Guidelines for the AY2026-2027

Course-Taking Sandwich Program

at Shibaura Institute of Technology（SIT）

International Programs Initiatives Section

(As of August 2025)

Index

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. Contents / Courses

The main activity of the program is taking courses taught in English and all the participants as required to register for <u>at least 6-period (600 minutes) courses per week for the whole semester</u>.

The courses cover most of the field of engineering. The students can take courses from any field regardless of their major and level (undergraduate or postgraduate) at the home university if the students meet the prerequisites of each course.

SIT also offers Japanese language courses for students who wish to learn some Japanese while staying in Japan.

How to Check The TimeTable

Go to "AY20XX Timetable" > "SIT Mobility Program Participants" to find available courses. You can view all courses and filter by semester.

* Ensure your browser's language is set to English to view the timetable correctly.

Accessing the Timetable

- **Current Timetable**

    The current timetable shows courses for Spring and Fall of the current academic year. Use it as a reference for planning your schedule for the next academic year.

- **New Timetable Availability**

    The finalized timetable for the upcoming academic year will be released by mid-March, just before course registration opens.

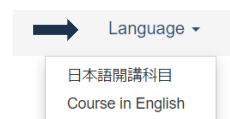### *Flexibility in Course Selection for Mobility Students

Level: Courses are available at both Undergraduate and Postgraduate levels, if you meet the prerequisites listed in Syllabus.

Department: You may choose courses across different departments.

*Check Important Course Details Before Registering

Syllabus Confirmation

Review the syllabus for each course to understand its requirements and content.

Campus Locations

Courses are held across different campuses, which may be far apart. Plan for travel time if your courses are located on different campuses.

Special Course Periods

Some courses may have special designations, such as "Summer Period", and may include unique requirements, such as sessions held during summer breaks or academic trips abroad. Check the course details or syllabus for specific dates and activities when selecting courses.

＊**Japanese-based course**

The courses for the Course-Taking Sandwich program are in English except for the Japanese language course as mentioned, however, the students may take courses taught in Japanese if a student has N2 level or above for JLPT.

However, Japanese-based courses are optional and there is a possibility that you may not be able to register for the class depending on the class capacity.

After the screening, SIT will provide special forms and course lists to the applicants.

3. Requirements

The applicant must:

- be an undergraduate/graduate student at a university.
- 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)
- be physically and mentally healthy. (Health checkup/certificate is required upon application.)
- register for more than 6-period (600 minutes) courses per week for the whole semester

    *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)

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)	CEFR score range for each grade	CEFR score range for each test	9.0 | 8.5				
C1	199 | 180 (190) (180)	3299 | 2600 (3299) 2630	1400 | 1350 (1400)	8.0 | 7.0	400 | 375	800	120 | 95	1990 | 1845
B2	179 | 160 (170) (160)	2599 | 2300 (2599) 2304	1349 | 1190 (1280)	6.5 | 5.5	374 | 309	795 | 600	94 | 72	1840 | 1560
B1	159 | 140 (150) (140)	2299 | 1950 1980 (1980)	1189 | 960 (1080)	5.0 | 4.0	308 | 225	595 | 420	71 | 42	1555 | 1150
A2	139 | 120 (120)	1949 | 1700 1728 (1728)	959 | 690 (840)		224 | 135	415 | 235		1145 | 625
A1	119 | 100 (100)	1699 | 1400 1456 (1699) (1400)	689 | 270 (270)					620 | 320

