



Saitama University

255 Shimo-Okubo, Sakura-ku, Saitama City, 338-8570, Japan TEL:+81-48-858-9061 FAX:+81-48-858-9675  
<http://www.saitama-u.ac.jp/index.html>

January 23, 2017

Dear Partners:

We are pleased to announce that Saitama University (SU) is ready to accept students from your university, who are interested in studying at SU from September, 2017.

As the number of international students attending SU has been growing very quickly in recent years, we would like to confirm the number of students you are sending us for the next semester ahead of the registration date so that we can help their enrollment at the university go smoothly. We would greatly appreciate it if you could let us know the number of the students you are planning to send for the fall semester 2017 **by April 14, 2017**. The application deadline is **May 15, 2017**.

Please note that we might have to consult with some of our partner universities as to the number of students we could accept on the basis of the Memorandum of Understanding (MOU) and the actual balance of the inbound and outbound students between us. We would appreciate your understanding on this matter.

Saitama University, Japan is very much committed to strengthening our partnership with you and providing memorable study opportunities for all of our students.

Sincerely,

Dr. Seiichiro Nakabayashi  
Director-General, International Office  
Saitama University, Japan

Chino Iwabuchi, Coordinator, Office of International Affairs

Attachment:

1. Application Procedure for 2017 Fall
2. Fact Sheet for STEPS
3. Application for 2017 Fall

## Application Procedure for 2017 Fall Semester

### **1. Nomination**

Please let us know how many students your institution is going to nominate as exchange students in September 2017 by email.

In the email, please include the following information:

- Student's Name
- Intended length of stay
- Date of Birth
- Gender

**Nomination deadline is April 14.**

Please note that we might have to consult with some of our partner universities as to the number of students we could accept on the basis of the MOU and the actual balance of the inbound and outbound students between us.

### **2. Application**

Please send us scanned application documents by email so that we can look over the documents beforehand, and then we will ask you to send us the hardcopy by FedEx or equivalent courier.

**Application deadline is May 15.**

### **3. Visa and Letter of Acceptance**

After careful screening, we will issue Certificate of Eligibility (CoE) and Letter of Acceptance to you by the end of July.

#### **【Contact Information】**

Office of International Affairs  
Saitama University  
MAIL : ryugaku@gr.saitama-u.ac.jp

# Fact Sheet for Short-Term Exchange Programs at Saitama University (STEPS)



## CONTACTS

Name of University	Saitama University , Office of International Affairs
Coordinator	Chino Iwabuchi (Ms.)
Mailing Address	255 Shimo-okubo, Sakura-ku, Saitama City, Saitama 338-8570 JAPAN
Phone	+81-48-858-9061
Fax	+81-48-858-9675
E-mail	<a href="mailto:ryugaku@gr.saitama-u.ac.jp">ryugaku@gr.saitama-u.ac.jp</a>

## INSTITUTIONAL INFORMATION

Faculties/ Graduate Schools	Faculties:	Liberal Arts, Education, Economics, Science, Engineering
	Graduate Schools:	Humanities and Social Sciences, Education, Science and Engineering
Website for Exchange Program	<a href="http://en.saitama-u.ac.jp/exchangeprograms/index/">http://en.saitama-u.ac.jp/exchangeprograms/index/</a>	
Course Information	<a href="http://syllabus.saitama-u.ac.jp/portal/public/syllabus/SearchMain.aspx">http://syllabus.saitama-u.ac.jp/portal/public/syllabus/SearchMain.aspx</a>	
Access Information	<p>Saitama University is located just north of Tokyo. Saitama is one of the most popular residential areas in East Japan where you can enjoy Japan's major attractions including the metropolitan Tokyo area, and surrounded by the World Heritages: Mt. Fuji, Nikko, Tomioka Silk Mill and many more.</p> <p>More information can be found on our website: <a href="http://en.saitama-u.ac.jp/about/mapsaccess/">http://en.saitama-u.ac.jp/about/mapsaccess/</a></p>	

## ACADEMIC CALENDAR 2017

Effective Spring 2016, our academic calendar has changed from a semester-based to a quarter-based system. However, exchange students can only enroll from Term 1 (April) or Term 3 (September), and minimum study period is two terms. Period of stay is as follows:

