SIT SHIBAURA INSTITUTE OF TECHNOLOGY

Sandwich Program AY2018/2019

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.

Example :

Year 1 at Home

Year 2 at Home

Year 3 at SIT, Japan

Year 4 at Home

Return to home university with CREDITS

Taking courses in English for 1 or 2 semesters

2. Requirements

The applicant must :

- be an undergraduate student of a university.
- complete at least 4 semesters or more at your home university.
- complete this program before the graduation of home university.
- have good English skills –TOEFL IBT 80 equivalent or the Letter of recommendation from a university that guarantees applicant's English skills.
- be physically and mentally healthy.
- comply with the Japanese export control legal framework..
  (http://www.meti.go.jp/policy/anpo/securityexportcontrol1.html)

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

- Fall Semester 2017 (Mid September. 2017 - Jan. 2018)
- Spring Semester 2018(Early April. - July. 2018)

***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. SIT Scholarship

> The following is scholarship information in AY2017/2018. The scholarship for AY2018/2019 will update the website once it is decided.

A Scholarship may be provided after an applicant screening by SIT. The amount of scholarship will be JPY40,000 for initial cost and JPY40,000 per month during the program. The amount of the scholarship will be determined upon the screening result.

*** Those who are going to receive any scholarship(s) from other organization(s) during the program cannot apply for SIT scholarship.***

5. Screening Process

Screening process would take about 1-2 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.

6. 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.

For the course information, updated complete list can be opened in 2018. Please refer to course lists for academic year 2017 as each URL link below.

Spring Semester Course List:

http://www.shibaura-it.ac.jp/en/prospective/study_abroad/hmjpr20000000map-att/SpringSemester_CourseList_SandwichProgram2017.pdf

Fall Semester Course List:

http://www.shibaura-it.ac.jp/en/prospective/study_abroad/hmjpr20000000map-att/FallSemester_CourseList_SandwichProgram2017.pdf

Course Taking 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 Japanese-based courses 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 in AY2017 as a reference .

http://www.shibaura-it.ac.jp/examinee/feature/researcher.html

7. 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. ***

8. 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 consider distances of each campus.

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

OMIYA campus
College of Systems Engineering and Science
Department of Electronic Information Systems
Department of Machinery and Control Systems
Department of Architecture and Environment Systems
Department of Bioscience and Engineering
Department of Mathematical Sciences

TOYOSU campus
College of Engineering
Department of Mechanical Engineering
Department of Engineering Science and Mechanics
Department of Materials Science and Engineering
Department of Applied Chemistry
Department of Electrical Engineering
Department of Electronic Engineering
Department of Communications Engineering
Department of Information Science and Engineering
Department of Civil Engineering
School of Architecture
Department of Architecture

College of Engineering and Design
Department of Engineering and Design
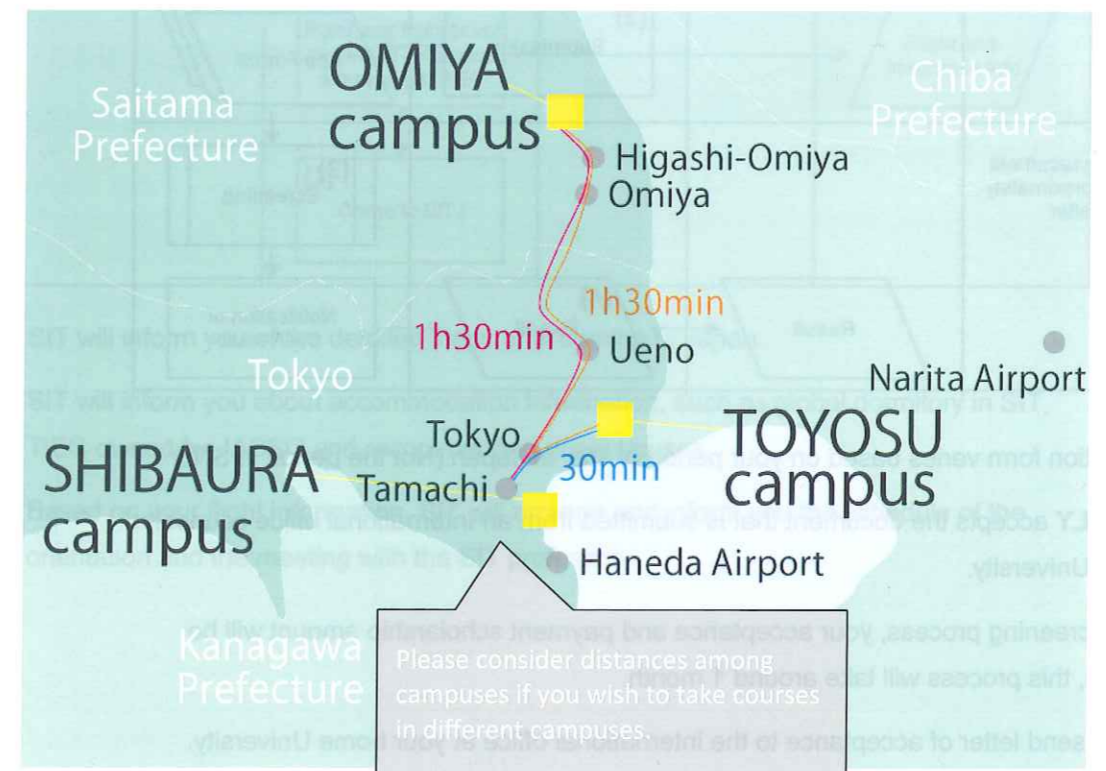
9. Step to apply

