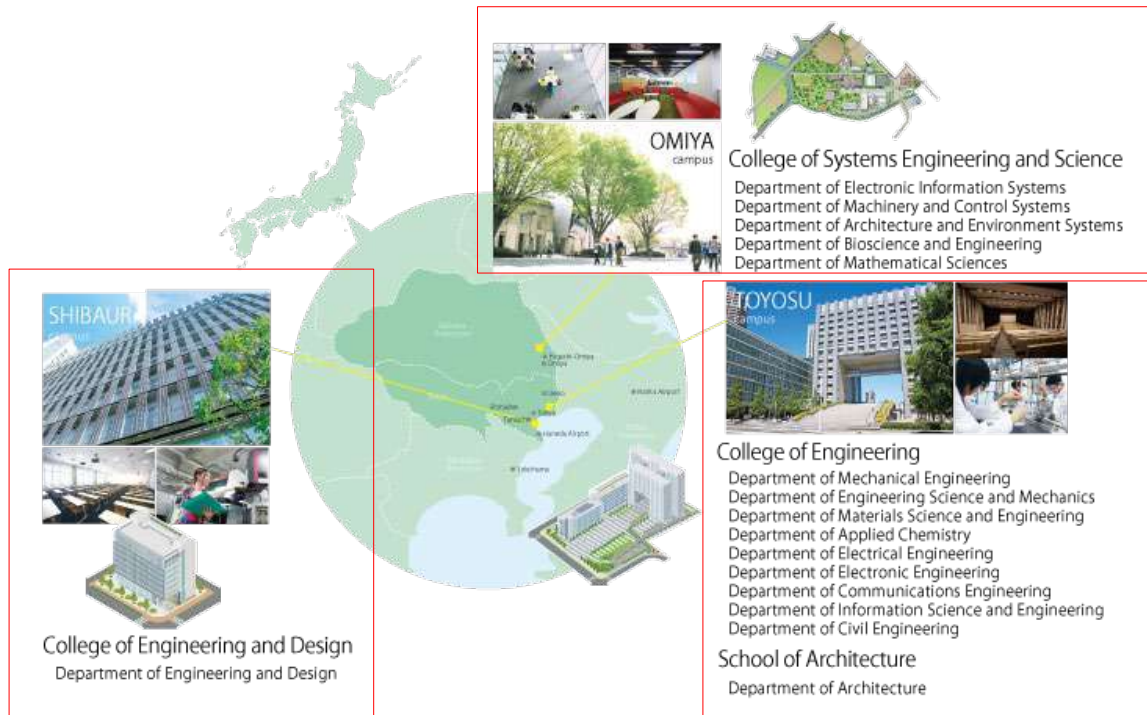
4. Campus information

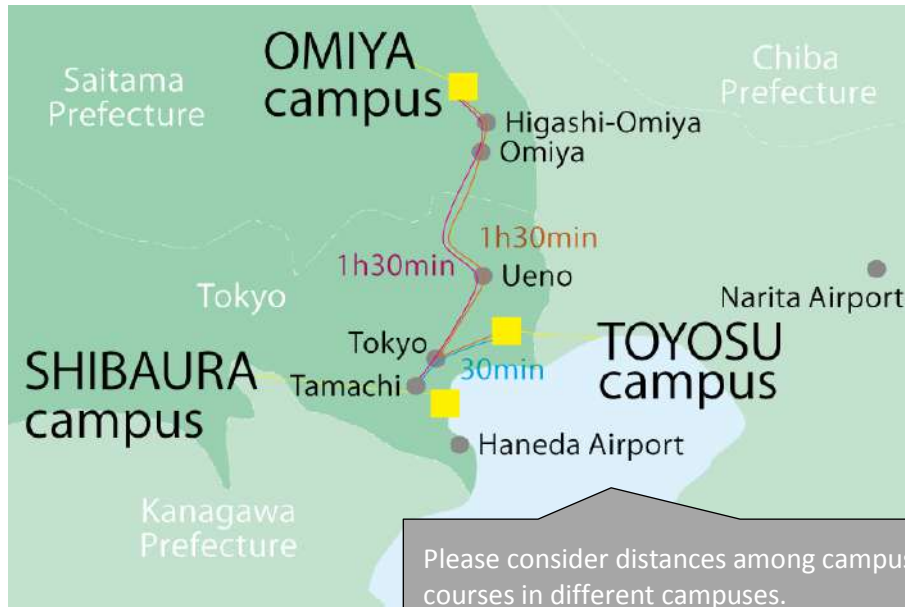
SIT has 3 campuses: Toyosu, Shibaura and Omiya. Each campus has different colleges as the following picture shows. Campus you attend will depend on the topic of the course taken at each campus. Please check and consider the campus location for the courses you are willing to take and distances of each campus when you register for the courses.