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

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

4. **Application Period**

Spring semester entry: October 1st to 31st

Fall semester entry: April 1st to 30th

5. **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

6. **Program Fee**

	SIT Partner University	**Non-Partner University**
Application (Registration) fee	JPY30,000	JPY30,000
Admission fee	waived	JPY40,000
Tuition fee	waived	JPY15,000/credit
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 60 days of receiving admission results, you may receive a refund minus a 1% 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.
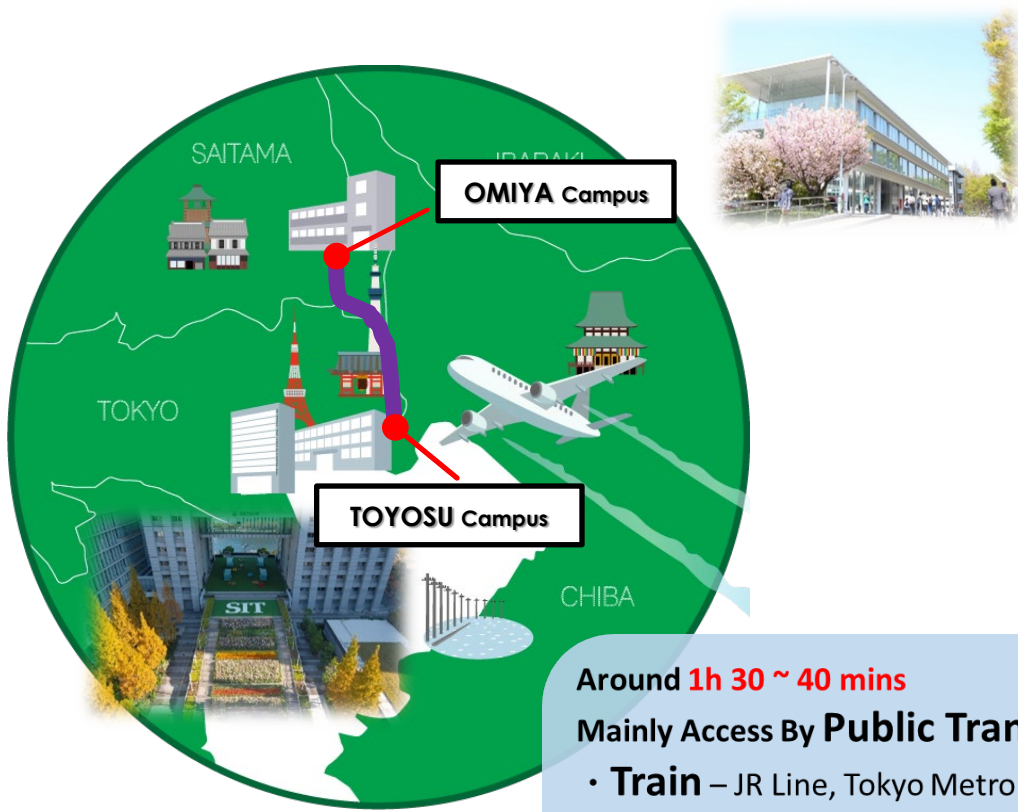
7. Campus information

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

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**)

8. Procedures

1) Preparations:
-    Check the website and program guideline to have a good understanding of the program outline.
-    Consult with the university coordinator 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.
2) Applications:
-    Apply via the online system from the program website **during the application period for the semester you wish to study.**
-    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 to nominate the applicant via the online application system. (Without the nomination from the university coordinator, 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 the 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 7
-    Attend orientation and register for courses before the semester starts

