

Guidelines for the Semester in Tokyo

Engineering Program (STEP)

Course-Taking Program

at Shibaura Institute of Technology



Office of International Services
at Shibaura Institute of Technology (SIT)
(October 2026)

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1. Program Outline

Semester in Tokyo Engineering Program (STEP) is a study abroad program designed for undergraduate students enrolled at non-partner universities that do not have an exchange agreement with Shibaura Institute of Technology (SIT). (Graduate students are not eligible for this program.) Students can remain enrolled at their home university while studying at SIT for one or two semesters. Participants may choose from a wide range of courses in various academic fields, excluding architecture-related faculties and departments. Most courses are taught in English, and opportunities to study Japanese are also available. These are offered in both English, and Japanese language lessons are also available for those interested.



2. Courses and Registration

2-1. Fields Available for Enrollment

Students may enroll in courses from all academic fields except Architecture.

2-2. Course Selection Rules

Students enrolled in the course-based study program may take a maximum of 24 credits per semester. Any request to exceed this limit will not be permitted.

2-3. Course Requirements

The primary activity of this program is taking courses taught in English. Students participating in this program are required to register for at least **six class periods (600 minutes)** per week throughout the semester. In addition to engineering courses, Japanese language courses are available for students who wish to study Japanese during their stay in Japan.

2-4. Maximum Course Load

Students enrolled in the course-based study program may take a maximum of **24** credits per semester. Any request to exceed this limit will not be permitted.

2-5. How to Check the Timetable

Please check the timetable on the following 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 each academic year is typically published in mid-March, shortly before course registration begins. As the timetable for the next academic year will not be available until then, we kindly ask you to refer to the current timetable for reference. Please note that the schedule and course offerings may change from year to year.

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 consulting with their home university in advance and confirming the following regarding the courses they wish to take at SIT:

- ✧ The courses meet the academic requirements of their home university.
- ✧ The credits earned at SIT can be transferred to their home university.

✧ The courses can be counted toward graduation requirements at their home university.

Please note that SIT cannot guarantee:

- ✧ Credit transfer or recognition of credits by the student's home university.
- ✧ Enrollment in specific courses.

Enrollment in courses is subject to various factors, including:

- ✧ 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 before selecting your courses. As enrollment in specific courses cannot be guaranteed, students are strongly advised not to rely on SIT courses to fulfill mandatory graduation requirements at their home university.

4. Requirements

The applicant must:

- be an undergraduate student at a university.
- be physically and mentally healthy.
- Be able to complete the program at Shibaaura Institute of Technology (SIT) and return to their home institution at least one month before their expected graduation date.
- Be able to submit an official academic transcript demonstrating a cumulative GPA of 2.0 or higher.
- submit an official English language test score (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 (230) 200 (210)			9.0 8.5				
C1	199 (190) 180 (180)	3299 (3299) 2600 (2600)	1400 (1400) 1350 (1350)	8.0 7.0	400 375	800	120 95	1990 1845
B2	179 (170) 160 (160)	2599 (2599) 2300 (2304)	1349 (1280) 1190 (1190)	6.5 5.5	374 309	795 600	94 72	1840 1560
B1	159 (150) 140 (140)	2299 (1949) 1950 (1728)	1189 (1080) 960 (960)	5.0 4.0	308 225	595 420	71 42	1555 1150
A2	139 (120) 120 (120)	1949 (1949) 1700 (1728)	959 (840) 690 (690)		224 135	415 235		1145 625
A1	119 (100) 100 (100)	1699 (1699) 1400 (1400)	689 (270) 270 (270)					620 320

* Students enrolled in degree programs in which English is the primary language of instruction are exempt from submitting English proficiency test scores. Instead, they must submit an official document issued by their home institution certifying that English is the medium of instruction for their degree program. There is no prescribed format for this document. Any official letter or certificate issued by the home institution will be accepted.

5. Application Period

Spring semester entry: October 15th to 31st

Fall semester entry: April 15th to 30th

6. Academic calendar and program duration

SIT has 2 semesters a year as below.

Semester	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

The academic year at SIT begins on April 1 and consists of two semesters: the Spring Semester and the Fall Semester. Together, these two semesters constitute 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

7. No Extension of Study Period Allowed

Students admitted for a one-semester stay are **strictly prohibited from applying for or requesting an extension** of their study period after admission. No exceptions will be made, and requests submitted by students, nominators, or home institutions will not be considered.

