

Guidelines for the AY2027-2028 Course-Taking Sandwich Program at Shibaura Institute of Technology (SIT)



**Office of International Services
(Updated September 2026)**

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1. Program Outline

The Course-Taking Sandwich Program allows students to take courses at Shibaura Institute of Technology (SIT) while they are students at their home university for 1 or 2 semesters (due to immigration regulations, periods for exchange are limited to 1 year).

For example, the student may study for their first two years at their home university, study at SIT for the third year, and then return to their home university to complete their studies at their home university.

The program is popular with foreign students as they have an opportunity to study abroad and about 250 students participate in the program per year. Students have a wide range of study options from all departments and colleges. Courses are offered in both English, and Japanese language lessons are also available for those interested.



2. Courses and Registration

2-1. Course Requirements

The main activity of this program is taking courses taught in English. All students are required to register for at least **6 class periods (600 minutes) per week throughout the semester.**

In addition to engineering courses, SIT also offers Japanese language courses for students who would like to study Japanese during their stay in Japan.

2-2. Fields Available for Enrollment

<Students majoring in Architecture>

Students majoring in Architecture may enroll in courses from all fields, regardless of their major.

<Students majoring in fields other than Architecture>

Students majoring in fields other than Architecture may enroll in courses from all fields except Architecture.

2-3. Course Selection Rules

<Undergraduate Students>

Starting from Spring Semester 2027, undergraduate students participating in the SDW Program cannot enroll in graduate-level courses.

<Postgraduate Students>

Postgraduate students may enroll in both undergraduate-level and graduate-level courses.

2-4. How to Check The Timetable

Please visit the timetable website: <http://timetable.sic.shibaura-it.ac.jp/en>

Select: AY20XX Timetable → SIT Mobility Program Participants

You can view available courses and filter them by semester.

Please make sure your browser language is set to English.

Timetable Information

Current Timetable shows courses offered in the current academic year.

Can be used as a reference when planning your study schedule.

New Academic Year Timetable

The final timetable for the next academic year will be published around mid-March, shortly before course registration begins.

3. Important Points Before Application

3-1. Check the Syllabus

Please read the syllabus carefully before registering. The syllabus contains important information such as:

- ✧ Course content
- ✧ Assessment methods
- ✧ Required knowledge and prerequisites
- ✧ Class schedule

3-2. Check Campus Locations

Courses may be offered at different campuses. Some campuses are located far apart, so please make sure you have enough travel time between classes before finalizing your schedule.

3-3. Check Special Course Periods

Some courses have special schedules, such as:

- ✧ Summer Period courses
- ✧ Fieldwork programs
- ✧ Overseas study trips

Please check the syllabus carefully for detailed dates and requirements.

3-4. Japanese-Taught Courses (JLPT N2 or Higher)

Most courses in the Course-Taking Sandwich Program are taught in English.

However, students who have obtained JLPT N2 or above may be eligible to register for a limited number of Japanese-taught courses open to exchange students. If such courses are available, the Office of International Services will send information during the registration period.

Please note:

- ✧ Registration is optional.
- ✧ Enrollment is not guaranteed due to class capacity limits.

3-5. Credit Transfer

Students are responsible for confirming in advance that the courses they plan to take at SIT:

- ✧ Meet the academic requirements of their home university.

- ✧ Can be transferred for credit at their home university.
- ✧ Satisfy any graduation requirements.

SIT cannot guarantee:

- ✧ Credit transfer to your home university.
- ✧ Recognition of credits toward degree requirements.
- ✧ Graduation plans based on courses taken at SIT.

In addition, enrollment in specific courses cannot be guaranteed because of:

- ✧ Course capacity limits
- ✧ Number of applicants
- ✧ Timetable conflicts
- ✧ Prerequisites and eligibility requirements

If certain courses are essential for your degree or graduation requirements, please consult your home university before applying and selecting courses.