[Toyosu campus \(Tokyo\)](#): College of Engineering and School of Architecture

[Shibaura campus \(Tokyo\)](#): College of Engineering and Design

[Omiya campus \(Saitama\)](#): College of Systems Engineering and Science





5. Course information

Academic Calendar: Shibaura Institute of Technology is a 2 semester university. The 1st semester is from the beginning of April to the end of July, and the 2nd semester is from the end of September to the end of January. Summer vacation is from August until mid-September. Applicants who wish to take courses at SIT must register for courses at the beginning of each semester in April or September, during the registration period.

Here is the course information for the AY2019 Undergraduate and Masters programs.

(The course list for AY2020 has yet not been decided)

Note that some parts of the course list may be displayed in Japanese due to your browser's language settings. To see the translation, check the "How to check the course schedule" before you open each course lists. Or you can change your browser's language settings to English to see all of the information in English.

<How to use and check the course schedule>

https://www.shibaura-it.ac.jp/en/prospective/student_exchange_prog/course_list_note.pdf

<Undergraduate>

- Spring semester

<http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0318Z1.html>

- Fall semester

<http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0328Z1.html>

<Graduate>

- Spring semester

<http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0318Z5.html>

- Fall semester

<http://timetable.sic.shibaura-it.ac.jp/table/2019/Timetable8X0328Z5.html>

<Japanese-based course>

Students who have good Japanese language skill, such as JLPT N2, can also take courses in Japanese. The way to register for courses conducted in Japanese is different from English-based course registration. After a screening process, SIT will provide special forms and course lists to the applicants.

Please refer to URL below for available courses.

<http://www.shibaura-it.ac.jp/examinee/feature/researcher.html>

*The Japanese language course is a course for learning Japanese, but since it is conducted in English, it is treated as an “English course

*As mentioned in article 4, SIT has 3 campuses: Toyosu, Shibaura and Omiya campus. Each campus is located in a different area, so applicants need to choose courses while carefully considering campus location and transportation fees, since the accommodation will vary according to the campus where applicants mainly belong. Applicants can check “Approximate accommodation expenses by area” in article 10.

6. Program Fee

<SIT partner university applicants>

- Program fee and tuition: All Waived
- Placement fee: JPY20,000

<Non-partner university applicants>

- Admission fee: JPY40,000
- Tuition (Course takers only): JPY12,000/credit
- Placement fee: JPY20,000

*Please check with a counselor at the international office of your university to see if your university is an SIT partner university.

7. Scholarship opportunity

SIT can offer some applicants a scholarship which is **JPY 40,000** per month during the program.

This scholarship may be provided after an applicant screened by SIT. This screening process takes at least 1 month. During this period, SIT will verify the documents and also decide the amount of the scholarship for those who apply for it.

After this process, SIT will provide a letter of acceptance via the applicants' home university coordinator.

