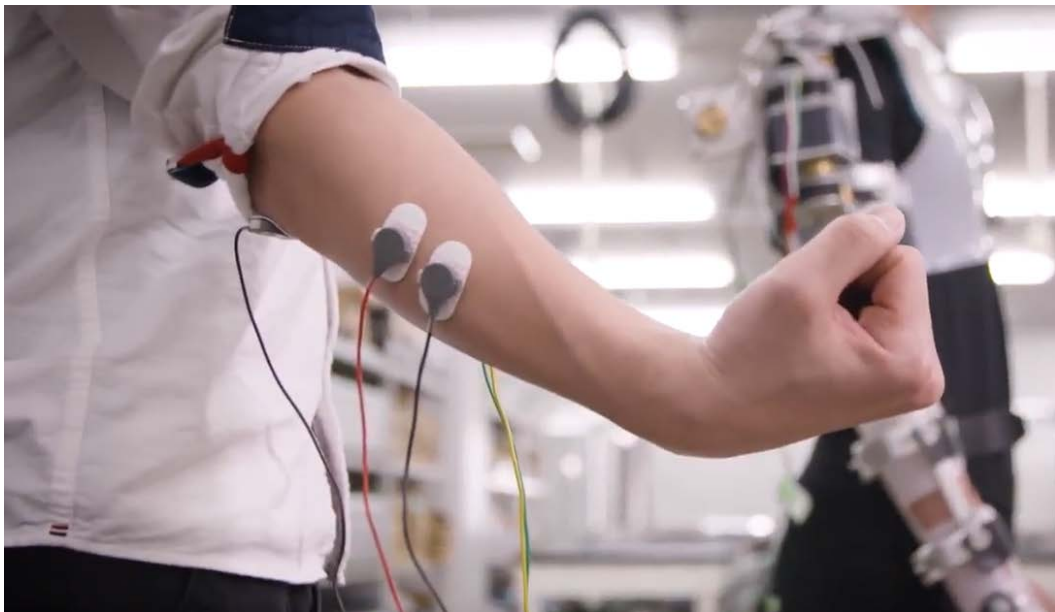


**Guideline for Research Exchange/
Laboratory Internship Program
AY2018/2019 at Shibaura Institute of Technology**

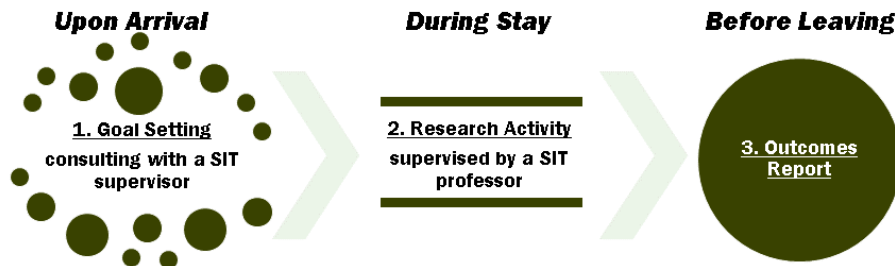


Index

1. Program Outline	2
2. Contents	2
3. Requirements	2
4. Program duration	3
5. SIT Scholarship	3
6. Screening process	3
7. Academic calendar and course information	3
8. Program Fee	4
9. Campus information	4
10. Step to apply	5
11. Deadline	7
12. Accommodation in Japan	8
13. Total cost of expenditure in Tokyo	9
14. VISA procedure	10
15. Arrival- from airport to your accommodation	11
16. Access from your accommodation to SIT	11

1. Program Outline

Research Exchange/Laboratory Internship Program gives chances to experience another culture, do some research in a different academic/research environment, and pursue your specific research topics by involving international cooperation and collaboration in SIT. Upon your arrival, you have to set a goal of your research at SIT consulting with a SIT supervisor and when completion of your research your outcomes report supposed to be submitted to SIT.



2. Contents

- Research

You will do research activities as main activity in this internship program in accordance with your major and period supervised by a professor of SIT.

- Course (Optional and only for Graduate student)

It is an optional choice, but SIT also offers courses in English for international students. You can take courses along with research activity during the program.

3. Requirements

The applicant must :

- be an undergraduate or graduate/postgraduate student of a university.
 - *** For undergraduate student, 4 semesters or more have been completed. ***
 - *** For graduate/postgraduate student, 1 semester or more have been completed. ***
 - 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>)

Optional: The applicant who wish to take courses must :

- be a graduate student.
- register the courses at the beginning of each semester (April and September).
- complete the course, at least one semester at SIT.

4. Program duration

Research only: 8 working days - 1 year

Research and Course: 1 semester or 2 semesters (=1year)

*** The program end date can be freely set, however the first day of the program must be **Monday**.

*** Applicants who register the course must stay at least 1 semester and complete the course. ***

*** The working day here means the day you will do your research activity. ***

5. SIT Scholarship

A Scholarship may be provided after an applicant screening by SIT. The amount of scholarship will be 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 can NOT apply for SIT scholarship.***

6. Screening Process

Screening process would take about 1 month. During this period, SIT will find your supervisor and decide the amount of scholarship. After those processes, SIT will provide a letter of acceptance to you. Please acknowledge that there is a possibility that you will not be accepted depending on your research theme or the acceptance situation of SIT.

7. Academic Calendar and 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, please click on following major names below to refer course titles and syllabi in the SIT syllabus homepage as below. Although the course lists in each page has Japanese and English course titles together, course titles written in English will be conducted in English. You can check the schedule of the course by changing the language from Japanese to English at the top right box of the website.

Course list of Graduate School of Engineering and Science (Master's Program)

- 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](#)

8. Program Fee

- Admission Fee : JPY30,000
- Examination Fee : JPY10,000

If you take course in SIT

- 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 to see if your University is partner of SIT. ***

9. Campus information

SIT has 3 campuses, Toyosu, Shibaura and Omiya campus. Each campus has different colleges and a school as following picture shows. When you search your professor, please also concern to which department the professor belongs.

