Sandwich Program AY2019/2020
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/graduate student of a university.
- complete this program before the graduation at your home university.
- have good English skills –CEFR B2* equivalent or the Letter of recommendation from a university that guarantees applicant’s English skills.
  *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. (The figures may change from time to time)
- be physically and mentally healthy.

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
- Spring Semester 2019 (Early April 2019. - July. 2019)
- Fall Semester 2019(Mid September.2019 – January.2020)
Please note that our orientation in each semester will be held before semester begins.

- Orientation for Spring Semester 2019: Beginning of April
- Orientation for Fall Semester 2019: Beginning of September

***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. 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 check and consider the campus location for the courses you are willing to take and distances of each campus when you register 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
5. 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.

Here are the course information for Undergraduate and Master in AY2018 for your reference. Those for AY 2019 will be opened later.

-Spring Semester Course List for Undergraduate:

-Fall Semester Course List for Undergraduate:

-Course List for Master
1) Common subjects
2) Electrical Engineering and Computer Science
3) Materials Science and Engineering
4) Applied Chemistry
5) Mechanical Engineering
6) Architecture and Civil Engineering
7) Systems Engineering and Science
8) Global Course of Engineering and Science

** Although the course lists in each page has Japanese and English course titles together, course titles written in English will be conducted in English.
Please check the schedule of the course by changing the language from Japanese to English at the top right box of the website.**

** Although “Japanese language course” is not listed in the “Course for Master”, the graduate
students could also take the Japanese language course.

-Course Taking conducted 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 courses conducted in Japanese 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.
http://www.shibaura-it.ac.jp/examinee/feature/researcher.html

** Japanese language course is the course for learning Japanese, but since it is conducted in English, it is treated as “English course”

***As mentioned in article 4, SIT has 3 campuses, Toyosu, Shibaura and Omiya campus. Each campus is located in different area, applicants need to choose courses with carefully considering campus location and transportation fee since the accommodation will be varied according to the campus where applicants mainly belong to. Applicants can check “Approximate accommodation expenses by area” on article 10.***

6. 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. ***

7. Scholarship opportunity

SIT can offer applicants a scholarship opportunity which is **JPY 37,000** per month during the program. A Scholarship may be provided after an applicant screening by SIT. This screening process would take about 1 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.

Applicants who plan to apply for this scholarship need to indicate it on the Form 1(14) of the SDW application form.

*** Those who are going to receive any scholarship(s) for same or more amount than SIT scholarship from other organization(s) during the program can NOT apply for SIT scholarship.***

8. Step to apply

Refer the following procedure to apply. Details will be informed you afterward.
Phase 1: Until the notification of the result

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

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

(3) SIT will send letter of acceptance to the international office at your home University.

**Phase 2: After acceptance is confirmed**
(4) SIT will inform you of the detailed steps to carry out before coming to Japan (including information about VISA, accommodation, orientation and things you need to do before/after coming to SIT).

(5) SIT will arrange and inform you the schedule of the orientation.

9. **VISA Process/Student visa (need CoE)**

Students who will participate the program for more than 90 days, must have a "Student visa".
In order to apply for Student visa, CoE (Certificate of Eligibility) is needed which will be issued by Immigration bureau in Japan.

SIT will apply for CoE on behalf of you and send the original certificate to the program coordinator at your home university once it’s issued. Students can apply for Student visa with CoE.

This is a flow of visa application process. Usually, this process takes about 1.5 to 2 months to get the original CoE reaching you. Please be patient until receiving the CoE.

**Procedures Chart for Long-Term Stay**

**Visa Applicant Outside Japan**
- Make a plan to travel 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 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.

**Inviting Person In Japan**
- Make a plan to invite a person of foreign nationality to Japan.
- 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.

Link: [Application for Certificate of Eligibility (CoE)]

10. 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.

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

When looking for accommodation, please first check on which campus you will take classes.

**APPROXIMATE ACCOMMODATION EXPENSES BY AREA**

**PECENTAGE OF LIVING EXPENSES BY AREA**

[Map showing accommodation expenses by area with percentage charts for different areas and cost ranges.]
Note:
- TIEC (Tokyo International Exchange Center) is the dormitory operated by Japanese government, it is located near Toyosu campus in the Odaiba district.
- It is for GRADUATE STUDENTS and above.
- You need to pass a screening to stay in TIEC or SIT dormitory, due to the high numbers of international students in Tokyo, these two dormitories are very competitive to enter, please try to look for other accommodation in case you won't pass the screening.

Advices 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.

11. 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.
International student’s first priority is “Studying”, however they are allowed to work and earn money during their free time up to 28 hours per week.

Right figure shows the percentage of students doing the part time job. Sometimes, SIT international office calls for part time jobs. (ex. Airport pick up, supporter for event etc.)

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.

1. 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 Route search site.
2. Access from your accommodation to your campus.

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.

Shibaura Institute of Technology
Shibaura campus
3-5-14, Shibaura, Minato 108-8548 Tokyo, Japan

Access to Omiya campus from Higashi-Omiya Station.

Omiya campus
307 Fukasaku, Minuma-ku, Saitama-shi, Saitama 337-0870, Japan