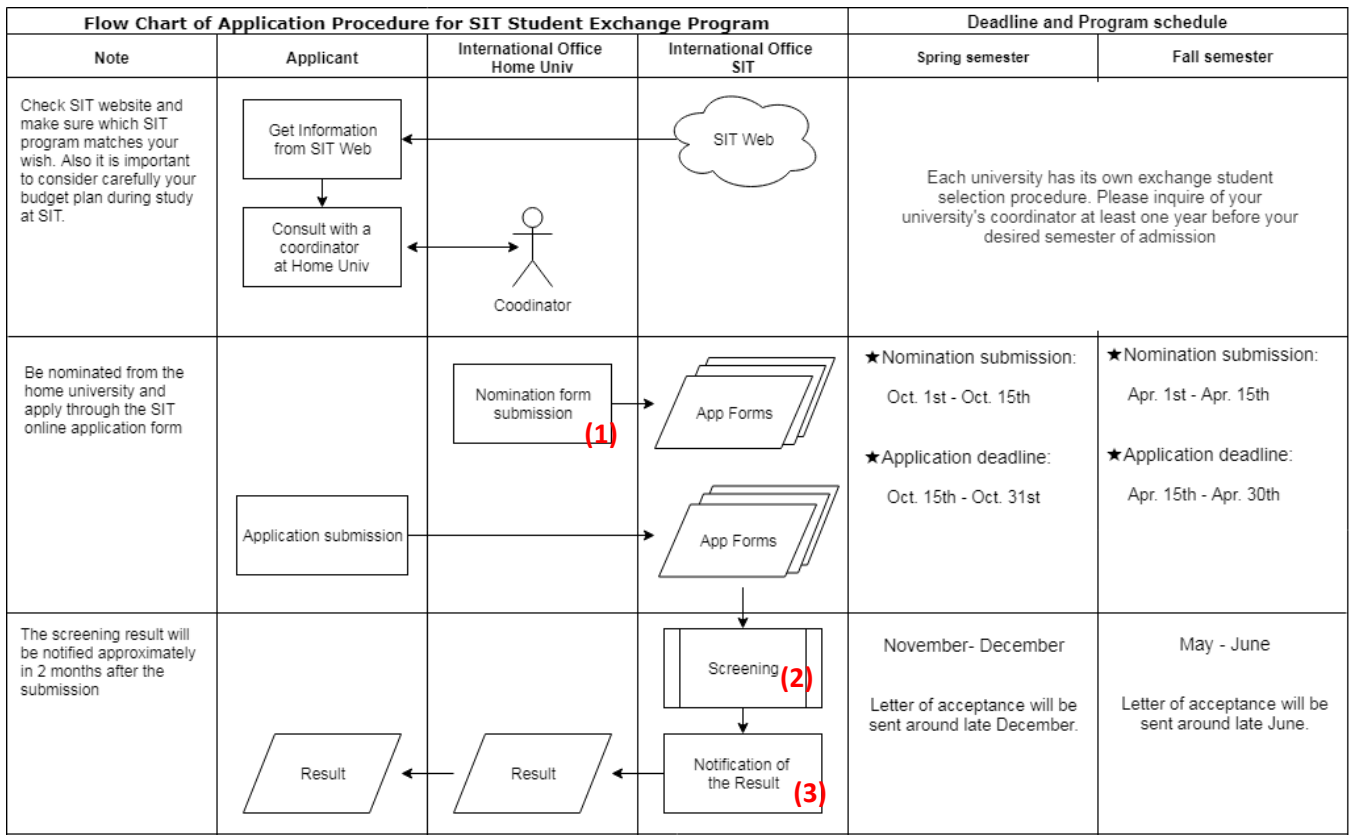
*Although we provide scholarships to some students, the scholarship won't be enough to support the participant's entire stay in Japan. Check Article 11, which estimates typical expenses to be at least JPY80,000 per month.

*Those who are going to receive any scholarship(s) from other organization(s) for an amount that is the same as or more than SIT scholarship, can NOT apply for the SIT scholarship.