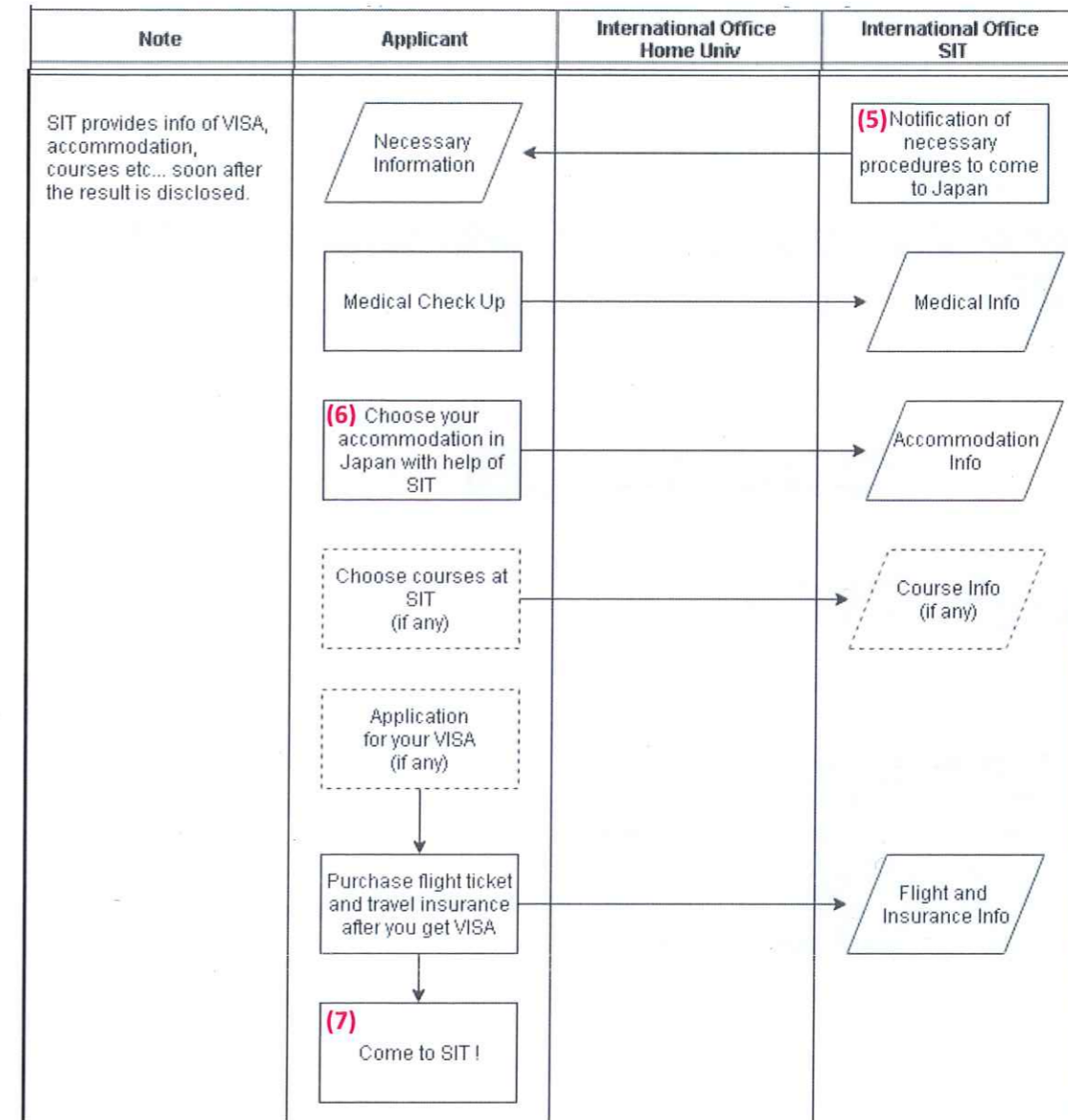Refer the following procedure to apply. Details will be informed you afterward.