4. Requirements

The applicant must:

- be an undergraduate/graduate student at a university.
- be physically and mentally healthy. (Health checkup/certificate is required upon application.)
- complete this program at SIT and return to home university before graduation at his/her home university.
- have good English skills* (CEFR B2 or equivalent)
- register for more than 6-period (600 minutes) courses per week for the whole semester

Notes on English Proficiency:

*CEFR B2 is equivalent to TOEIC 785-940, 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) We accept only one test score from among these tests.

CEFR	Cambridge English Proficiency Test	EIKEN Test for Practical English Proficiency Grade 1 to 3	GTEC Advanced Basic Core CBT	IELTS	TEAP	TEAP CBT	TOEFL iBT	TOEIC L&R / TOEIC S&W
C2	230 200 (230) (210)			9.0 8.5				
C1	199 180 (190)	3299 (3290)	1400 (1400)	8.0 7.0	400 375	800	120 95	1990 1845
B2	179 160 (170) (140)	2599 2300 (2590) (2304)	1349 1190 (1280)	6.5 5.5	374 309	795 600	94 72	1840 1560
B1	159 140 (150) (120)	2299 1950 (2290) (1949) (1980)	1189 960 (1080) (1728)	5.0 4.0	308 225	595 420	71 42	1555 1150
A2	139 120 (130) (100)	1949 1700 (1940) (1450)	959 690 (840) (1400)		224 135	415 235		1145 625
A1	119 100 (110)	1699 1400 (1690) (1400)	689 270 (680) (270)					620 320

* Students in English-based degree programs are exempt from submitting English proficiency test scores. Instead, they are required to provide an official letter from their home institution stating that English is the medium of instruction.

* If the applicant has not taken an English proficiency test, their home university may issue an official letter certifying the student's English proficiency. The letter must clearly indicate that the student's English proficiency is equivalent to at least CEFR B2 level.

5. Special Provision for Students from Five-Year Integrated Degree Programs

- Students enrolled in integrated five-year degree programs may be considered academically equivalent to master's students during their senior years.
- Eligible students may continue to enroll in graduate-level courses.
- Partner institutions' coordinator/nominator must explain which year(s) of their program are considered master's-level equivalent.
- Supporting documentation must be submitted through the TAO application system by the coordinator/nominator.

6. Application Period

Spring semester entry: October 1st to 31st

Fall semester entry: April 1st to 30th

7. Academic calendar and program duration

SIT has 2 semesters a year as below.

	Start	End
Spring Semester	Beginning of April	End of July
Fall Semester	End of September	End of January

Program duration: 1 or 2 semesters (up to 1 academic year)

Academic Year

At SIT, the academic year begins on April 1st and spans from Spring to Fall semesters, consider as the completing one full academic year.

Orientation

Please note that the orientation for the new coming students will be held before each semester begins.

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

*Some of the 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

8. No Extension of Study Period Allowed

Students admitted for a one-semester stay are **not** permitted to apply for an extension during their enrollment period. Please confirm the intended duration of study with your nominator before submitting your application.

9. REP Application Opportunity for Two-Semester Students

Two-Semester Students are eligible to apply for the REP (Research Exchange Program) during their stay. The application period follows the REP application schedule.

Please note that the REP program starting in March 2027 will be required payment of program fees. Detailed application procedures will be provided individually by the Office of International Services to interested students.

Application/Nomination Period	Entry Period	Beginning of Program
October 1 - October 31	1st Entry*	March, April (following year)
December - December 31	2nd Entry*	May, June (following year)
February 1 - February 28	3rd Entry*	July, August
April 1 - April 30	4th Entry	September, October
June 1 - June 30	5th Entry	November, December
August 1 - August 31	6th Entry*	January, February (following year)

10. Program Fee

Fee Item		SIT Partner University student	Non-Partner University student
Application (Registration) fee	–	JPY 30,000	TBD
Student Support and Campus Facilities Fee per semester	1 semester	JPY 47,000	TBD
	2 semesters	JPY 94,000	TBD
Admission fee	–	waived	TBD
Tuition fee	1 semester	waived	TBD
	2 semesters	waived	TBD
Total	1 semester	JPY 77,000	TBD
	2 semesters	JPY 124,000	TBD

Payment schedule	
Application (Registration) fee	Payable at the time of application via the online system*
Admission fee and tuition	Due upon arrival; specific payment dates will be announced (TBA)
Cancellation and Refund Policy	
If cancellation occurs within 40 days of receiving admission results, you may receive a refund minus handling fee.	