8. Steps to apply

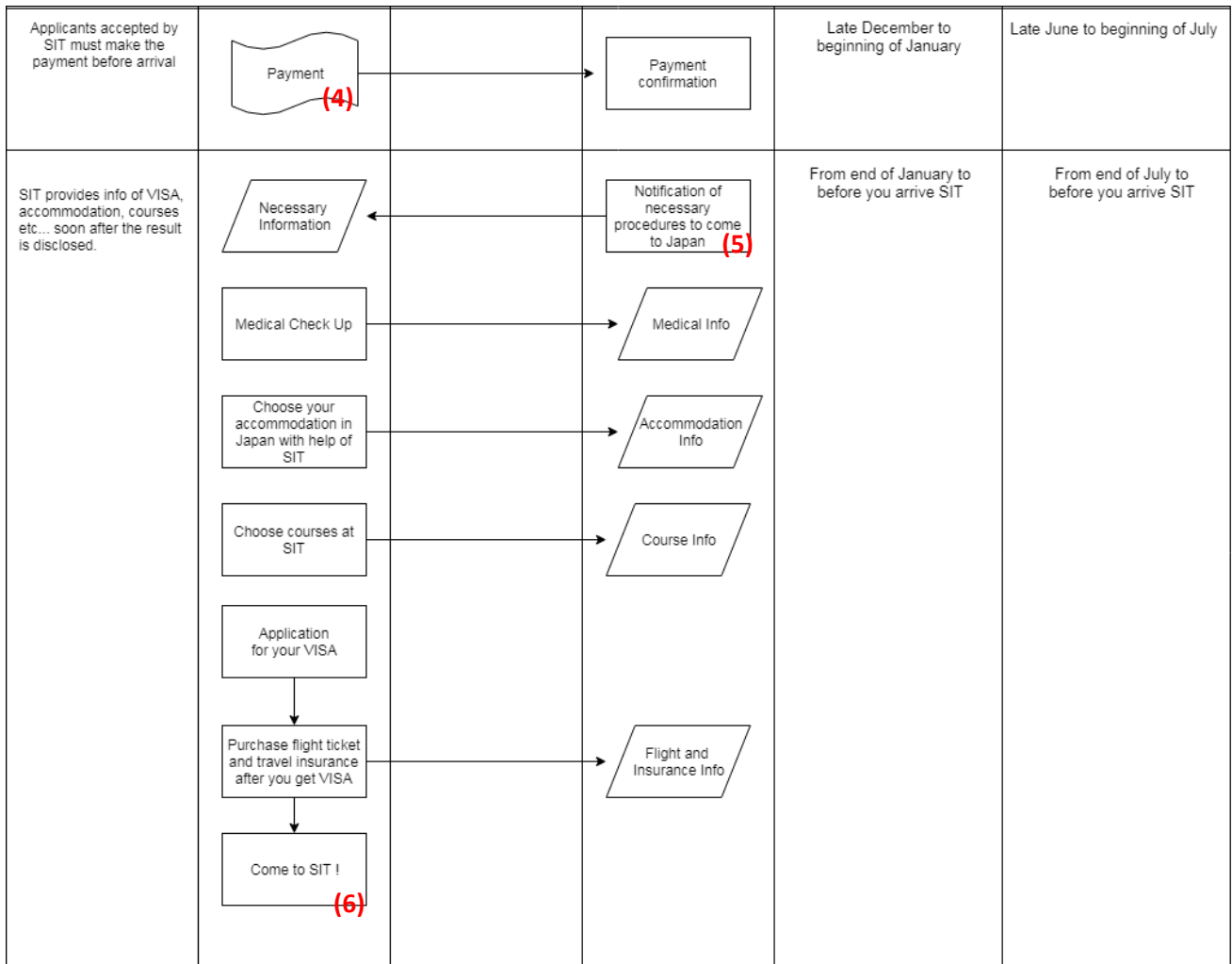
Refer the following procedure to apply.

Phase1: Before notification of acceptance result



- (1) SIT **ONLY** accepts the document that is submitted from an International office counselor at your University. Nomination form must be the designated SIT form which is uploaded to our website. Also, please send the nomination form in excel file.
- (2) During the screening process, your acceptance and payment scholarship amount will be decided, a process will take around 1 month.
- (3) SIT will send a letter of acceptance to the international office at your home university.

Phase 2: After acceptance is confirmed



(4) The applicants accepted by SIT must pay the “placement fee”, which the amount is **JPY20,000.** (Every participants must pay for this fee even the participants are from the SIT partner university) Please note that we won’t refund the fee even if the participants decided NOT to participate the program.

As written in article 6, the non-partner university students are asked to pay additional fee (admission fee and tuition) after they arrive SIT.

(5) SIT will inform you of the detailed steps to carry out before coming to Japan (including information about VISA, accommodation, orientation and things you need to do before/after coming to SIT).

(6) SIT inform you of your orientation date.

