

**Guidelines for the AY2021-2022
Course-Taking Sandwich Program
at Shibaura Institute of Technology**



International Programs Initiatives Section

(As of February, 2021)

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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 of the home university for 1 or 2 semesters (up to 1 academic 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 home university to complete their studies at their home university.

The program is popular for the 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. Classes are taught in English and Japanese language lessons are also available.



2. Contents / Courses

The main activity of the program is taking courses taught in English. 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 the students who wish to learn some Japanese while staying in Japan.

See below websites for more information of the courses.

Website : [The course list/schedule](#)

*Make sure that the language settings of your browser is NOT “Japanese”.

*If you set your language settings to Japanese on the browser, it will take you to the timetable for the full-time students in Japanese.

*Look under “SIT Mobility Program Participants”.

*Attention to the campuses which offer the courses as the campuses are located in different areas and take some time to travel between them.

Website : [Course Modules/Find courses by field](#)

Below courses at Shibaura Institute of Technology are organized by fields.

- Computer Science (Computer Science, Information Communication Technology)
- Electrical engineering
- Chemistry
- Construction (Architecture, Civil, Urban Design, Environmental studies)

Not all the courses are grouped in the modules, but it helps students to look for the courses by the field of interest.

*** Japanese-based course**

The courses for the Course-Taking Sandwich program are in English except the Japanese language course as mentioned, however, the students can 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 the class depends on the class capacity.

After a screening process, 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.)
- 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.

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.

1st semester (spring semester) : from the Beginning of April to the end of July

2nd semester (fall semester) : from the end of September to the end of January.

[-Academic Calendar \(AY2021\)](#)

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

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

- Orientation for Spring Semester: End of March
- Orientation for Fall Semester : 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 applicants:

- Registration fee: JPY30,000

- Admission fee: All waived

- Tuition fee: All waived

Non-Partner University applicants:

- Registration fee: JPY30,000

- Admission fee: JPY40,000

- Tuition (Course takers only): JPY15,000/credit

Payment schedule:

- Registration fee: After officially admitted to the program when we send Letter of Acceptance (LOA) to the students

- Program fee and tuition: Upon arrival *TBA

* You can check the link for [SIT partner universities](#) but the newly added universities may not be on the list so please check with the international coordinator at your university to see if your university is SIT's partner university.

7. Scholarship opportunity

SIT offers a scholarship to the program participants. In the online application form, there is a place where you can indicate that you wish to receive the SIT scholarship. By indicating “yes”, SIT acknowledges that the applicant is applying for the scholarship.

SIT can offer **JPY 40,000** per month during the program for students who pass scholarship screening. This screening process takes at least 2 months.

After the screening, SIT provides a letter of acceptance (LOA) via the applicants' home university coordinator. The amount of the scholarship is written on LOA **ONLY IF** you are a scholarship receiver

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

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

*The scholarship selection process will only be done once. Once we receive the application, additional scholars won't be selected even if other scholars gave up.

8. Campus information

SIT is located in the heart of Japan. There are 3 campuses and 2 campuses out of 3, Toyosu and Shibaura campus, are located in Tokyo and Omiya campus is located in Saitama (next to Tokyo).

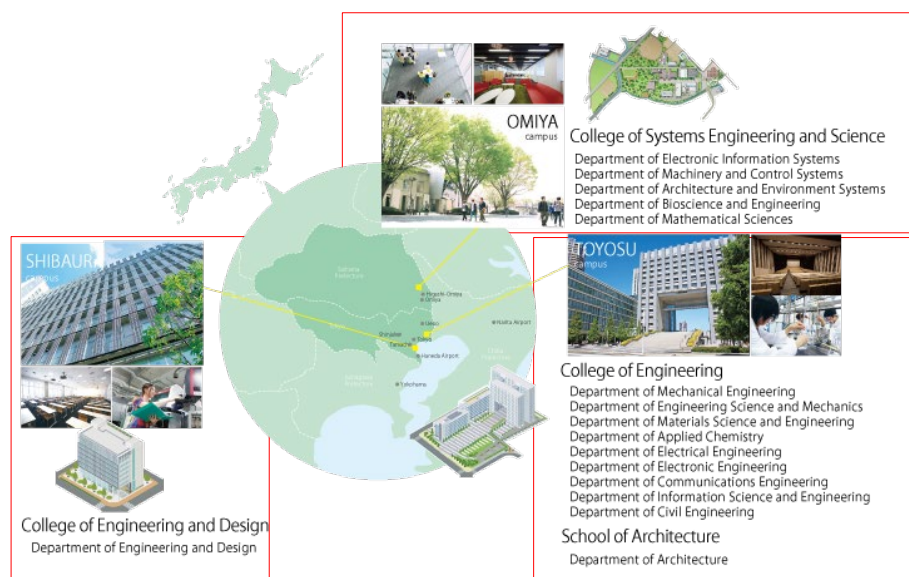
Being in Tokyo or close is one of the most attractive points for the students especially from other countries and many students attending SIT have taken advantages of living in the central and enjoy their life in Japan.