Phase1: Until the notification of the result

Flow Chart of Application Procedure for SIT Student Exchange Program

Note	Applicant	International Office Home Univ	International Office SIT
Try to correct enough information as much as possible and make sure which SIT program matches your wish. Also it is important to consider carefully your budget plan during study at SIT.	Get Information from SIT Web → Consult with a coordinator at Home Univ → **(1)** Download Application Form from SIT Web	SIT Web (cloud) / Coordinator	
Check the internal deadline of Home Univ	Preparation of necessary documents and submission	App Forms	
Check the deadline in SIT Web		**(2)** Submission	App Forms
The screening result will be notified approximately in one month after submission		**(4)** Result	**(3)** Screening → Notification of the Result
	Result		

(1) Application form varies based on your period of stay in Japan.(Not the period in SIT.)

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

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

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

Phase 2: After acceptance is confirmed

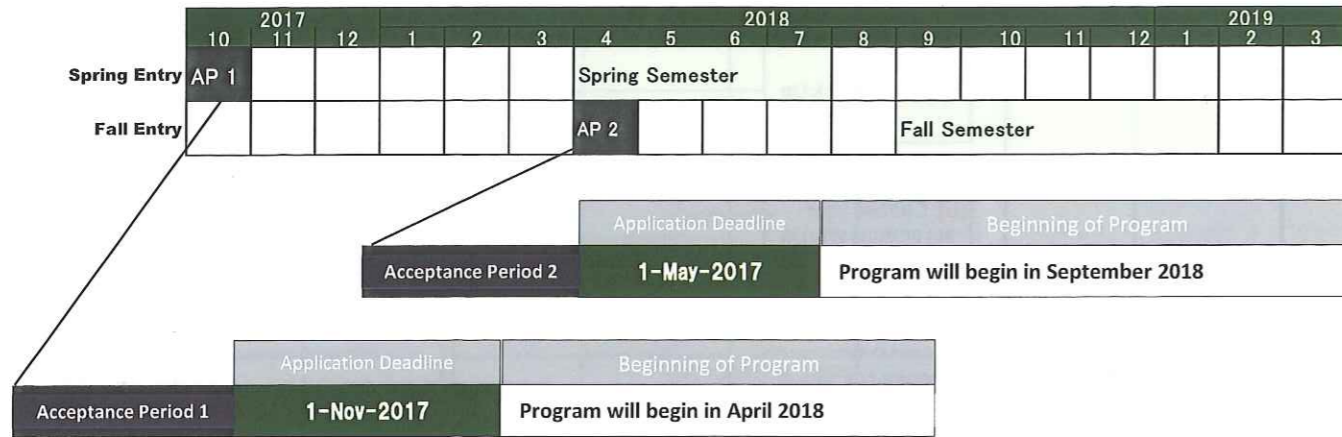| Note	Applicant	International Office Home Univ	International Office SIT
SIT provides info of VISA, accommodation, courses etc... soon after the result is disclosed.	Necessary Information		**(5)** Notification of necessary procedures to come to Japan
	Medical Check Up		Medical Info
	(6) Choose your accommodation in Japan with help of SIT		Accommodation Info
	Choose courses at SIT (if any)		Course Info (if any)
	Application for your VISA (if any)		
	Purchase flight ticket and travel insurance after you get VISA		Flight and Insurance Info
	(7) Come to SIT !		

(5) SIT will inform you of the detailed steps until coming to Japan.

(6) SIT will inform you about accommodation information, such as global dormitory in SIT, TIEC owned by JASSO and recommended guest houses.

(7) Based on your flight information, SIT will arrange and inform you the schedule of the orientation and the meeting with the SIT professor.

10. Deadline

SIT accepts applications in the following schedule AY2018, which is from April 2018 to March 2019 as below. After submitting the application, we will proceed with screening process for about 1 - 2 months. For details, please check Application procedure in "9. Step to apply"
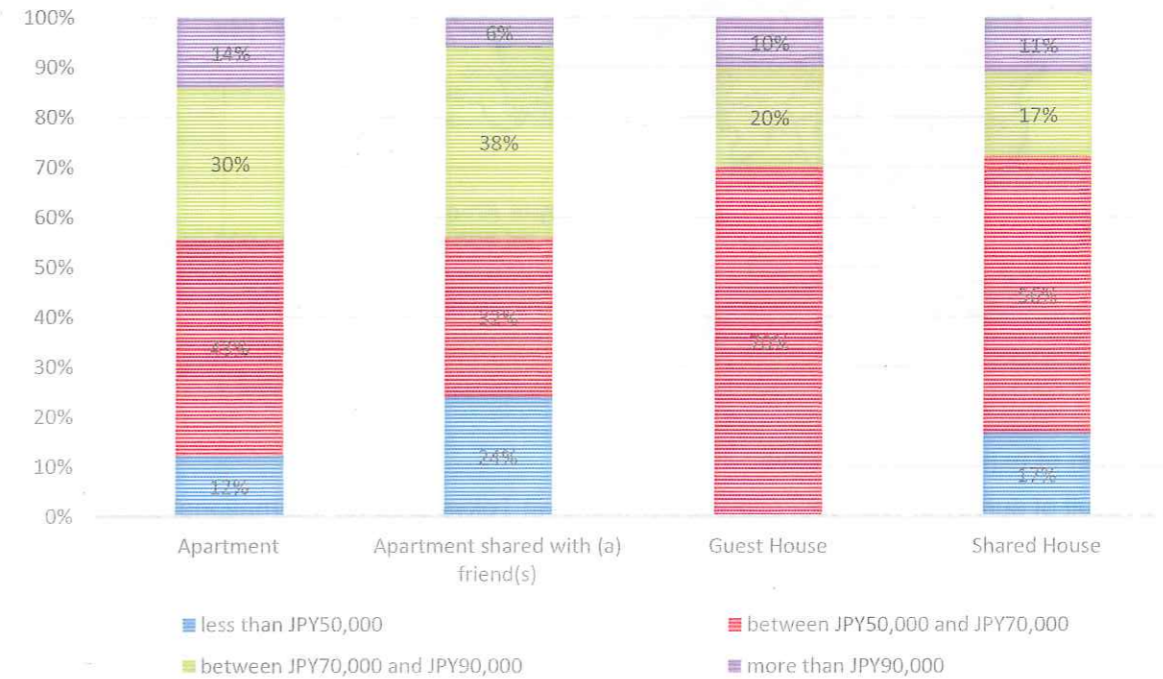
Application Schedule AY2017