In order to search professors, please visit

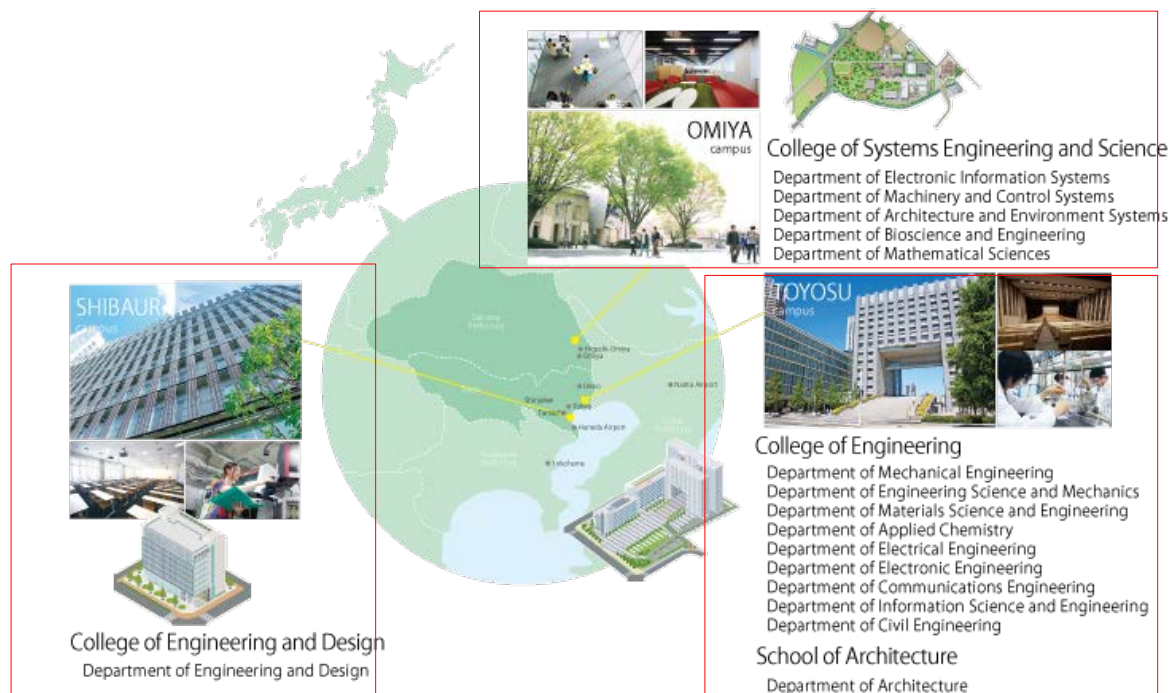
- [T-Web SIT Laboratory \(Current Laboratory Information\)](#)
- [Research Profile \(Research papers until now\)](#)

*** [“T-Web SIT Laboratory”](#) is the website shows the current SIT’s laboratory information, including its department in SIT and location. You could also check the [“Research Profile”](#) to see their research papers until now.

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

[Shibaura campus \(Tokyo\)](#): College of Engineering and Design

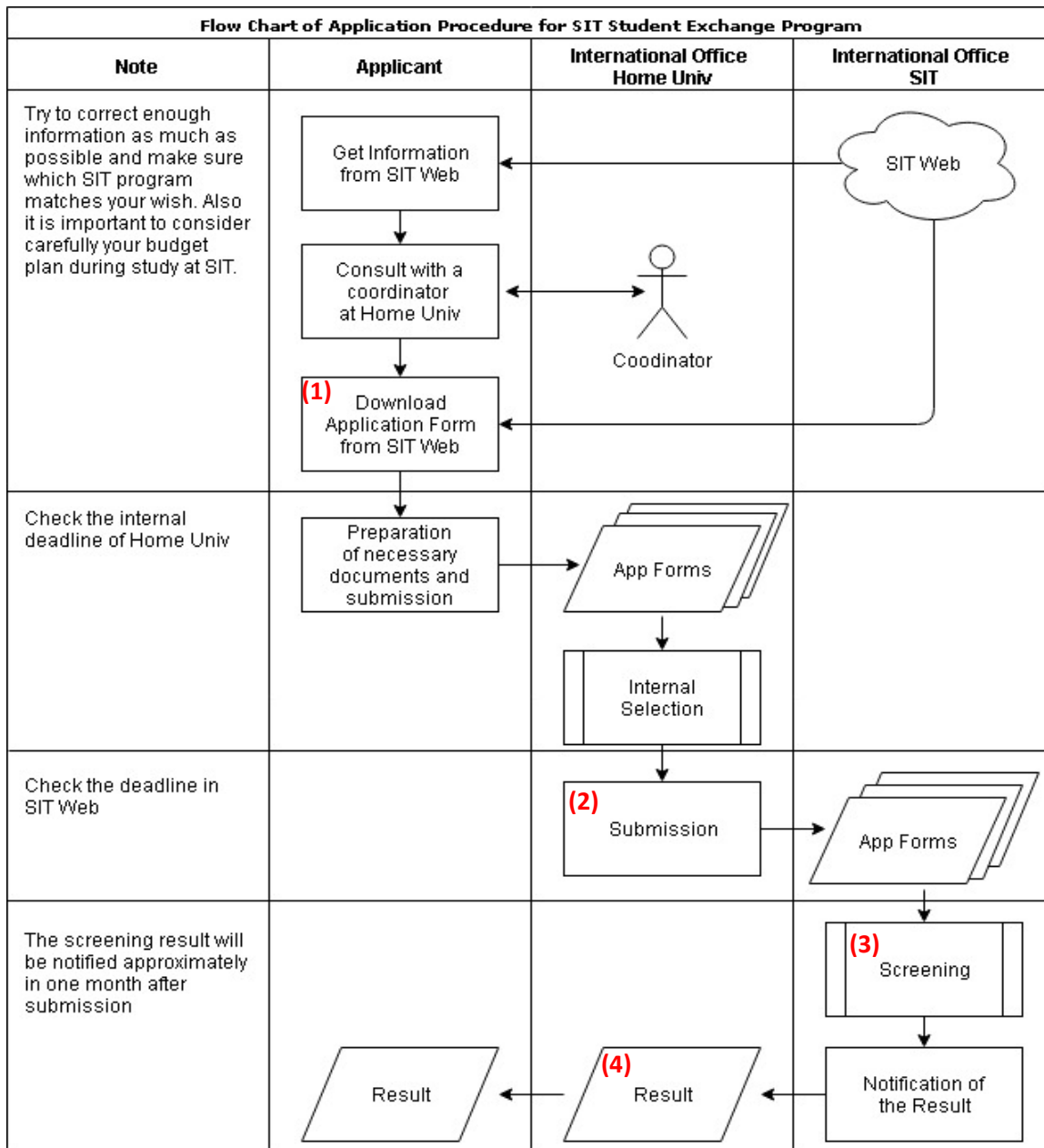
[Omiya campus \(Saitama\)](#): College of Systems Engineering and Science