Applicants must therefore confirm the intended duration of study with their nominator before submitting their application.

8. Program Fee

Fee Item		Amount
Application fee		JPY 30,000
Admission fee		JPY 40,000
Student Support and Campus Facilities Fee per semester	1 semester	JPY 47,000
	2 semesters	JPY 94,000
Tuition		JPY 45,000 / credit

Estimated Total Cost

Study Period	Example Calculation	Total
1 Semester (12 credits)	$30,000 + 40,000 + (45,000 \times 12) + 47,000$	JPY 657,000
2 Semesters (24 credits)	$30,000 + 40,000 + (45,000 \times 24) + 94,000$	JPY 1,244,000

Notes

- The above amounts are examples based on enrollment in 12 credits per semester.
- Living expenses, accommodation, insurance, and travel costs are not included.
- Actual fees may vary depending on the number of registered credits.

Payment Schedule

Fee Item	Payment Timing
Application Fee	Pay at the time of application through the online application system.
Admission fee and Student Support and Campus Facilities Fee per semester	Pay within 40 days of receiving the Letter of Acceptance (LOA). Payment instructions will be provided together with the LOA.
Tuition Fee	After course registration has been finalized, an invoice and payment instructions will be sent individually. Tuition fees must be paid by the deadline stated in the notification.

Cancellation of the Application Fee

Please note that the application fee is non-refundable once paid, except in cases of duplicate payment or other exceptional circumstances approved by SIT.

Cancellation of the Admission Fee and Student Support & Campus Facilities Fee per semester

Applicants may cancel their participation up to one day before the program start date. Cancellations will not be accepted on or after the program start date.

To facilitate administrative procedures, applicants who wish to cancel their participation must complete and submit the cancellation form specified in their Letter of Acceptance (LOA) to the SIT International Office at least two weeks prior to the program start date. A cancellation request will not be considered valid unless receipt of the form is confirmed by the SIT International Office.

If a cancellation is made before the program start date, the admission fee and Student Support & Campus Facilities Fee will be refunded after deduction of the designated administrative handling fee.

Please note that no refunds will be issued on or after the program start date under any circumstances.

9. 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).

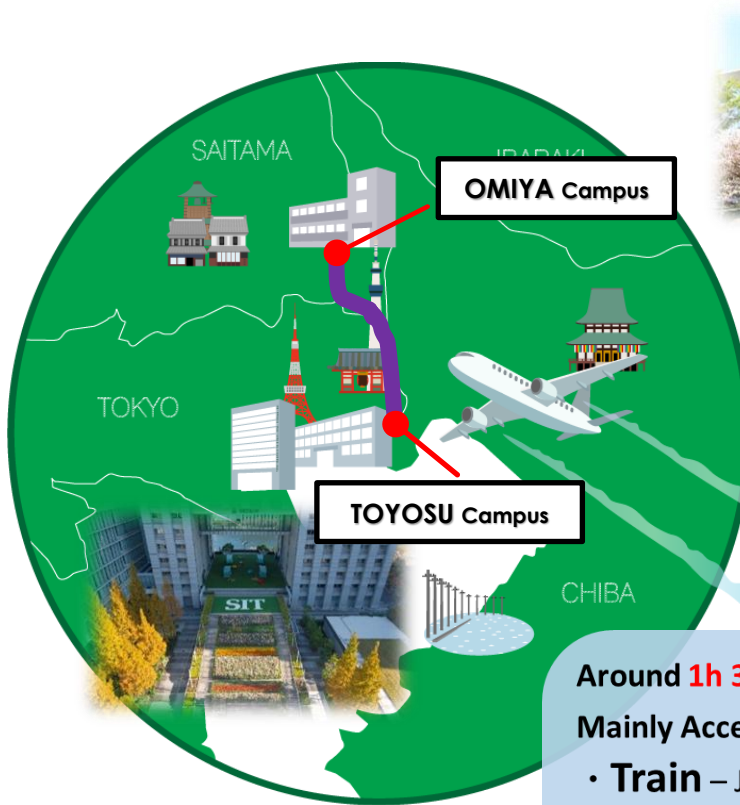
Being in Tokyo or close to is one of the most attractive points for students, especially from other countries and many students who attended SIT have taken advantage of living in the central Tokyo and enjoying their life in Japan.