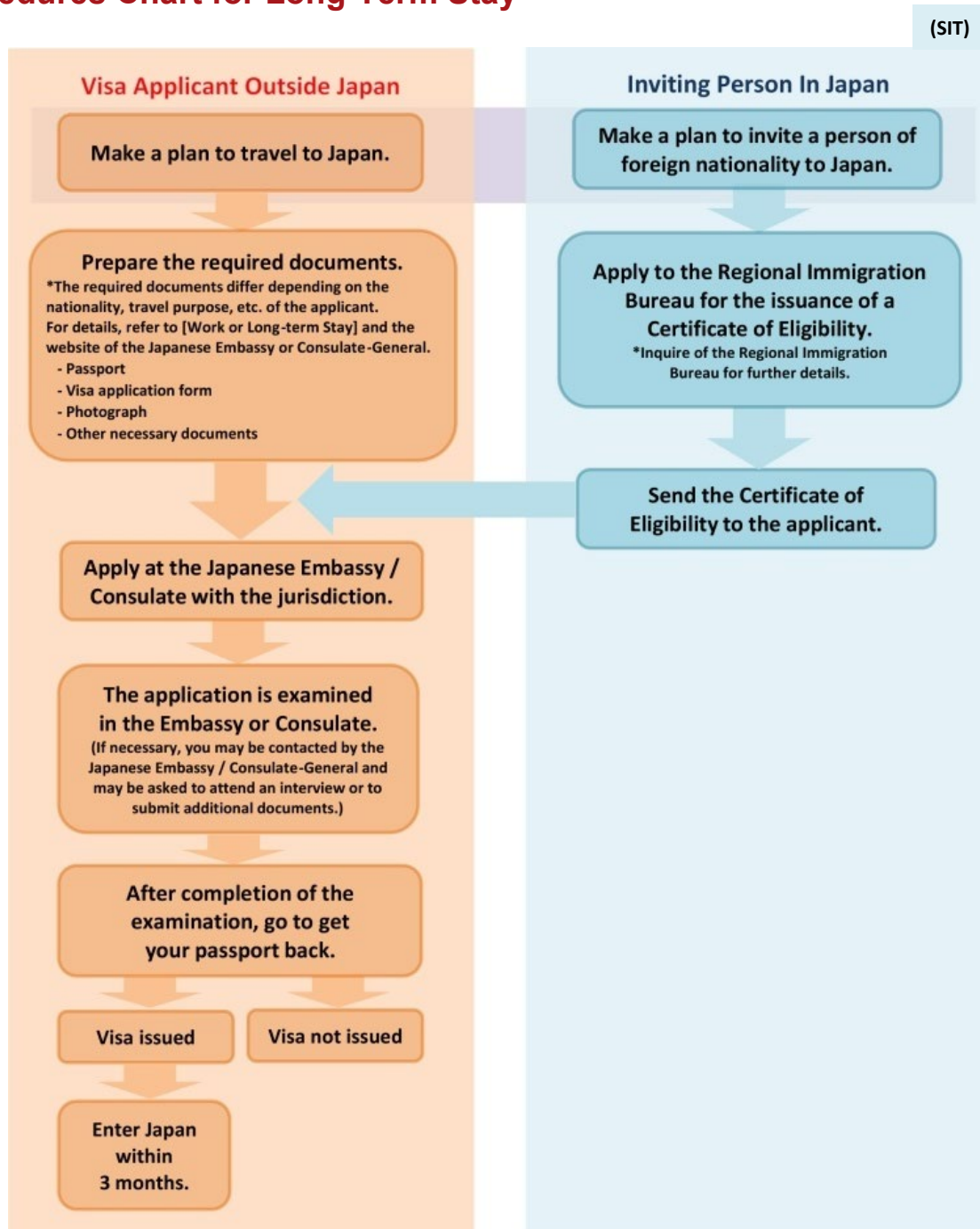## 9. VISA Process/Student visa (COE needed students)

Students who will participate in the Course-taking Sandwich Program must apply to 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 the COE.

Below is a flow of visa application process. Usually, this process will take about 2 months before the original COE reaches to you. Please be patient with it and wait for the COE.

Procedures Chart for Long-Term Stay

(SIT)

Visa Applicant Outside Japan	Inviting Person In Japan
Make a plan to travel to Japan.	Make a plan to invite a person of foreign nationality to Japan.

Prepare the required documents.
*The required documents differ depending on the nationality, travel purpose, etc. of the applicant. For details, refer to [Work or Long-term Stay] and the website of the Japanese Embassy or Consulate-General.
- Passport
- Visa application form
- Photograph
- Other necessary documents

Apply to the Regional Immigration Bureau for the issuance of a Certificate of Eligibility.
*Inquire of the Regional Immigration Bureau for further details.

Send the Certificate of Eligibility to the applicant.

Apply at the Japanese Embassy / Consulate with the jurisdiction.

The application is examined in the Embassy or Consulate.
(If necessary, you may be contacted by the Japanese Embassy / Consulate-General and may be asked to attend an interview or to submit additional documents.)

After completion of the examination, go to get your passport back.

Visa issued	Visa not issued

Enter Japan within 3 months.