10. Step to apply

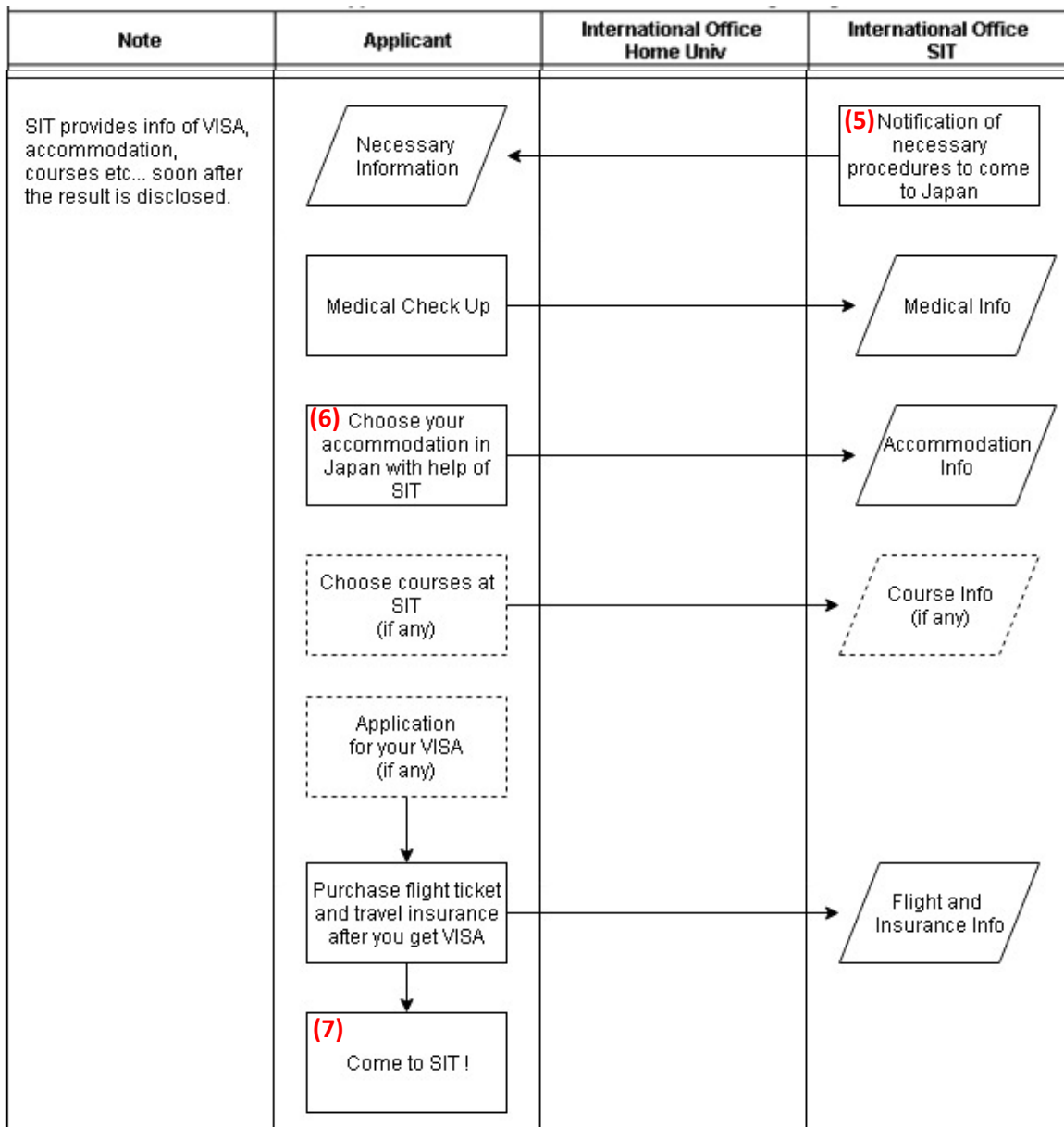
Refer the following procedure to apply. Details will be informed you afterward.

Phase1: Until the notification of the 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



(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.