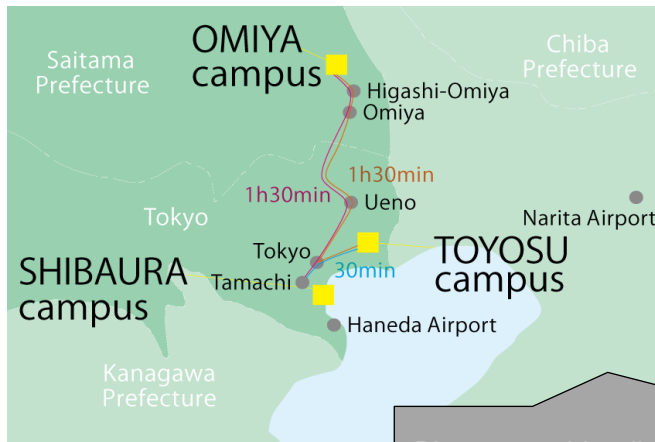
As mentioned in the Article 2 (Contents/courses), campus you attend will depend on the course you register. Please check and consider the campus location for the courses you are willing to take and distances of each campus when you register for the courses.

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

[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. 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 study and living cost in Japan.
2) Applications:
- Apply via online system from the program website <u>during the application period for the semester you wish to study.</u>
- Make a request to the university coordinator to nominate the applicant via online application system. (Without the nomination from the university coordinator, your application cannot be completed.) Learn More about online nomination
3) After application
- Once SIT receive 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 Letter of Acceptance (LOA) via applicants' university coordinator. * Those who pass the screening of scholarship will be notified on the LOA.
4) After confirming the acceptance
- Pay the registration fee (JPY30,000) via online payment system (admission and tuition fee will be charged later for the students from non-partner universities).
- After SIT confirms the payment, receive the further information including the guidebook and take the necessary steps to come study in Japan. . e.g. visa matter, accommodation, courses, required documents about visa application : see page 7
- Attend orientation and Register courses before the semester starts