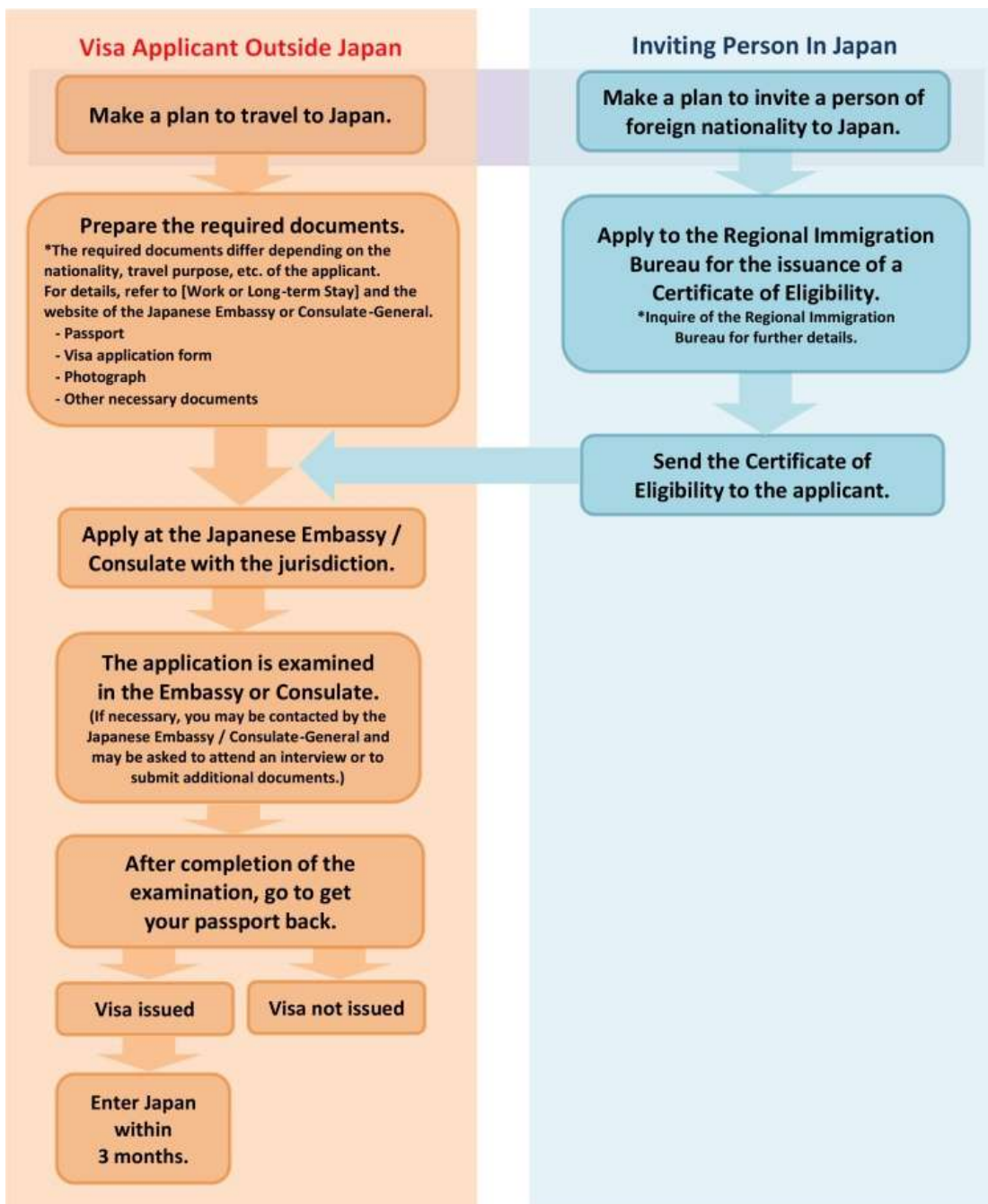
9. VISA Process/Student visa (COE needed students)

Students who will participate the program for more than 90 days must have a “student visa”. In order to apply for a student visa, a COE (Certificate of Eligibility) is needed which will be issued by Immigration bureau in Japan.

SIT will apply for the COE on your behalf and send the original certificate to the program coordinator at your home university, once it is issued. Students can apply for Student visa with COE.

This is a flow chart of visa application process. Usually, this process will take about 2 months before the original COE reaches you. Please be patient until receiving the COE.