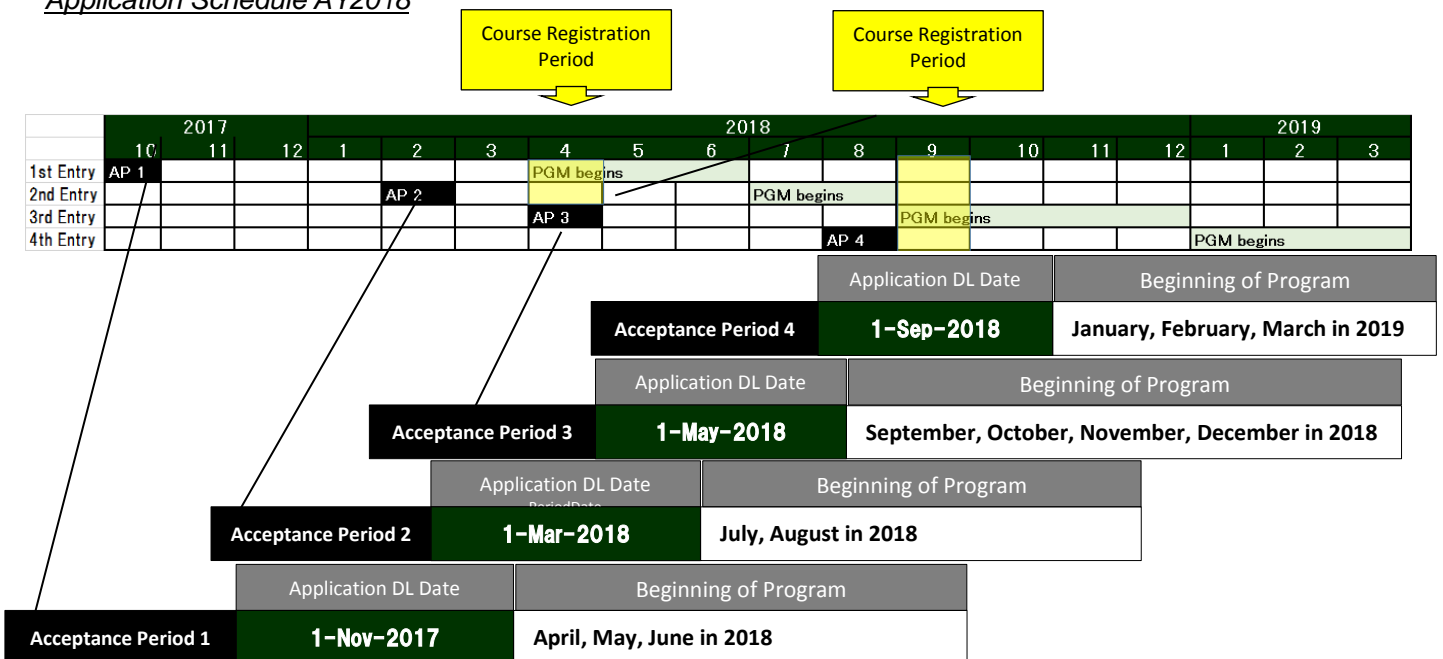
11. Deadline

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 acceptance process for about 5 ~ 6 months. For details, please check Application procedure in “10. Step to apply”

For example, if you are going to begin your study at SIT from July 3, 2018, your application has to be submitted through your university during the 2nd Entry which is from 1–Feb-2018 to 1-Mar-2018.

*** Course registration period is indicated in yellow in the application schedule below, registration period is the period you need to stay in SIT if you wish to take the course in SIT. Please contact us for the detailed schedule.***

Application Schedule AY2018



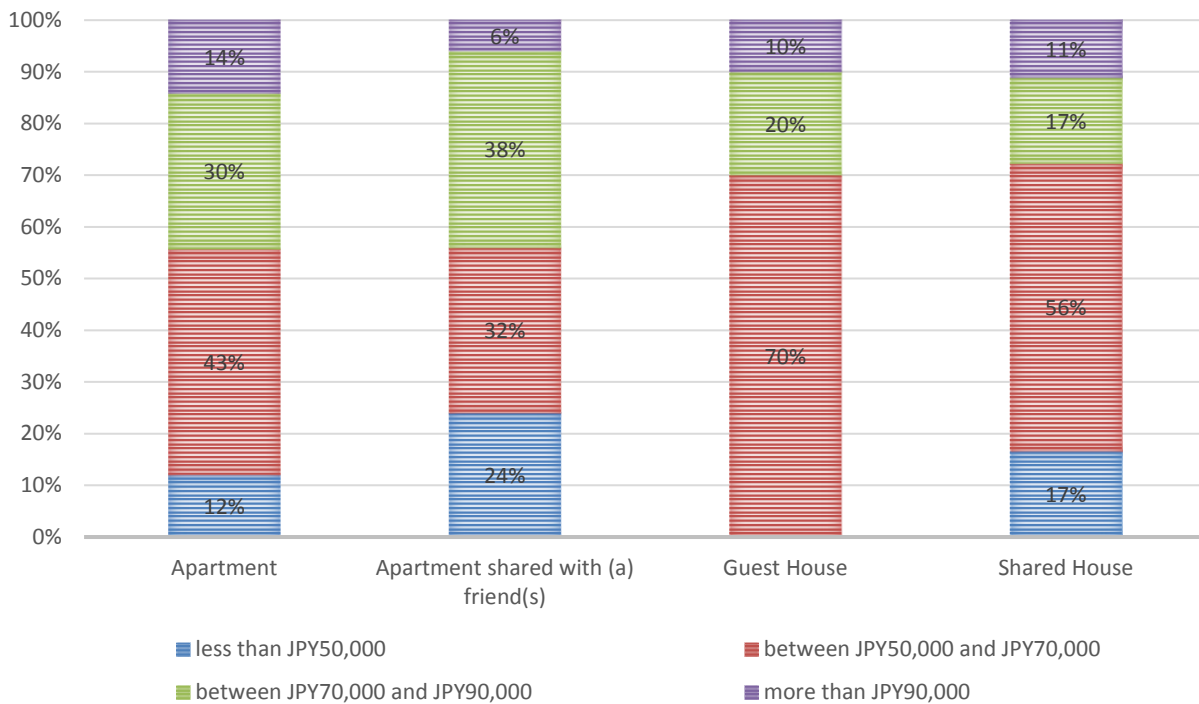
#	Application Acceptance Period		Beginning of Program
	Start Date	Deadline	
1st Entry	1-Oct-17	1-Nov-17	April, May, June
2nd Entry	1-Feb-18	1-Mar-18	July, August
3rd Entry	1-Apr-18	1-May-18	September, October, November, December
4th Entry	1-Aug-18	1-Sep-18	January, February, March

* SIT is closed for one or two weeks in mid-August. Research can NOT be conducted during this period.