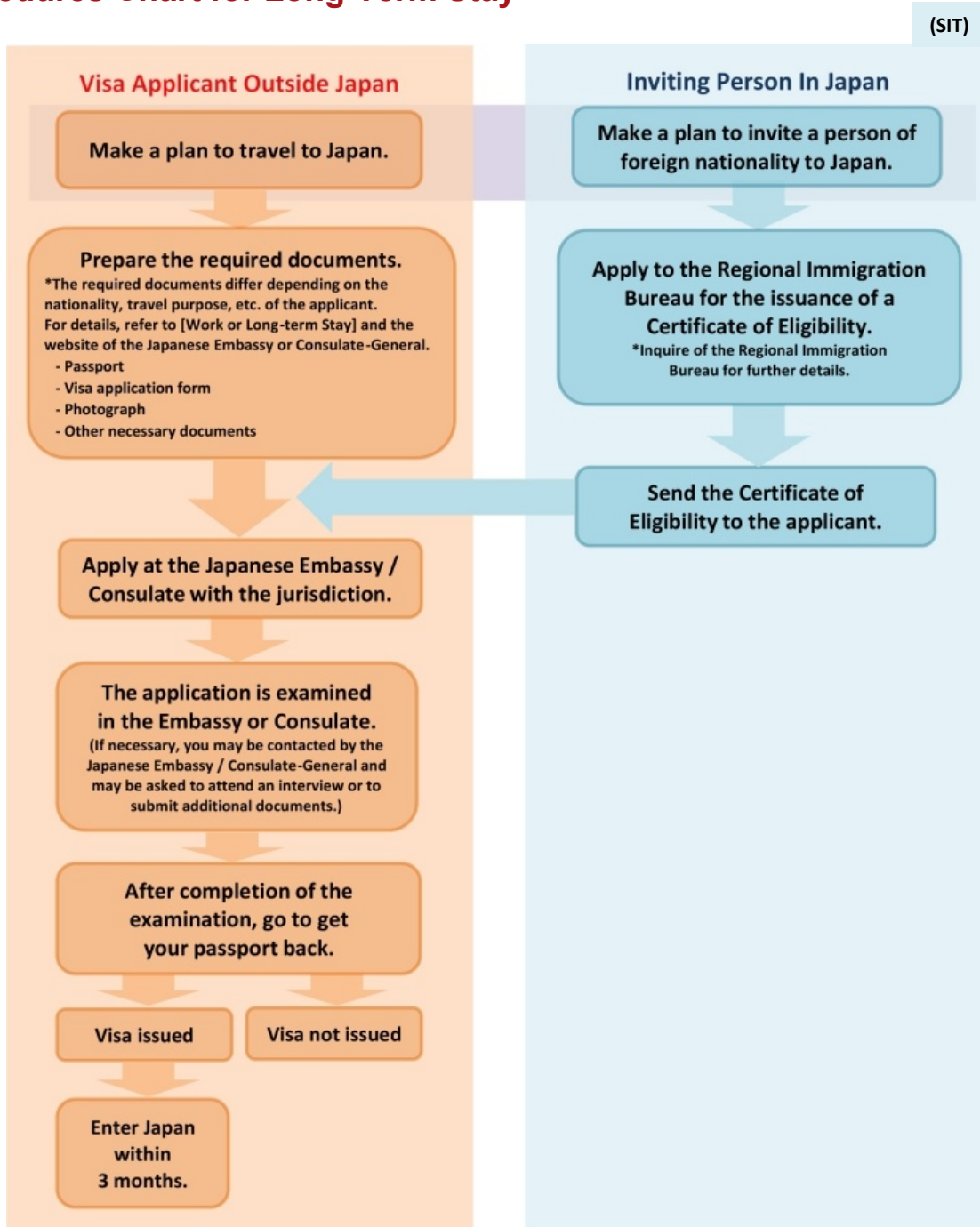
10. VISA Process/Student visa (COE needed students)

Students who will participate in 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 the COE.

Below is a flow 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 \(COE\)](#)