Procedures Chart for Long-Term Stay



Link: [Application for Certificate of Eligibility \(COE\)](#)

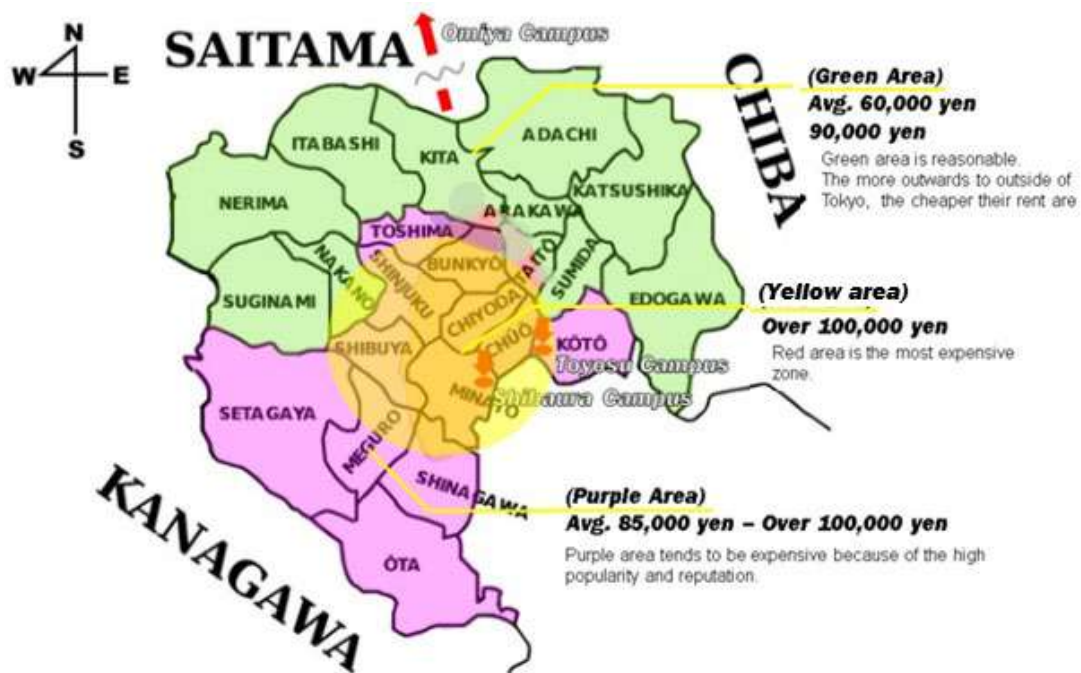
10. Accommodation in Japan

Once applicants are accepted, SIT will provide accommodation information and help them find accommodation in Japan. For reference, the following figure is the estimated cost of living per accommodation type in Tokyo area which is based on international students actually studying at SIT.

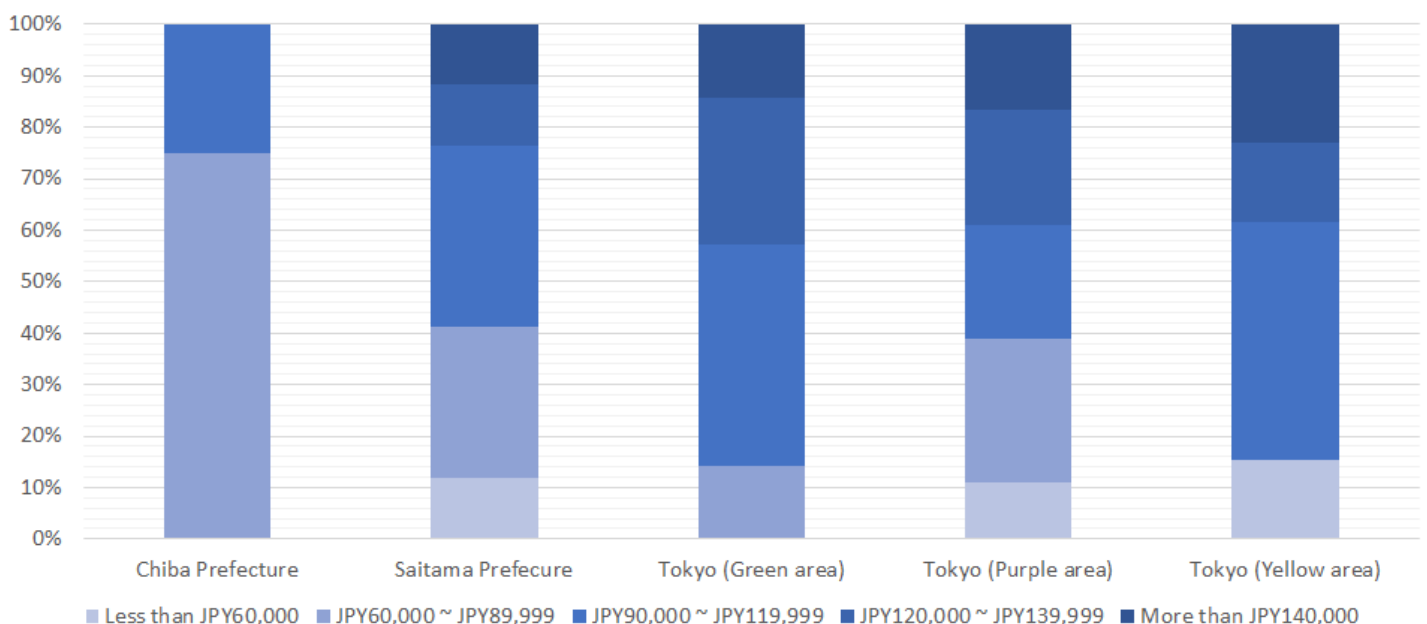
As shown in the picture below, the accommodation and living expenses will vary by area. So please decide the living location based on the campus you'll mainly belong to, transportation fee and living cost by area.