Acceptance Period 2	Application Deadline	Beginning of Program
	1-May-2017	Program will begin in September 2018

Acceptance Period 1	Application Deadline	Beginning of Program
	1-Nov-2017	Program will begin in April 2018

#	Application Acceptance Period		Beginning of Program
	Start Date	Deadline	
Spring Entry	1-Oct-17	1-Nov-17	Program will begin in April 2018
Fall Entry	1-Apr-18	1-May-18	Program will begin in September 2018

11. 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.
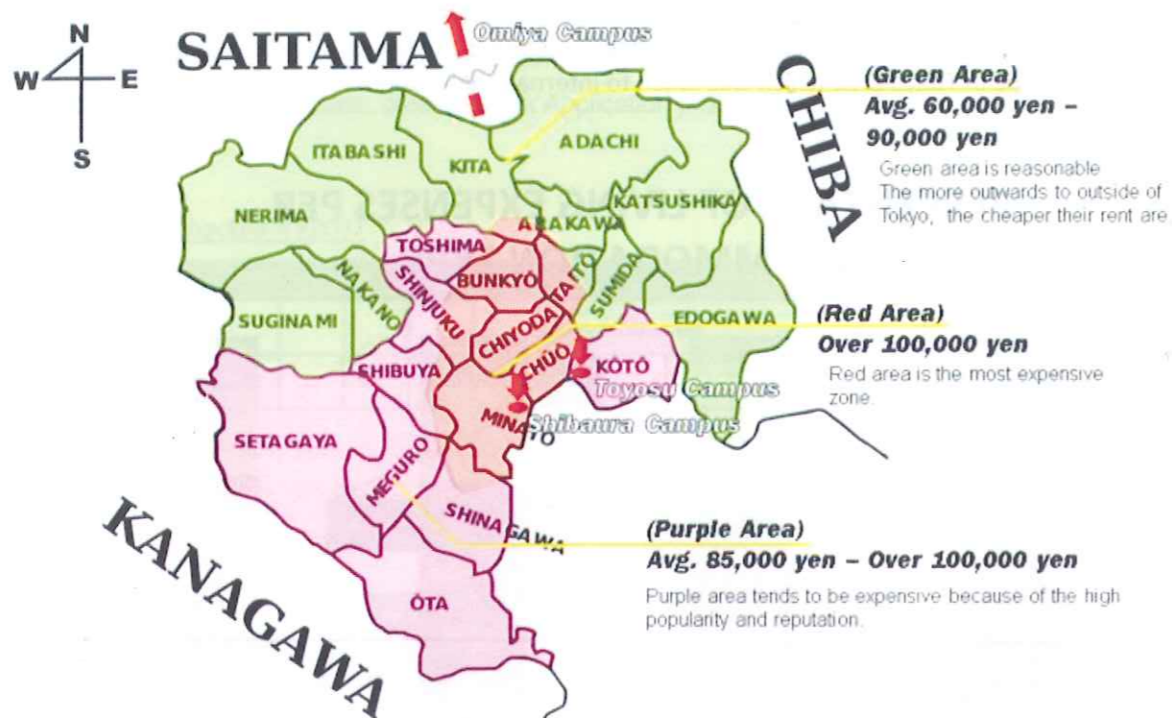
PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE

less than JPY50,000
between JPY50,000 and JPY70,000
between JPY70,000 and JPY90,000
more than JPY90,000