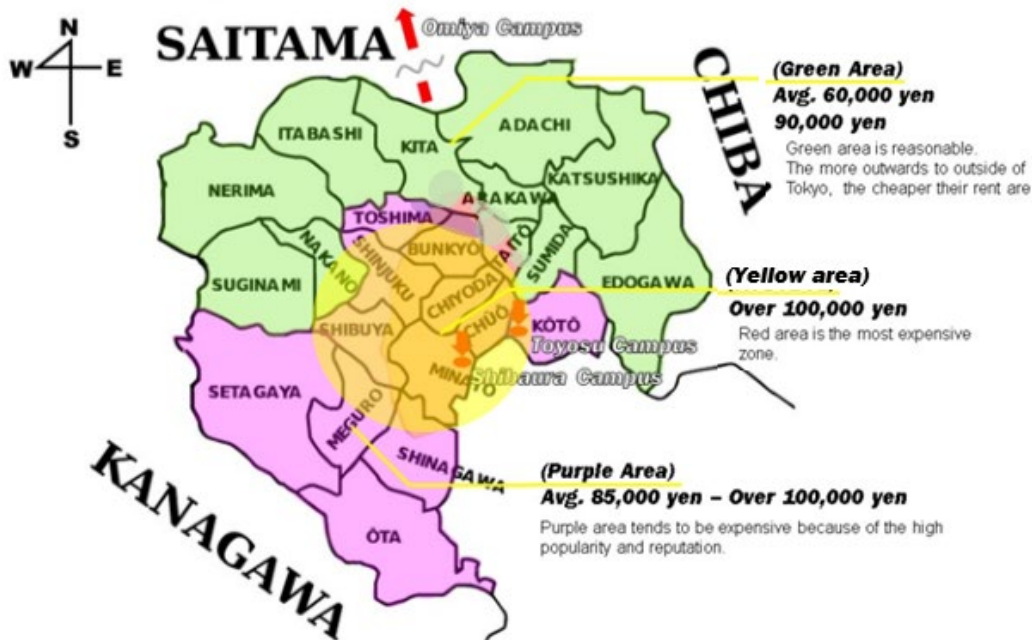
11. Accommodation in Japan

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 actually studying at SIT. We hope these information help you find an accommodation.

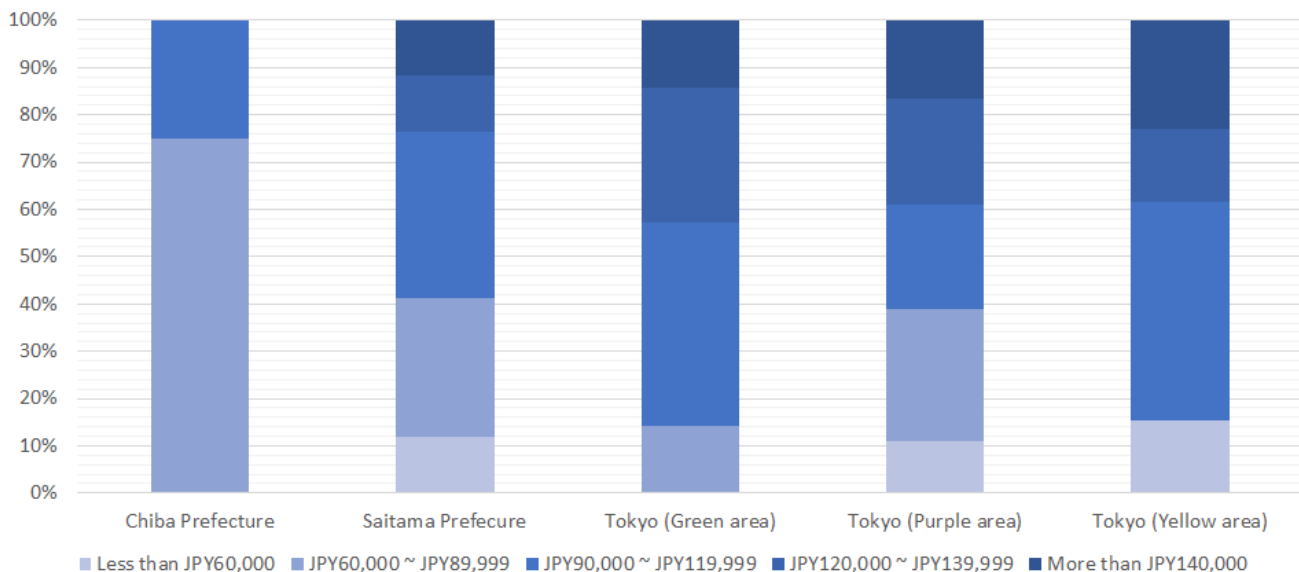
As shown in the picture below, the accommodation and living expenses will vary by area. So please decide the living location based on the campus you'll mainly belong to, transportation fee and living cost by area.