When looking for accommodation, please first confirm which campus you will take classes on.

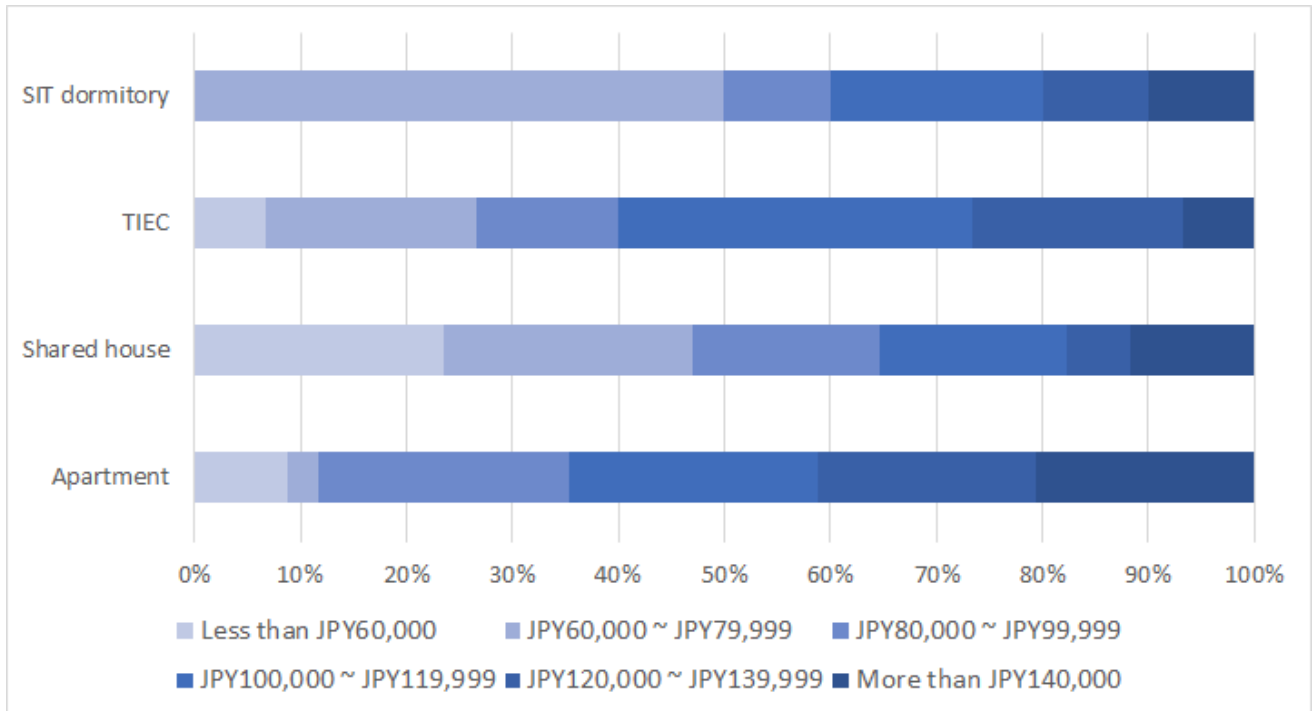
APPROXIMATE ACCOMMODATION EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE