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.
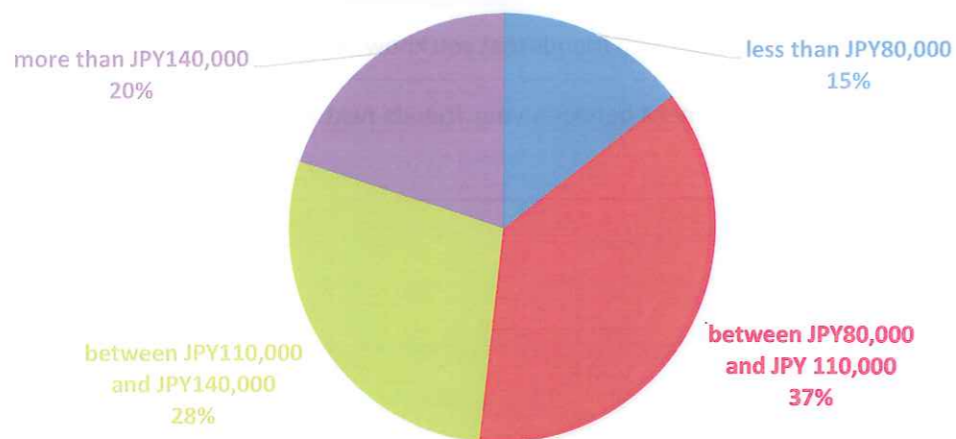
APPROXIMARTE ACCOMMODATION EXPENSES BY AREA

(Green Area)
Avg. 60,000 yen –
90,000 yen
Green area is reasonable
The more outwards to outside of
Tokyo, the cheaper their rent are.

(Red Area)
Over 100,000 yen
Red area is the most expensive
zone.

(Purple Area)
Avg. 85,000 yen – Over 100,000 yen
Purple area tends to be expensive because of the high
popularity and reputation.

12. 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.

TOTAL COST OF LIVING PER MONTH IN TOKYO AREA

- more than JPY140,000 — 20%
- less than JPY80,000 — 15%
- between JPY80,000 and JPY 110,000 — 37%
- between JPY110,000 and JPY140,000 — 28%

Advices 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.
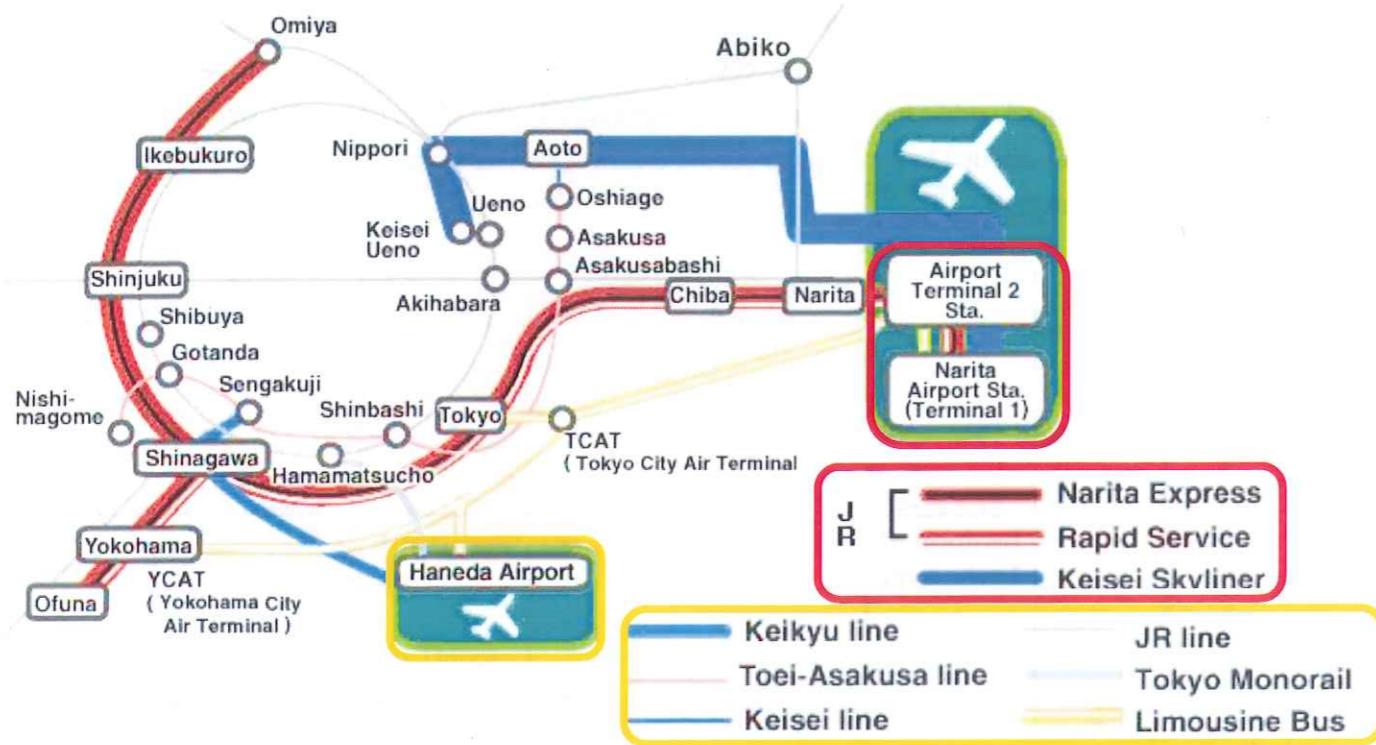
13. VISA Process