[SIT partner universities](#),

For the most current list of SIT partner universities, please refer to the official link.

Note that recently added partners may not appear, so it is advisable to confirm partnership status with your university's international coordinator/nominator .

https://www.shibaura-it.ac.jp/en/about/activities/partner_universities.html

Non-partner universities

Information on the fee structure and other details for applicants from non-partner institutions will be published on our website once it has been finalized.

11. Campus information

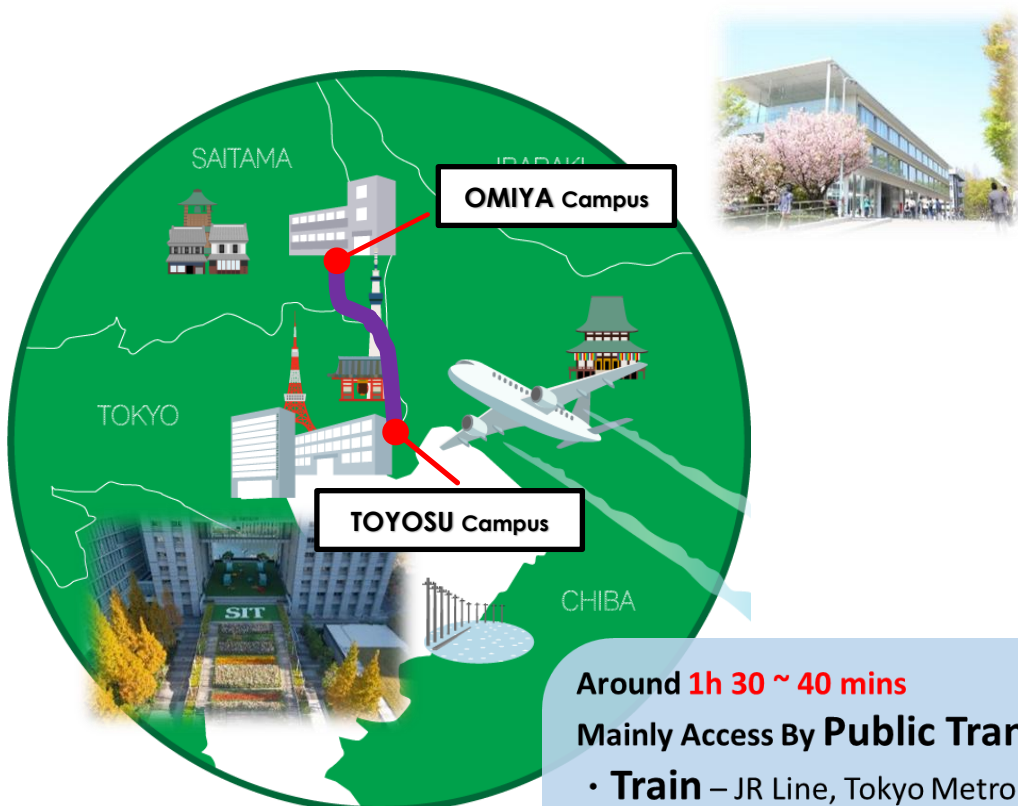
SIT is located in the heart of Japan. There are 2 campuses, the Toyosu campus, is located in Tokyo, and the Omiya campus is located in Saitama (next to Tokyo).

Being in Tokyo or close to is one of the most attractive points for students, especially from other countries and many students who attended SIT have taken advantage of living in the central Tokyo and enjoying their life in Japan.