### Length of Stay : Four Terms

- April - February next year (Term 1 to Term 4)
- September - August next year (Term 3 to Term 2)

### Length of Stay : Two Terms

- April - August (Term 1 and Term 2)
- September - February next year (Term 3 and Term 4)

Orientation for new STEPS	April 5, 2017 - April 7, 2017
Term 1	April 10, 2017 - June 9, 2017
Term 2	June 12, 2017- August 4, 2017
Orientation for new STEPS	Late September, 2017 (TBD)
Term 3	September 28, 2017 - November 22, 2017
Term 4	November 28, 2017 - February 5, 2018
Summer Break	August 5, 2017 - September 27, 2017
Winter Break	December 26, 2017 - January 4, 2018
Spring Break	February 6, 2018 - Late March, 2018

## IMPORTANT DATES (TBD)

Entry into Term 3, 2017 (Sep)	International House Check-In	Late September 2017
	Orientation	Late September 2017
	Course Registration	Early October 2017
	International House Check-Out	Early March 2018 or Early September 2018

## APPLICATION

Application Deadlines	<p><u>Term 3 (September) Admission:</u>          Nomination Deadline: April 14          Application Deadline: May 15</p>
Language Requirements	There are no language proficiency requirement, but the students must have skills in Japanese or English to understand classes and fulfill the course requirements. Students who take Intensive Japanese Course are required to take placement test at the beginning of each term.
Application Documents	<ul style="list-style-type: none"> <li>- Application Form</li> <li>- Financial Statement (Bank balance certificate, Scholarship certificate etc.)</li> <li>- Tuberculosis (TB) Clearance</li> <li>- Statement of Purpose (Either in Japanese or English)</li> <li>- Academic Reference</li> <li>- Official Academic Transcript</li> <li>- 1 Passport Copy</li> <li>- 4 Color Passport Photos</li> </ul>

## ACCOMMODATION

Housing for exchange students	Exchange student will live in our on-campus dormitory; International House (I-House). Each room is equipped with small kitchen, bath/shower, restroom and air conditioner. <b>Please note that exchange students may have to share a family room with another exchange student of the same gender.</b>	
Costs (I-House single room)	Deposit *Refundable upon check-out	60,000 JPY (12,000 × 5 installments) *subject to change
	Rates	13,840 JPY + utilities / month *subject to change
	Cleaning *Pay upon check-out	20,500 JPY (two-term student) 23,600 JPY (four-term student) *subject to change
	Internet	Free Wi-Fi on campus and in I-House
Local Community Exchange	Students may apply for a one-day Home Visit program or a one-night Home Stay program to spend time with a local Japanese family.	

## FEES & COSTS

Tuition and Fees	Regular Courses	Waived for Exchange Students
	Intensive Japanese Program	Waived for Exchange Students
Estimated living costs are 500,000 JPY for two terms and 1,000,000 JPY for four terms.		
Insurance *Mandatory for all exchange students	Japan National Health Insurance	Approx. 1,000 JPY /month
	University CO-OP Student Insurance (Life Mutual Insurance and Personal Liability Insurance)	Premium : 9,880 JPY / year + Deposit (refundable) : 4,000 JPY *subject to change
Books	Textbook	5,000 - 10,000 JPY / term
Transportation *No airport pick-up service	Airport Shuttle	2,800 JPY (Narita - Saitama)
		1,540 JPY (Haneda - Saitama)
	Local Bus	180 - 200 JPY (Saitama City area)
	Local Train	150 - 200 JPY (Saitama City Area)
350 - 500 JPY (To Metropolitan Tokyo area)		
Food	Lunch at cafeteria	350 - 500 JPY
	Monthly average	25,000 - 30,000 JPY

## VISA

Visa Application Procedure	After screening, we will send our official documentation with the Certificate of Eligibility (CoE) by courier. With those documents, each student is required to apply for a "College Student (Ryugaku)" visa at the Japanese Embassy or Consulate in your home country prior to travelling to Japan. Please contact the local Japanese Embassy or Consulate for details of applying for a student visa.
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## FREQUENTLY ASKED QUESTIONS