Student visa (need CoE)

Students who will participate the program for more than 90 days, must have a "Student visa". This is a flow of visa application process. Once SIT accepts applicants for the program, we will submit their documents for Certificate of Eligibility (CoE*) to Tokyo immigration bureau and send the original certificate to the program coordinator at your home university. Usually, this process takes about 1 to 2 months to get the original CoE reaching you. Please be patient until receiving the CoE.
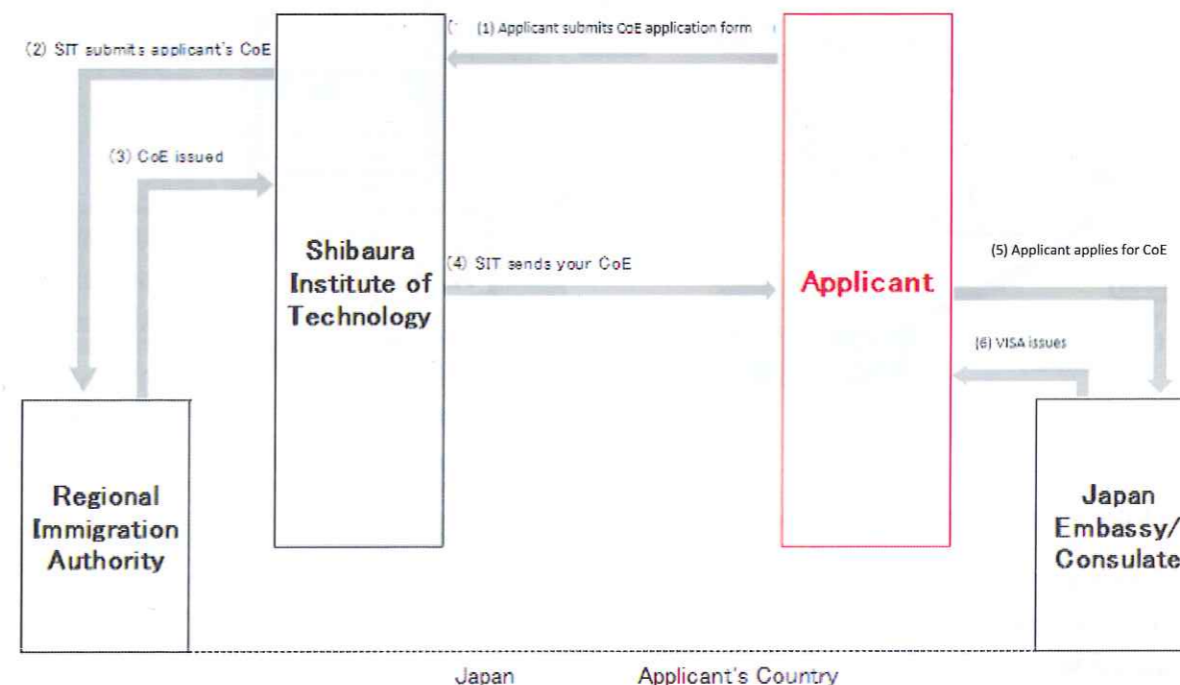
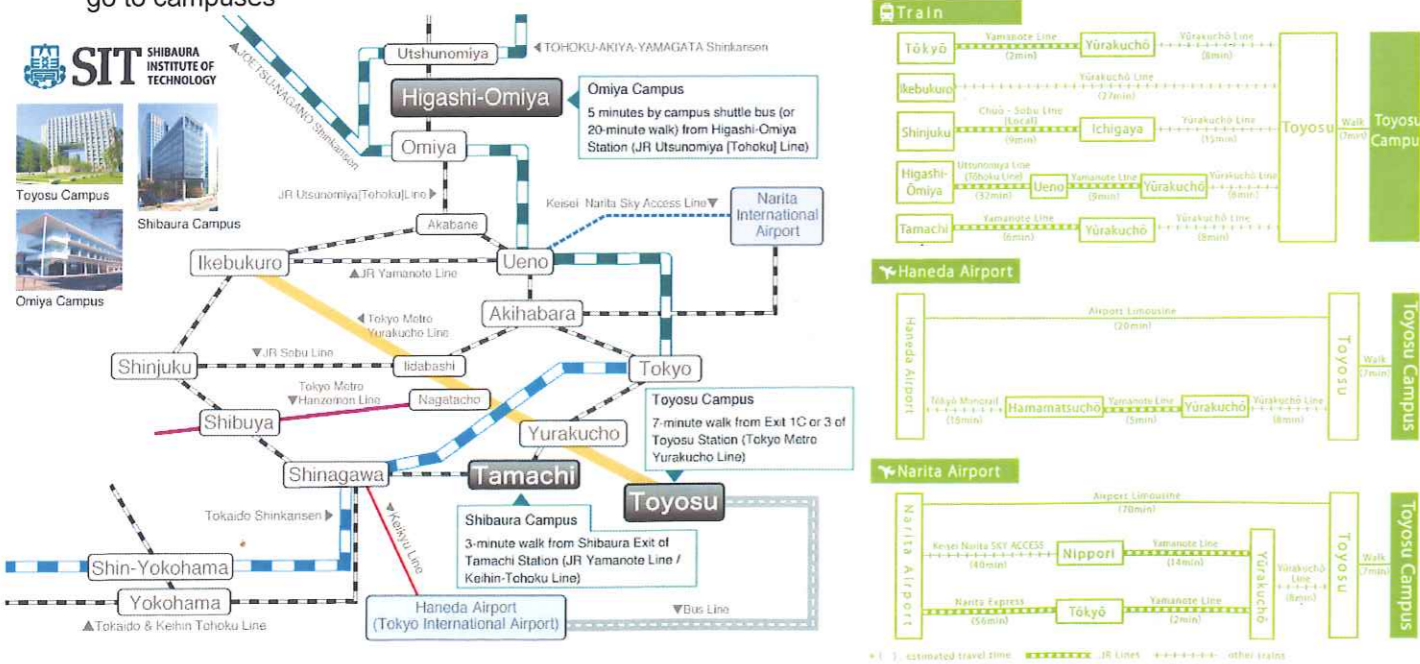