12. 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.

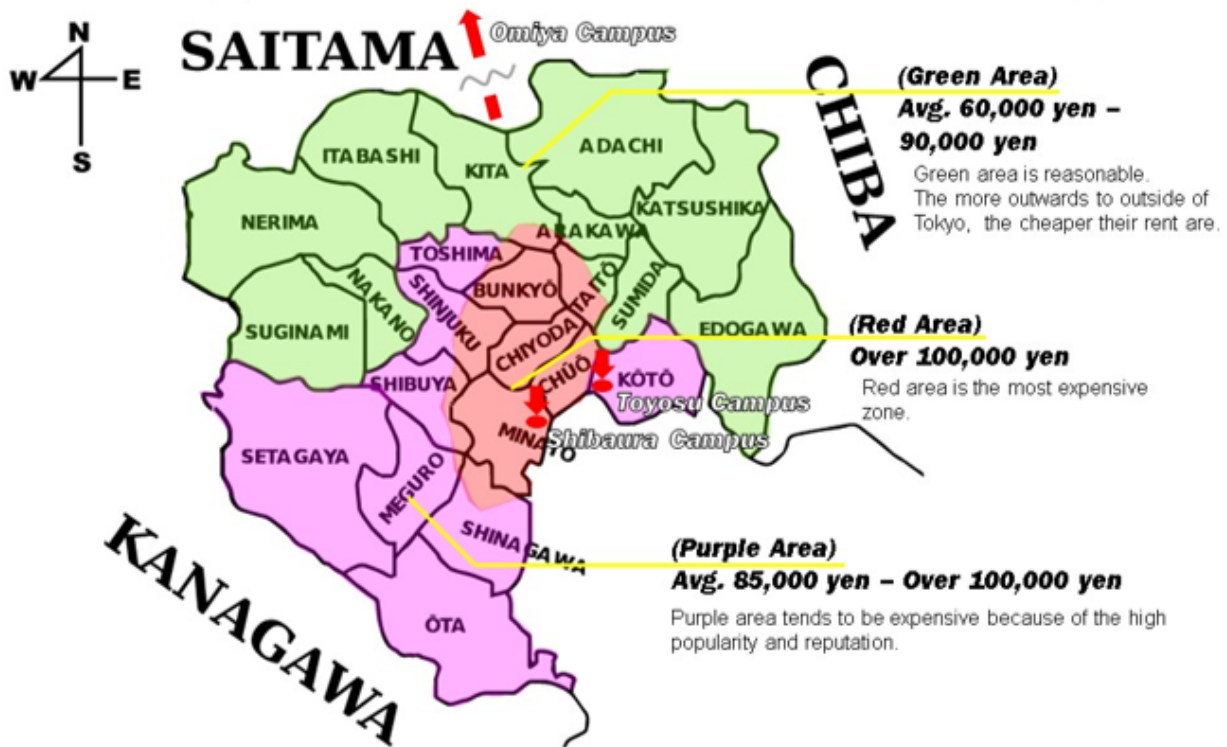
PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE



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.