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

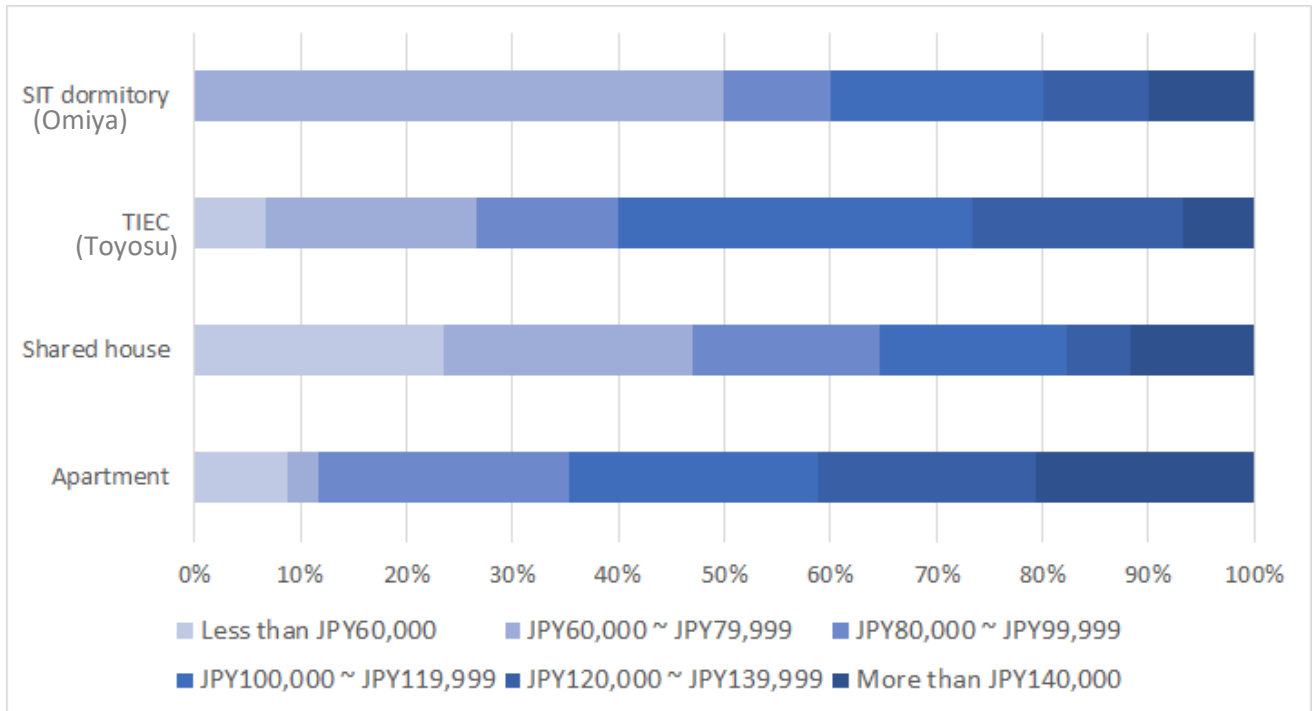
APPROXIMATE ACCOMMODATION EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE



Note:

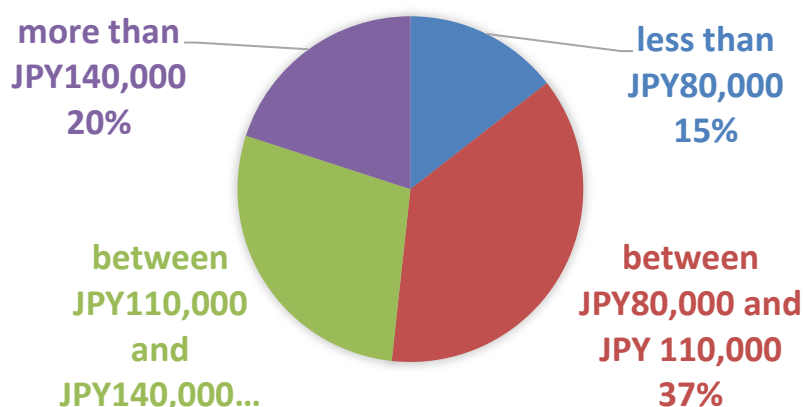
- TIEC (Tokyo International Exchange Center) is the dormitory for the students at a Graduate level. It is operated by Japanese government and located near Toyosu campus.
- You need to pass a screening to stay in the TIEC or SIT dormitory. Due to the high numbers of international students in Tokyo, these 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 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.

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.



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. Usually, the initial cost can be expensive.
- Cost varies upon location where you stay at.
- 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 expensive to live but it's worth it.

13. Arrival – Airport to your accommodation.

Since the 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](#).