Link: Application for Certificate of Eligibility (CoE)

14. 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 Rouse search site.
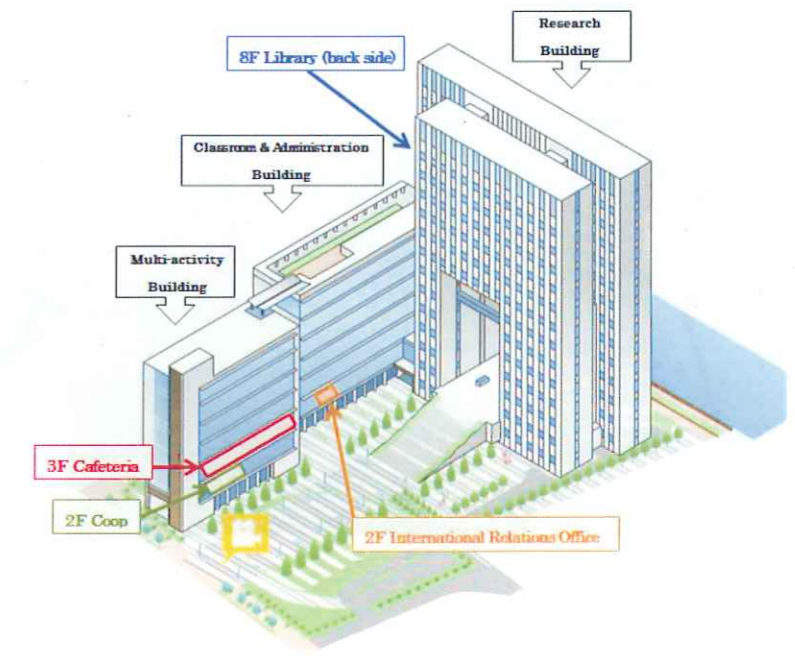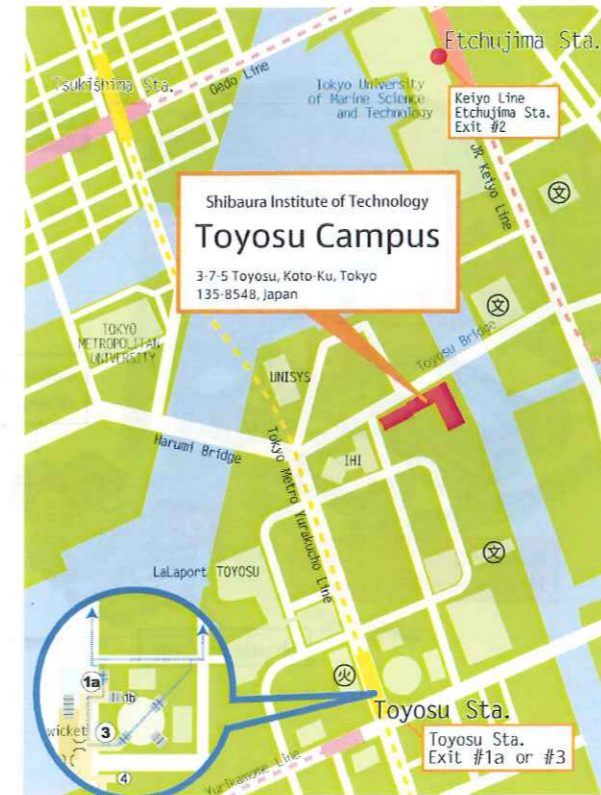
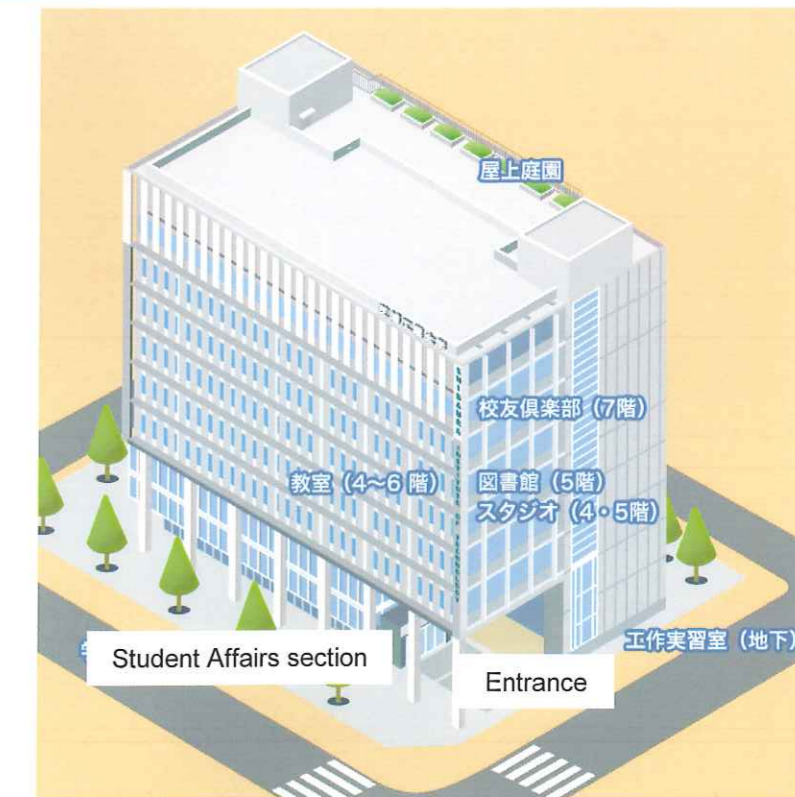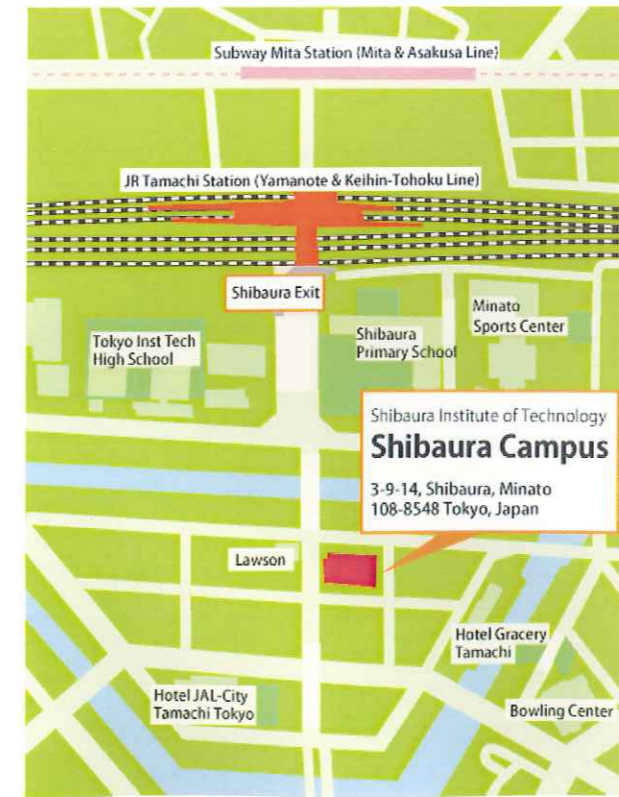

15. Access from your accommodation to SIT

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

Acccess to Toyosu campus from Toyosu Station.

Shibaura Institute of Technology
Toyosu Campus
3-7-5 Toyosu, Koto-Ku, Tokyo
135-8548, Japan

Access to Shibaura campus from Tamachi Station.

Shibaura Institute of Technology
Shibaura Campus
3-9-14, Shibaura, Minato
108-8548 Tokyo, Japan

![SIT SHIBAURA INSTITUTE OF TECHNOLOGY]

Access to Omiya campus from Higashi-Omiya Station.

Shibaura Institute of Technology
Omiya campus
307 Fukasaku, Minuma-ku,
Saitama-shi, Saitama
337-8570, Japan

Hikawa Shrine

JR Higashi-Omiya Sta.

Ohara park Gas station

Waratajima park

Ipponmatsu park

Central park in Higashi-Ohmiya

Seiyu

Photograph studio

Mos Burger

School bus terminal

Higashi-Ohmiya Sta. entrance

大宮キャンパス

芝浦キャンパスへ ▶
豊洲キャンパスへ ▶

Library

Cafeteria /Coop

Building#2
1F Student Affairs Section

Shuttle Bus Stop