Sandwich Program AY2018/2019

at Shibaura Institute of Technology
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1. **Program Outline**
Sandwich Program is where the student continues to be registered at their home university, while studying for a period of time between six months and a year at Shibaura Institute of Technology. For example, when students study for their first two years at their home university, they can come and take classes at SIT for the third year through Sandwich program. After this program for one or half a year, they go back and complete their studies at their home universities. In Sandwich program at SIT, all classes are taught in English, and Japanese language lessons are also available.

2. **Requirements**
The applicant must:
- be an undergraduate student of a university.
- complete this program before the graduation of home university.
- have good English skills – TOEFL IBT 80 equivalent or the Letter of recommendation from a university that guarantees applicant’s English skills.
- be physically and mentally healthy.
- comply with the Japanese export control legal framework.  
  (http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html)

3. **Academic calendar and program duration**
Academic Calendar of SIT: Shibaura Institute of Technology is a 2 semester university. The 1st semester starts from mid-April to late July, and the 2nd semester starts from mid-September to the end of January. Summer vacation starts from August until mid-September.

Program duration: 1 or 2 semesters
- Fall Semester 2017 (Mid September. 2017 - Jan. 2018)
- Spring Semester 2018 (Early April. - July. 2018)

***Some of courses will be conducted in quarter schedules such as follows:
1st quarter: Mid April – Early June  
2nd quarter: Early June – End July
3rd quarter: Mid September. – Mid November  
4th quarter: Mid Nov – End January***

4. **SIT Scholarship**

The following is scholarship information in AY2017/2018. The scholarship for AY2018/2019 will update the website once it is decided.
A Scholarship may be provided after an applicant screening by SIT. The amount of scholarship will be JPY40,000 per month during the program. The amount of the scholarship will be determined upon the screening result.

*** Those who are going to receive any scholarship(s) from other organization(s) during the program cannot apply for SIT scholarship.***

5. Screening Process

Screening process would take about 1-2 month. During this period, SIT will check the documents and also decide the amount of scholarship for them who apply for it. After those processes, SIT will provide a letter of acceptance via applicants' home university coordinator.

6. Course information

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

For the course information, updated complete list can be opened in 2018. Please refer to course lists for academic year 2017 as each URL link below.

Spring Semester Course List:

Fall Semester Course List:

Course Taking in Japanese

Students who have good Japanese language skill such as JLPT N2 or equivalent or the Letter of recommendation from a university that guarantees applicant’s Japanese skills, can also take courses in Japanese. A scheme for course registration for Japanese-based courses is different from English-based one. If you wish to take Japanese-based courses, please tick a check box in the application form for sandwich program. After screening process, SIT will provide special forms and course lists to the applicants.

Please refer to URL below for available courses in AY2017 as a reference.
http://www.shibaura-it.ac.jp/examinee/feature/researcher.html

7. Program Fee

- Admission Fee : JPY30,000
- Examination Fee : JPY10,000
- Tuition : JPY12,000 per credit

*** The above fees and tuitions are all waived for Partner University students. Please check with the counselor of the international office at your University to see if yours is partner University of SIT. ***
8. Campus information

SIT has 3 campuses, Toyosu, Shibaura and Omiya campus. Each campus has different colleges and a school as following picture shows. Depending on courses, the campus to which it belong will be changed. Please consider distances of each campus.

**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

Please consider distances among campuses if you wish to take courses in different campuses.
9. Step to apply

Refer the following procedure to apply. Details will be informed you afterward.

**Phase1: Until the notification of the result**

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<thead>
<tr>
<th>Phase 1: Until the notification of the result</th>
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<tr>
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</table>

(1) Application form varies based on your period of stay in Japan. (Not the period in SIT.)

(2) SIT **ONLY** accepts the document that is submitted from an International office counselor at your University.

(3) In the screening process, your acceptance and payment scholarship amount will be decided, this process will take around 1 month.

(4) SIT will send letter of acceptance to the international office at your home University.
Phase 2: After acceptance is confirmed

(5) SIT will inform you of the detailed steps until coming to Japan.

(6) SIT will inform you about accommodation information, such as global dormitory in SIT, TIEC owned by JASSO and recommended guest houses.

(7) Based on your flight information, SIT will arrange and inform you the schedule of the orientation and the meeting with the SIT professor.
10. Deadline

SIT accepts applications in the following schedule AY2018, which is from April 2018 to March 2019 as below. After submitting the application, we will proceed with screening process for about 1 - 2 months. For details, please check Application procedure in “9. Step to apply”

**Application Schedule AY2017**

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<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>Spring Entry</td>
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<tr>
<td>AP 1</td>
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<tr>
<td>Fall Entry</td>
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<tr>
<td>AP 2</td>
<td></td>
<td></td>
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<tr>
<td>Application Deadline</td>
<td>1-May-2017</td>
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<tr>
<td>Beginning of Program</td>
<td>Program will begin in September 2018</td>
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| Acceptance Period 1 | 1-Nov-2017 | Program will begin in April 2018 |

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<th>#</th>
<th>Application Acceptance Period</th>
<th>Beginning of Program</th>
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<tr>
<td></td>
<td>Start Date</td>
<td>Deadline</td>
</tr>
<tr>
<td>Spring Entry</td>
<td>1-Oct-17</td>
<td>1-Nov-17</td>
</tr>
<tr>
<td>Fall Entry</td>
<td>1-Apr-18</td>
<td>1-May-18</td>
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11. Accommodation in Japan

Once applicants are accepted, SIT will provide accommodation information and support them to find their accommodations in Japan. For the reference, the following figure is the survey result for cost of living per accommodation type in Tokyo area which was taken to international students studying at SIT.

PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE

![Bar chart showing percentage of living expenses per accommodation type.]

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).
- Try to find a good shared apartment between your friends next to your main campus, it helps a lot to mitigate transport expenses.
12. Total Cost of expenditure in Tokyo

This is a result of survey of total cost of living per month in Tokyo area for international students. The following chart shows average expenses how much they need to send per month. Please also refer this to consider a budget plan to study in SIT.

**Advises 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 on what you spent (especially on food and transportation), it could be quite affordable.
- SIT is very convenient to study even though Tokyo is quite expensive to live but it's worth it.
13. VISA Process

Student visa (need CoE)

Students who will participate the program for more than 90 days, must have a “Student visa”. This is a flow of visa application process. Once SIT accepts applicants for the program, we will submit their documents for Certificate of Eligibility (CoE*) to Tokyo immigration bureau and send the original certificate to the program coordinator at your home university. Usually, this process takes about 1 to 2 months to get the original CoE reaching you. Please be patient until receiving the CoE.

Link: Application for Certificate of Eligibility (CoE)
14. Arrival – Airport to your accommodation.

Both Haneda airport and Narita airport shows the access method to the city center on their website. If you would like to know the specific route to your accommodation, please refer the common Rouse search site.

15. Access from your accommodation to SIT

Traffic in Tokyo is very complicated. Before flying to Japan, we recommend you to search how to get to your accommodation from the airport and to SIT campuses. For reference, please refer the common Route search site and the following picture shows basic accesses how to go to campuses.
Access to Toyosu campus from Toyosu Station.

Access to Shibaura campus from Tamachi Station.
Access to Omiya campus from Higashi-Omiya Station.