As mentioned in the Article 2 (Contents/courses), campus you attend will depend on the course you register. 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
College of Engineering and Design

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

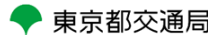


SAITAMA
OMIYA Campus

TOKYO
TOYOSU Campus

CHIBA

Around 1h 30 ~ 40 mins
Mainly Access By Public Transportation

- **Train** – JR Line, Tokyo Metro Line, etc.  
- **Public Bus** – Toei Bus, etc.  
- + **SIT's School Bus** 
(from **Higashi Omiya Station** to **Omiya Campus**)

12. Procedures

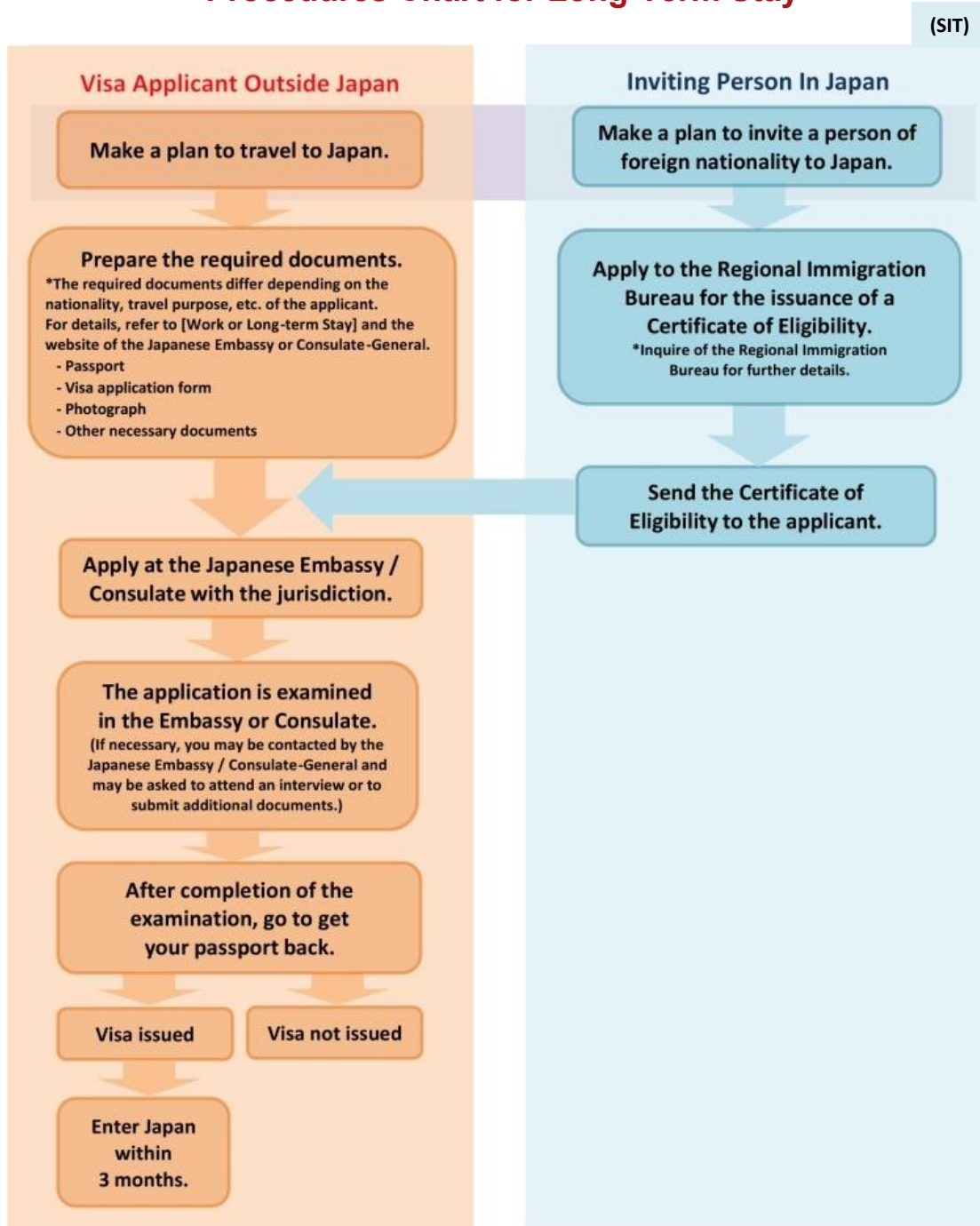
1) Preparations:
- Check the website and program guideline(this material) to have a good understanding of the program outline. - Consult with the university coordinator/nominator who is in charge of overseas study programs at home university. - Be sure about your budget plan concerning the duration of the study and living costs in Japan. Note: Mandatory Submission of Financial Support Documentation Due to stricter immigration screening procedures, all student visa applicants must provide proof of financial capability. Proof of sufficient financial support is required for your student visa application. When applying, you must submit documents demonstrating that you have adequate funds to cover your living expenses during your stay, such as a bank statement or a scholarship award certificate. The required amount is JPY 130,000 per month. Therefore, you must provide proof of financial support of at least: · JPY 650,000 for one semester (5 months) · JPY 1,300,000 for two semesters (10 months) Applicants must upload the supporting documents through the TAO application system.
2) Applications:
- Apply via the online system from the program website <u>during the application period for the semester you wish to study.</u> - Pay the Application (Registration) fee (JPY30,000) through the same system as above. (Admission fees and tuition will be charged later for the students from non-partner universities.) Learn More about the online application - Make a request to the university coordinator/nominator to nominate the applicant via the online application system. (Without the nomination from the university coordinator/nominator, your application cannot be completed.) Learn More about the online nomination
3) After the application
- Once SIT receives the applications, the screening will be held. - Within 2 months after the application is closed, SIT will notify the result of screening. - The applicants who pass the screening will receive a Letter of Acceptance (LOA) via email.
4) After confirming the acceptance
- Receive further information including the guidebook and take the necessary steps to come study in Japan. e.g., visa matter, accommodation, courses, and required documents about visa application: see page 8 - Attend orientation and register for courses before the semester starts