Note:

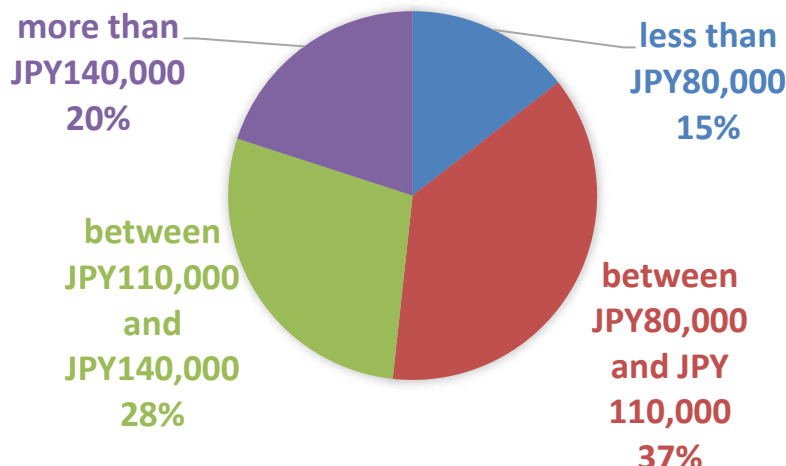
- TIEC (Tokyo International Exchange Center) is the dormitory for the students at a Graduate level. It is operated by Japanese government, and located near Toyosu campus in the Odaiba district.
- You need to pass a screening to stay in the TIEC or SIT dormitory. Due to the high numbers of international students in Tokyo, these two dormitories are very competitive to enter, so please try to look for other accommodation in case you cannot pass the screening.

Advice from International Students at SIT

- It's better to share accommodation with friends that you know. It helps you save all costs (accommodation, food, etc). If you try to find a good shared apartment with your friends next to your main campus, it will help a lot to mitigate transport expenses.

11. Total Cost of expenditure in Tokyo

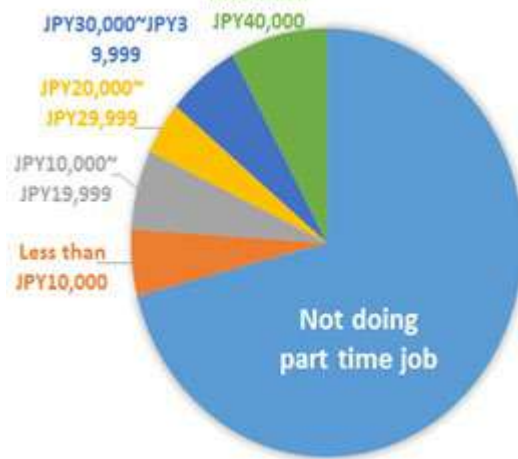
This is a result of survey of total cost of living per month in the Tokyo area for international students. The following chart shows average expenses spent per month. Some students manage to live on less than JPY80,000, but at least JPY80,000 must be budgeted since it is the minimum amount required by the immigration bureau.



PERCENTAGE OF STUDENTS WORKING PART TIME

International student's first priority is "Studying", however they are also allowed to work and earn money during their free time up to 28 hours per week.

The figure on the right shows the percentage of Students keeping a part time job. Sometimes, the SIT international office provides part time jobs. (ex. Airport pick up, supporter for event etc.)



Advice from International Students at SIT

- Confirm the cost for everything before you come.
- Cost varies upon location of stay
- I think living cost can really vary depending on the people. But, as long as you take control of what you spend (especially on food and transportation), it can be quite affordable.
- SIT is very convenient to study in even though Tokyo is quite an expensive to live but it's worth it.

12. Arrival – Airport to your accommodation.

Since the Tokyo has a well-developed public transportation system, we do not providing the airport pick up service. You can check the website of [Haneda airport](#) and [Narita airport](#) to understand how best to travel from the airport to the city center. If you would like to know the specific route to your accommodation, please refer to the common [Route search site](#).