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

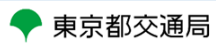
College of Engineering and Design

[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**)

10. Procedures

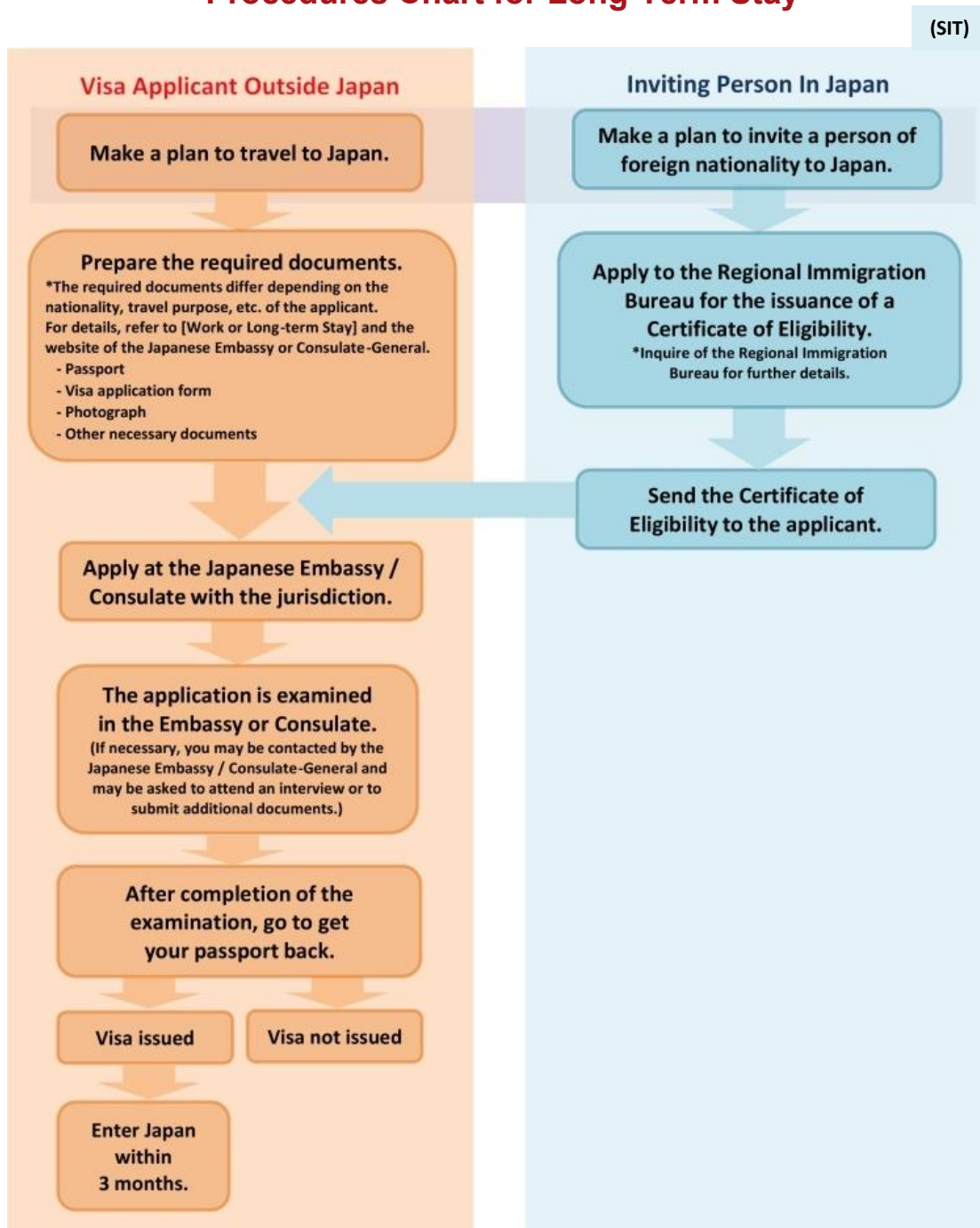
1) Preparations:
- Check the website and program guidelines (this material) to have a good understanding of the program outline.
- Consult with the university coordinator/nominator who is in charge of overseas study programs at home university.
- Be sure about your budget plan concerning the duration 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.</u>
- Pay the Application fee (JPY30,000) through the same system as above. <u>Learn More about the online application</u>
- 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.) <u>Learn More about the online nomination</u>
3) After the application
- Once the application period has ended, applications will be reviewed and screened by SIT.
- 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 next page
- Attend orientation and register for courses before the semester starts

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

Students who will participate in the Course-taking 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.