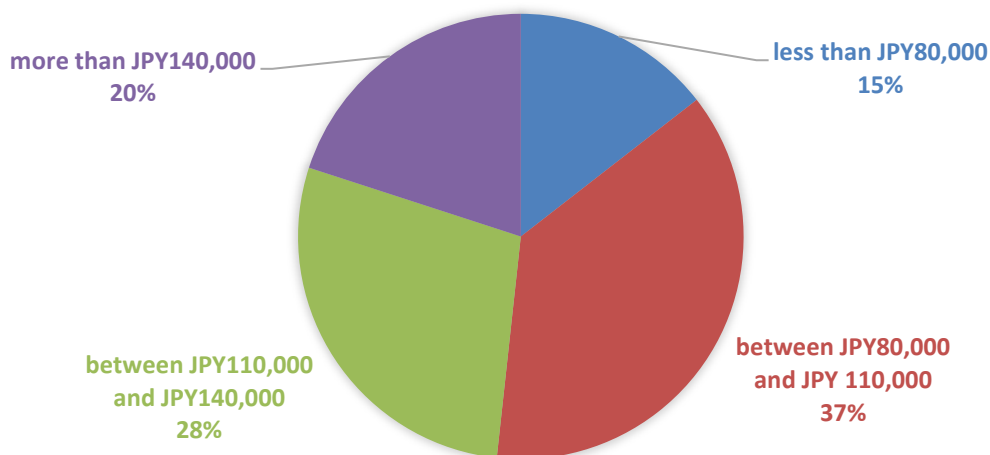
APPROXIMATE ACCOMMODATION EXPENSES BY AREA



13. 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



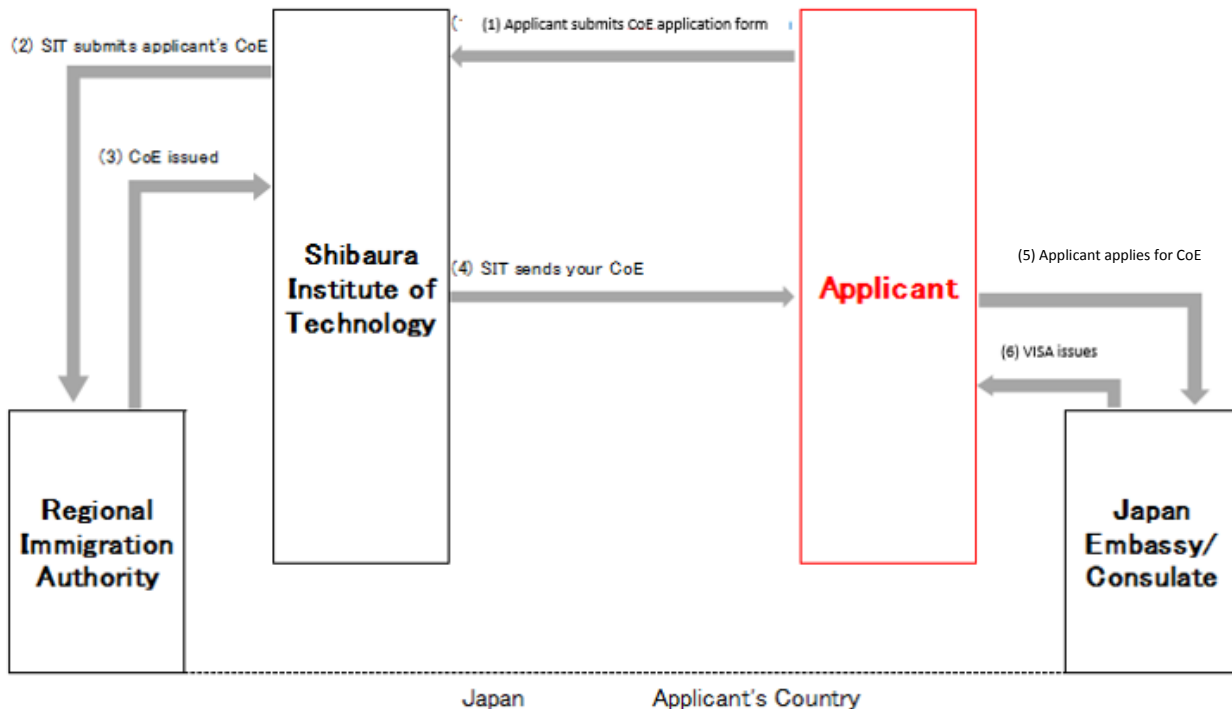
Advices from International Students at SIT

- 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.

14. 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 \(CoE\)](#)

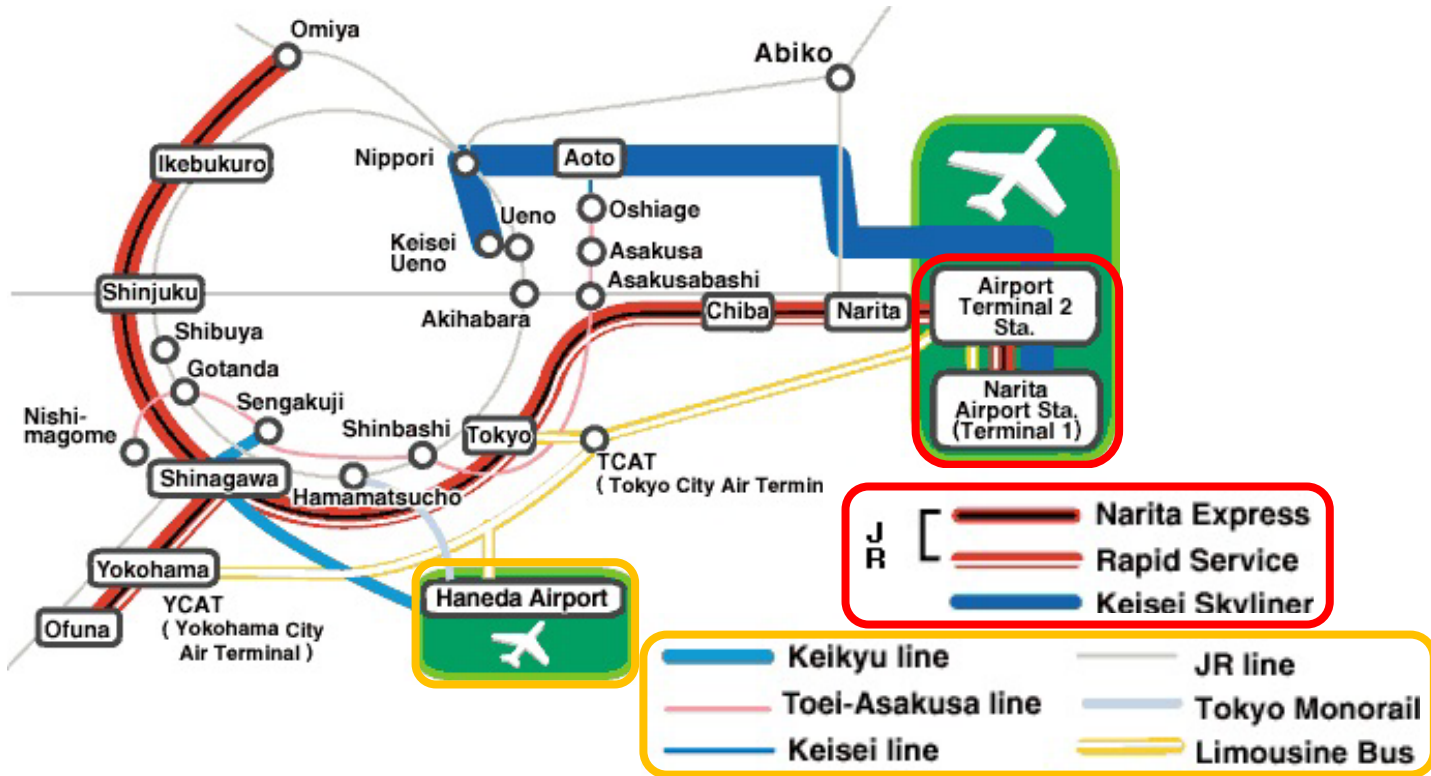
Short-Term Stay visa (need Invitation letter from SIT)

Applicants from some of certain countries such as China, Russia, Philippines, etc. will be required to obtain short-term stay visa even if their staying period is less than 90 days. In order to get this visa, they must have an invitation letter from SIT. With the letter, applicants must go to a local Japanese embassy or consulate to apply for the visa. To know whether you are subject or not, please refer to [a list of visa exemption countries](#) in a [website](#) of ministry of foreign affairs of Japan. If your nationality is not in the list, you must proceed this process. Please check it whether you need to apply for this VISA or not.