Q. When do I choose my courses?	A: Course syllabi will be finalized by April 1 every year. You will be guided through the course registration process shortly after arriving in Saitama. Course listings from previous semesters are available on our website for your reference.
Q. In what language will the courses be taught?	A: Most of the courses are taught in Japanese, but SU offers more than 40 courses taught in English as well.
Q. Can I take Japanese language classes?	A: Yes, students are to take a placement test at the start of term and are assigned to classes suitable to their proficiency level. Japanese classes are not compulsory but it will help you adjust to your daily life in Japan, and make friends from all over the world!
Q. What is the cost of living in Saitama?	A: Your expenses will be around JPY 500,000 for a two-term exchange (or a half year) and JPY 1,000,000 for a four-term exchange (or a full year).
Q. Will I have internet access?	A: Yes! SU WiFi is available throughout the campus.

## International Student Exchange Student Application

### STEPS (Short-Term Exchange Program of Saitama University)

#### APPLICATION CHECK LIST

<input type="checkbox"/>	Application Form
<input type="checkbox"/>	Financial Statement (Bank balance certificate, scholarship award letters, or other financial documents)
<input type="checkbox"/>	Tuberculosis (TB) Clearance
<input type="checkbox"/>	Statement of Purpose *On a separate printed page
<input type="checkbox"/>	Academic Reference *Provide one letter of reference from your academic advisor or faculty member
<input type="checkbox"/>	Official Academic Transcript
<input type="checkbox"/>	1 Passport Copy
<input type="checkbox"/>	4 Color Passport Photos (3cm X 4cm)
<input type="checkbox"/>	Official Language Proficiency Score Report Copy *If applicable : TOEFL, IELTS, JLPT, etc.

#### HOW TO APPLY- following procedure has to be done by institution

1. To be eligible for admission to Saitama as an exchange student, you must be nominated by your home university.
2. Your application must be sent through the international or exchange office at your university.  
- For more detail, please visit the international or exchange office at your university.

#### DEADLINE for Term 3 (September 2017)

Nomination	April 14
Application	May 15

#### ACADEMIC CALENDAR 2017 – 2018

Term 1 : April 10, 2017 – June 9, 2017  
 Term 2 : June 12, 2017- August 4, 2017  
 Term 3 : September 28, 2017 – November 22, 2017  
 Term 4 : November28, 2017 – February 5, 2018

Effective Spring 2016, our academic calendar has changed from a semester-based to a quarter-based system. However, exchange students can enroll either from Term 1 (April) or Term 3 (September), and the minimum study period is two terms.

#### CONTACT:

Office of International Affairs  
 Saitama University  
 255 Shimo-okubo, Sakura-ku, Saitama City  
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 e-mail:ryugaku@gr.saitama-u.ac.jp

APPLICANT INFORMATION			
Full Name <i>*As it appears on passport</i>	Last	First	Middle
Date of Birth	Date      Month      Year	Place of Birth	City      Country
Country of Citizenship		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address			
Telephone		E-mail Address	

ACADEMIC INFORMATION			
Home Institution			
Current Standing	Degree Level : <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate    Year: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> If other, specify _____		
Major(s)		Minor(s)	
Date of First Enrollment		Expected Graduation Date	

EMERGENCY CONTACT INFORMATION			
Name		Relationship to the Applicant	
Address			
Telephone	Home :	Mobile :	
E-mail			
✕Parent or Guardian (If under 21)			
Name		Relationship to the Applicant	
Address			
Telephone	Home :	Mobile :	
E-mail			

DATES OF ATTENDANCE AT SAITAMA UNIVERSITY		
Commencing Term/ year	<input type="checkbox"/> Term 1 (April) / Year _____	<input type="checkbox"/> Term 3 (Sep.)/ Year _____
Number of Terms	<input type="checkbox"/> Two Terms (half a year)	<input type="checkbox"/> Four Terms (one year)

### LANGUAGE PROFICIENCY SELF-ASSESSMENT

You should be able to understand our university lectures either in English or Japanese. Complete the section below to evaluate your language proficiency.