Exception: Japanese nationals are not required to obtain a student visa or a Certificate of Eligibility (CoE).

Procedures Chart for Long-Term Stay



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

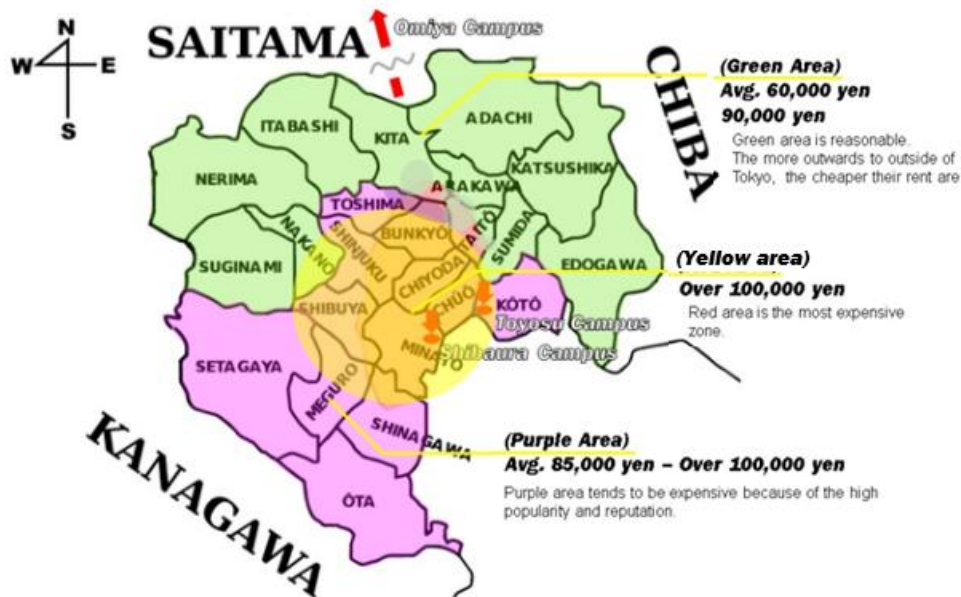
12. Accommodation in Japan

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.

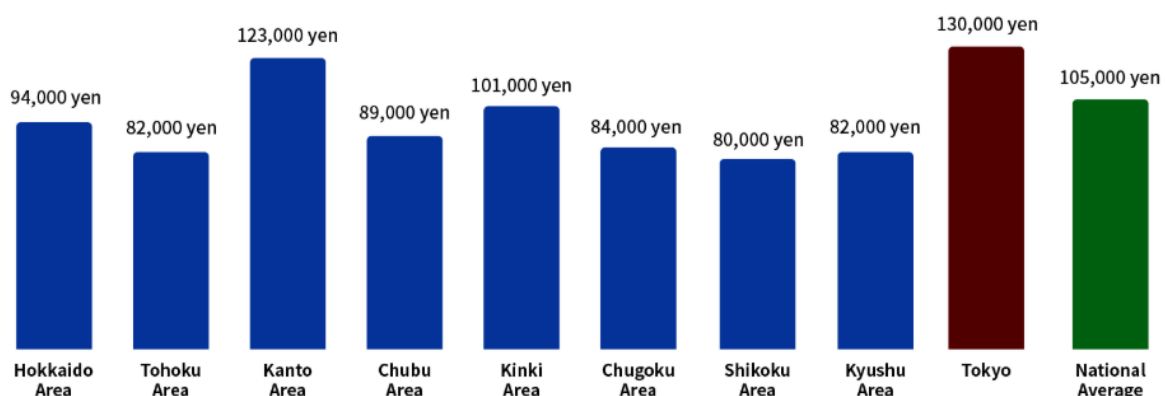
As shown in the picture below, the accommodation and living expenses will vary by area. So please decide the living location based on the campus you will mainly belong to, transportation fee, and living cost by area.

[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

✧ 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.

NOTE:TIEC (Tokyo International Exchange Center)

Due to the large number of inquiries we receive, we would like to provide the following information regarding the Tokyo International Exchange Center (TIEC). TIEC is a student residence operated by the Japanese government and is primarily intended for graduate students.

Therefore, undergraduate students are not eligible to apply for accommodation at TIEC.

We kindly ask applicants to take this into consideration when planning their housing arrangements.



13. 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



14. 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.



15. 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](#).