Note: Thailand and Brunei are exemption counties however, their exempted period is not 90 days, only 15 days. If you are from one of those and will stay longer than 15 days and less than 90 days, please note that you will need to apply for the VISA.

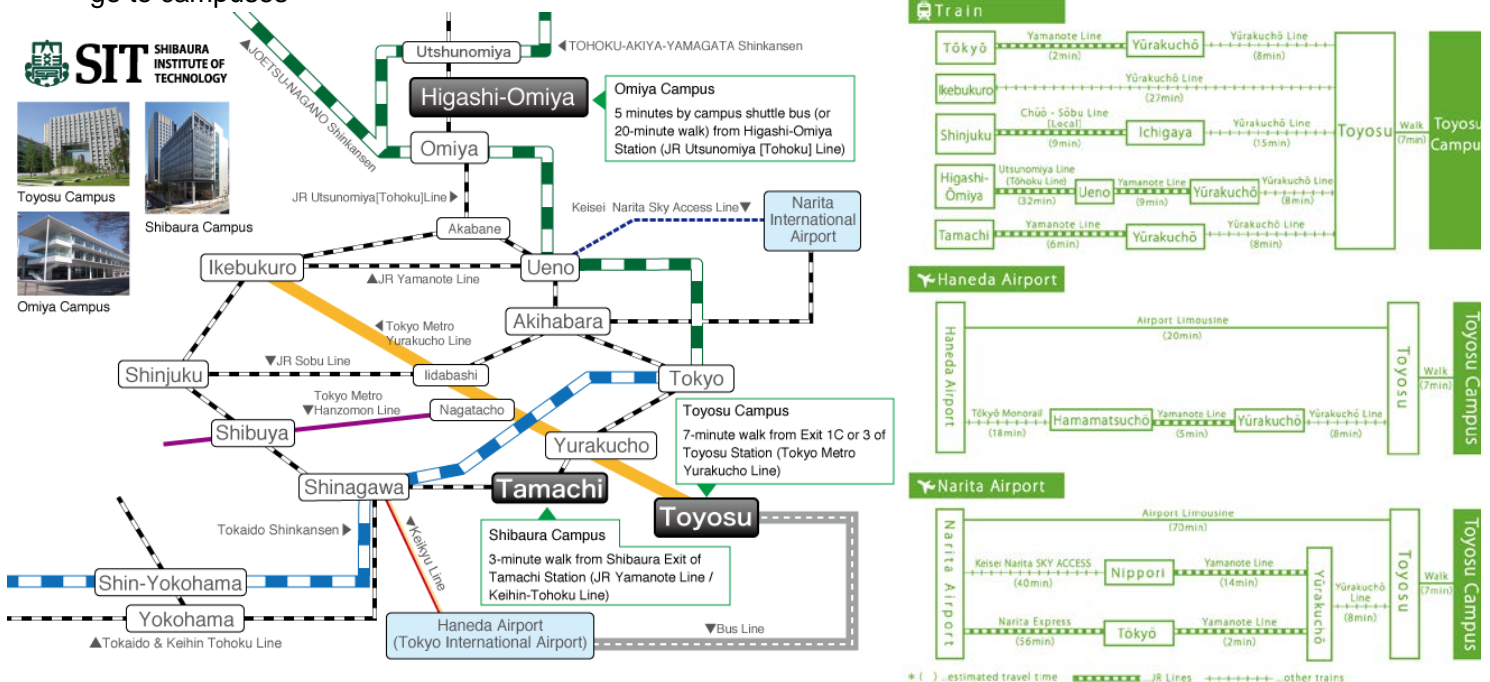
15. Arrival – Airport to your accommodation.

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](#).

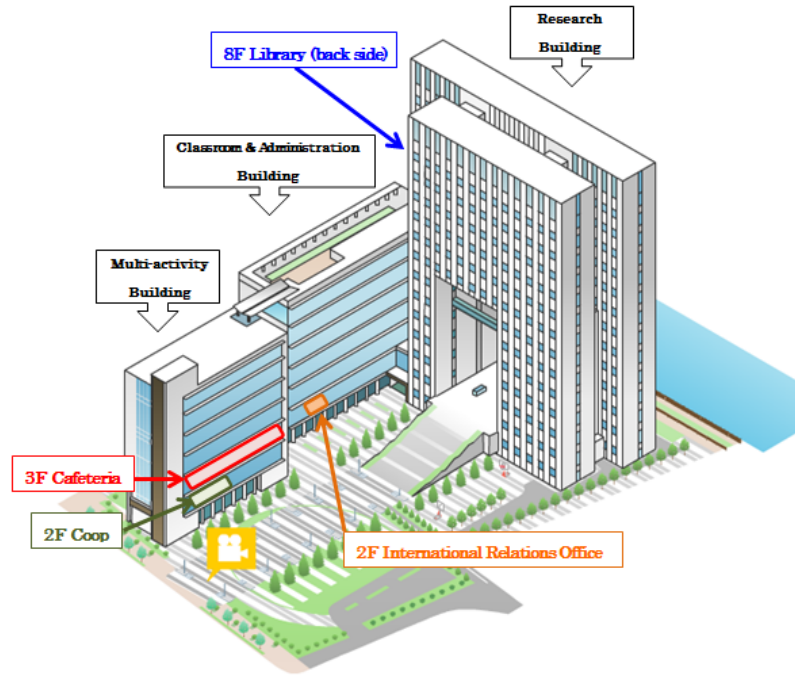
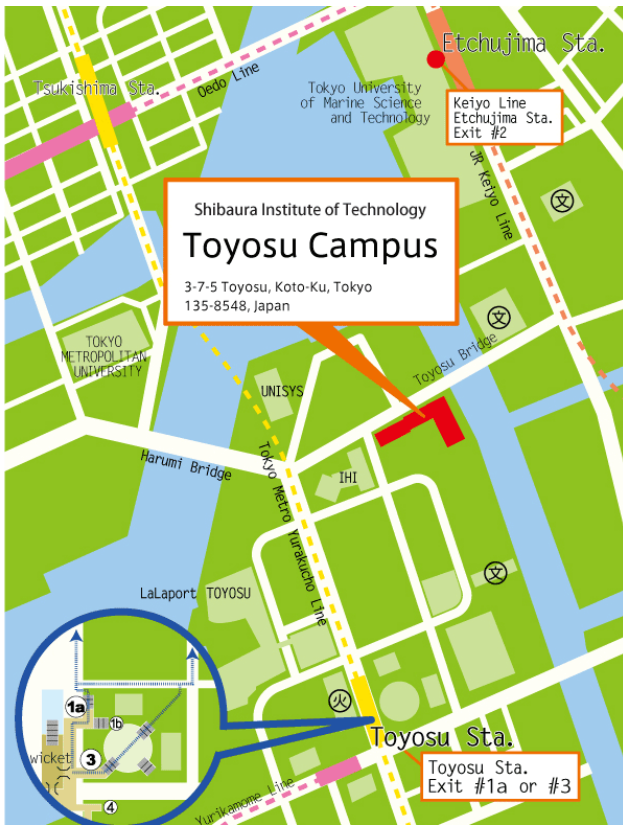