Link: Application for Certificate of Eligibility (COE)
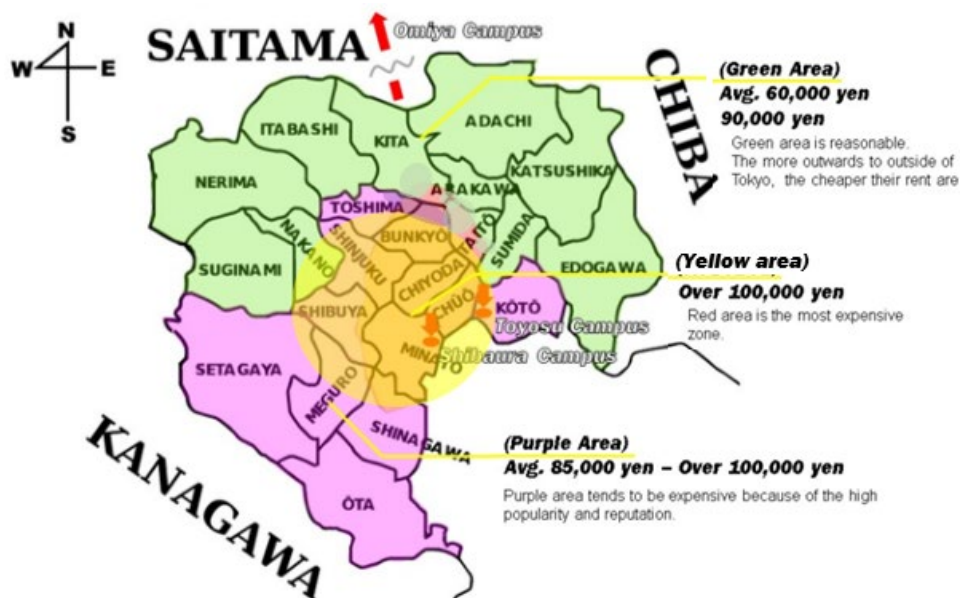
10. Accommodation in Japan

Once applicants are accepted, SIT will provide accommodation information and help them find accommodation in Japan. 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.
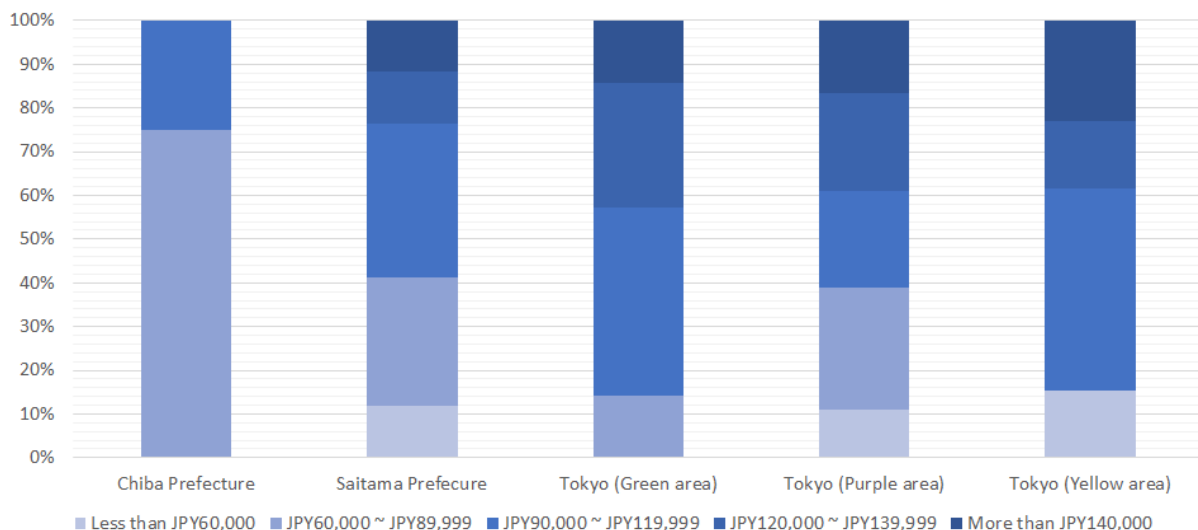
Also, SIT owns the dormitory for both Japanese and international students. This dormitory, "SIT Global Dormitory" is located at Omiya Campus as a forum for cultural exchange between Japanese and international students. However, since we accept a greater number of applicants than the number of rooms in the dormitory. it is very competitive to enter. So, we share the list of the accommodations and the real estate agencies with those who cannot live in the dormitory.