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

Students who will participate in the Course-taking Sandwich Program must apply to a “student visa”.

Once applicants are accepted into the program, SIT will apply for a Certificate of Eligibility (CoE) on their behalf through the Immigration Services Agency of Japan. As soon as the CoE is issued, SIT will forward the electronic CoE (not in PDF format) to both the program participants and the program coordinator/nominator at their home university. The CoE application process typically takes about two months. Please be patient with it and wait for the COE.

Procedures Chart for Long-Term Stay



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

14. Accommodation in Japan

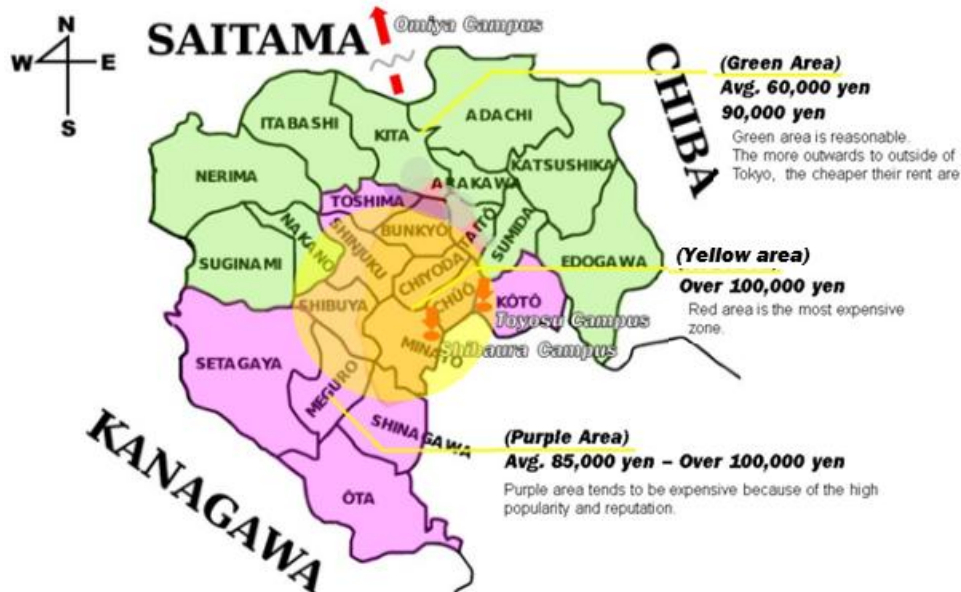
Once applicants are accepted, SIT will provide accommodation information and help them find accommodation in Japan. The following data/figures are from the surveys taken from the international students studying at SIT. We hope this information helps you find accommodation.