Your Native Language \_\_\_\_\_

Proficiency of **Japanese Language** : Please indicate your level of the language

Language Skills	Excellent	Good	Fair	Poor
Speaking				
Listening				
Reading				
Writing				

Where have you studied Japanese?       At university / college       Self-study

How long have you studied Japanese? \_\_\_\_\_

Proficiency of **English Language (Non-native speakers only)** : Please indicate your level of the language

Language Skills	Excellent	Good	Fair	Poor
Speaking				
Listening				
Reading				
Writing				

### ON CAMPUS HOUSING (INTERNATIONAL HOUSE) APPLICATION

Do you want to apply for International House during your stay in Saitama?       Yes  
 \* No application for I-House is necessary if you check "yes."       No

### EXCHANGE REFERENCE (to be completed by your exchange advisor/coordinator)

Name of Advisor/Coordinator	_____		
Department	_____	Title	_____
Telephone	_____	E-mail	_____

Student's Name \_\_\_\_\_

I certify that \_\_\_\_\_ has been approved to participate in the exchange program at Saitama University.

\_\_\_\_\_  
Advisor/Coordinator's Signature

\_\_\_\_\_  
Date

### AFFIDAVIT OF SUPPORT

You are required to submit valid supporting financial documents certifying that you have sufficient funds available to cover expenses for your stay at Saitama University. This information and financial documents will be filed to the immigration office to issue your Certificate of Eligibility.

#### Statement of Guarantor (To be completed by the guarantor)

Name of Applicant			
Name of Guarantor		Relationship to the Applicant	
Occupation		Name of Employer	
Title		Annual Income	
Address (Home)			
Address (Workplace)			
Telephone (Workplace)		Telephone(Mobile)	
<p>I, _____, hereby state I am willing to guarantee the financial support for the applicant during the entire stay at Saitama University. Evidence of my financial resources in the form of a bank statement accompanies this affidavit of support.</p>			
Signature of Guarantor		Date	

#### Financial Support Information (To be completed by the applicant)

Please state the source of funds and the total amount available from each financial resource. Total amount should be at least; 500,000 yen for two-term students and 1,000,000 yen for four-term students. Attach official bank statements or scholarship award letters to prove the funds. Documents must be either in English or Japanese.

Funding Source	
Personal Funds	Local Currency Japanese Yen
Family Funds / Relationship to the applicant: _____	Local Currency Japanese Yen
Scholarship / Specify type and source : _____ <small>*Attach a certificate or an award letter.</small>	Local Currency Japanese Yen
Other/ Specify type and source : _____	Local Currency Japanese Yen
<b>TOTAL AMOUNT</b> <small>(must equal: 500,000 yen for two-term students and 1,000,000 yen for four-term students)</small>	Local Currency Japanese Yen

I certify that the information I have given is accurate to the best of my knowledge. What I have given is a correct statement of my arrangements for financing my studies at Saitama University.

Signature of Applicant	Date
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## CONFIDENTIAL HEALTH INFORMATION FORM

Please note that this will not affect the evaluation of your application, but will allow us to make the appropriate arrangement for you.

### 1. Health History

Please indicate below if you have any health problems.

	Yes	No		Yes	No
Chicken Pox			Chronic Skin Problems		
Hepatitis			Epilepsy		
Infectious Mononucleosis			Fainting Spells		
Tuberculosis or contact with Tuberculosis			Migraine Headaches		
Malaria			Endocrine Disorder(s)		
Heart Problems			Diabetes Mellitus		
High Blood Pressure			Anemia		
Irregular or Rapid Heart Beat			Anxiety Reactions		
Pain or pressure in the Chest			Allergies to Medications		
Asthma			Operation(s)		
Significant Allergic Reaction(s)			Serious Accident(s)		
Chronic or Recurrent Gastrointestinal Problems			Physical Handicap(s)		
Kidney Problems			Depression		
Hernia			Other		
Are you currently taking any medications for above problems?					

Give details or those items checked "Yes" using the space below or additional sheets. Indicate problem, diagnosis if known, and whether recovery has been complete or if still under treatment.

### 2. Current Condition

Are there any special needs, physical or mental, of which Saitama University needs to be aware? If yes, please describe in detail.

### 3. Tuberculosis Clearance

All students coming to Saitama University must submit a certification of tuberculosis (TB) clearance issued by a physician. Any form of certification (TB skin test, a chest x-ray, etc.) is accepted.