16. Access from your accommodation to your campus.

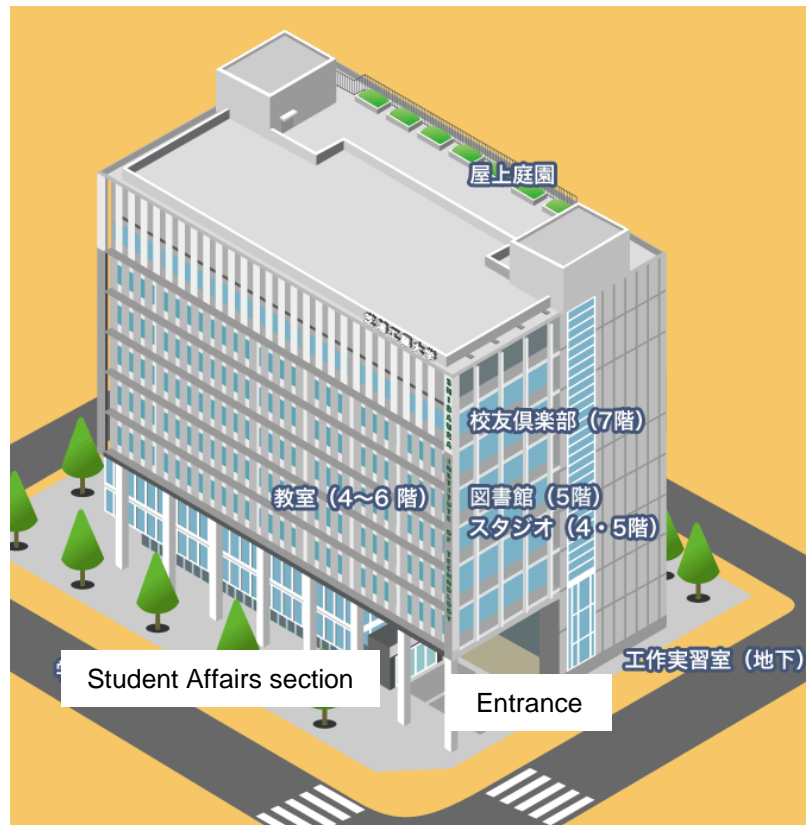
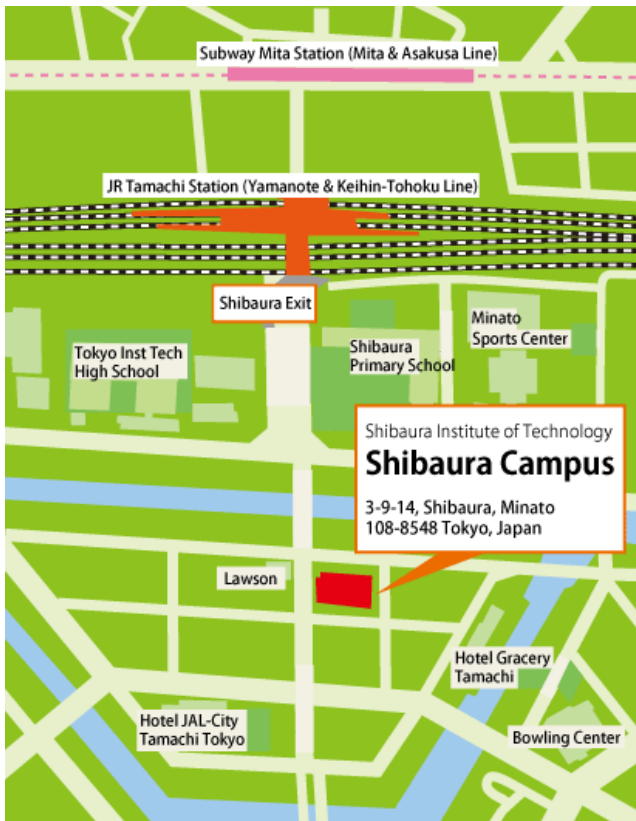
Traffic in Tokyo is very complicated. Before flying to Japan, we recommend you to search how to get to your accommodation from the airport to SIT campuses. For reference, please refer the common [Route search site](#) and the following picture shows basic accesses how to go to campuses



Access to Toyosu campus from Toyosu Station.



Access to Shibaura campus from Tamachi Station.



Access to Omiya campus from Higashi-Omiya Station.