[Important] When looking for accommodation, please first confirm which campus you will take classes on.
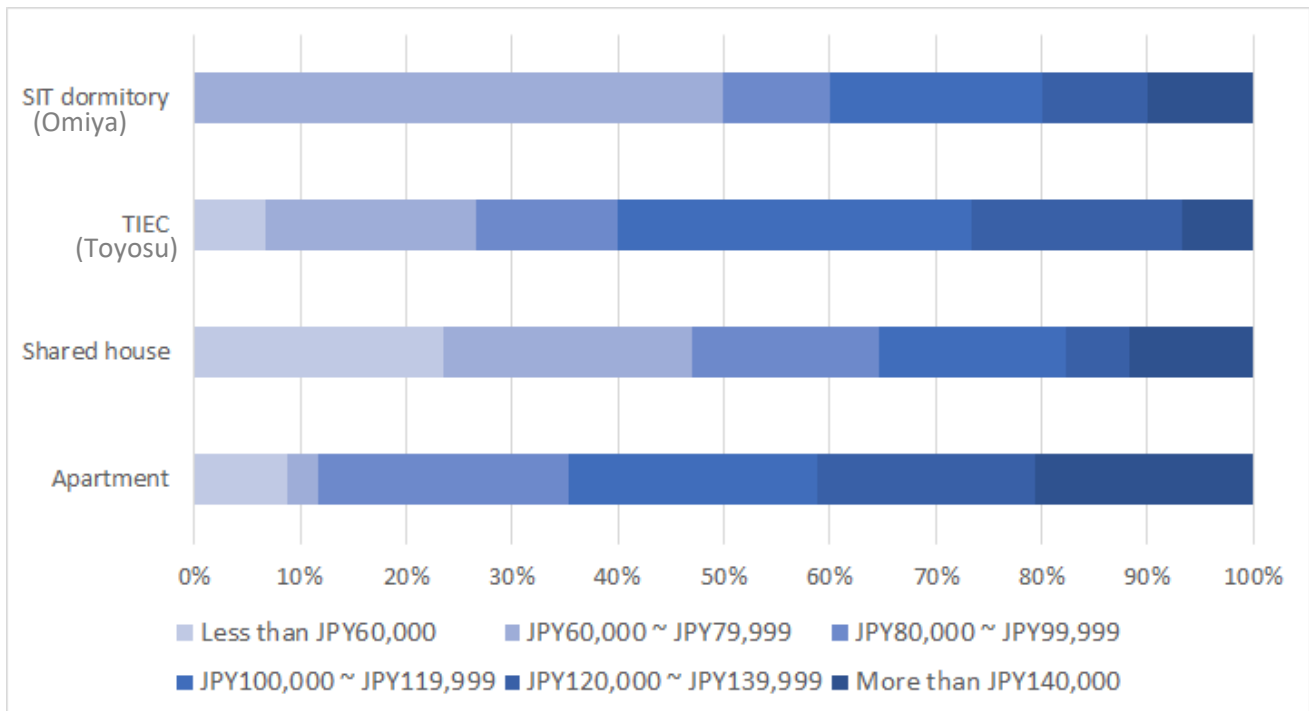
APPROXIMARTE ACCOMMODATION EXPENSES BY AREA

PECENTAGE 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.
- 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.

Pictures of The Dormitory

Advice from International Students at SIT

- It is 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. 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.
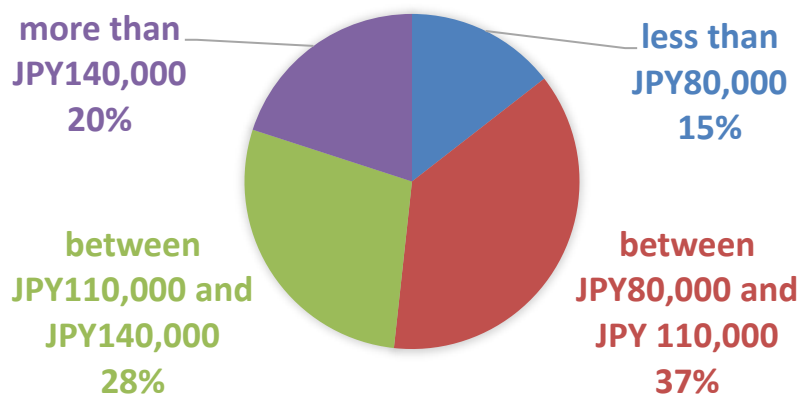
Toyosu's Cafeteria

Omiya's Cafeteria

12. 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.

more than JPY140,000 20%

less than JPY80,000 15%

between JPY110,000 and JPY140,000 28%

between JPY80,000 and JPY 110,000 37%

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.)

JPY30,000~JPY39,999

More than JPY40,000

JPY20,000~ JPY29,999

JPY10,000~ JPY19,999

Less than JPY10,000

Not doing part time job

Advice from International Students at SIT
- Confirm the cost for everything before you come. Usually, the initial cost can be expensive.
- Cost varies upon location where you stay at.
- We believe 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 expensive to live but it's worth it.

13. 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.**