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 will mainly belong to, transportation fee, and living cost by area.

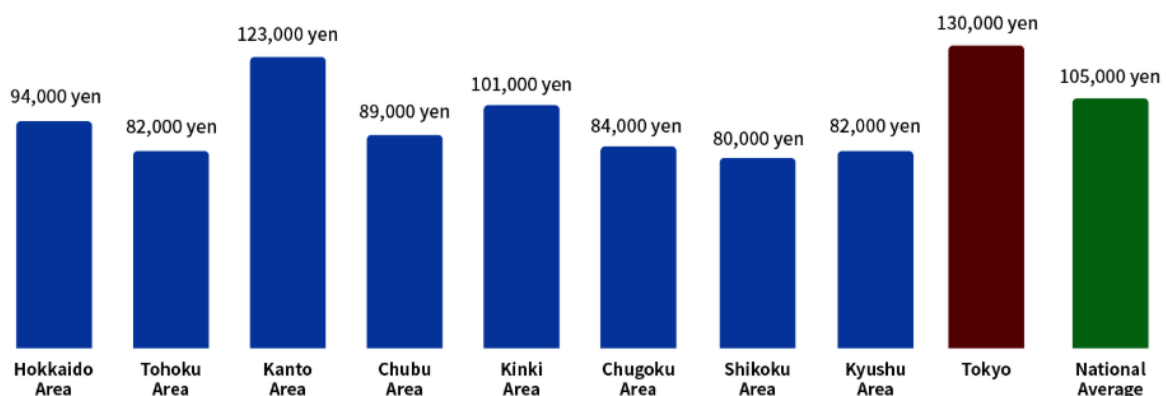
Also,

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

APPROXIMATE ACCOMMODATION EXPENSES BY AREA



Average monthly cost of living (Excluding the cost of study and research)



Source: Japan Study Support

Dormitory information

✧ **TIEC (Tokyo International Exchange Center)**

TIEC (Tokyo International Exchange Center) is a dormitory primarily intended for graduate students and is operated by the Japanese government. It is conveniently located near the Toyosu Campus. However, exchange students should be aware that obtaining a room at TIEC is highly competitive. In practice, only a very limited number of short-term exchange students are offered accommodation, as priority is given to degree-seeking international students. Therefore, applicants should not assume that they will be able to secure a room at TIEC.



✧ **SIT Global Dormitory**

SIT operates a dormitory for both Japanese and international students. The SIT Global Dormitory, located on the Omiya Campus, serves as a place for cultural exchange between Japanese and international students.

However, the number of applicants consistently exceeds the number of available rooms, making admission highly competitive. All applicants must undergo a screening process during the application period. Students should be aware that accommodation cannot be guaranteed and are encouraged to consider alternative housing options as a backup.



The Office of International Services will provide the list of the accommodations and the real estate agencies with those who cannot live in the dormitory.

15. Facilities of SIT

Toyosu and Omiya campus has its own cafeteria and store. The cafeteria serves traditional Japanese food, curry, noodles and so on. If you suffer from food allergies, do not worry. Every food comes with a detailed list of the ingredients used. You can pay with cash, credit card or prepaid card.

Toyosu's Cafeteria



Omiya's Cafeteria



16. 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 below shows the percentage of Students keeping a part time job.



17. Arrival: From the Airport to Your Accommodation

Since Tokyo has a well-developed public transportation system, we **do not provide** 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](#).