



INTERNATIONAL STUDENT GUIDE

Before Arrival

SIT student mobility program 2024 – 2025

WELCOME TO JAPAN!

There is a saying in Japan “GO NI ITTEWA GO NI SHITAGAE” (in English, “When in Rome, do as the Romans do”, meaning that you should follow the rules of the country in which you live.)

Without exception, every country has its own culture and customs, just like your country. Each culture and custom is very special in its own way and should be respected.

During your stay in Japan, you may encounter many things that seem strange to you from your perspective. Some rules are necessary to keep you out of trouble. So, follow the rules first, and enjoy the differences! You may find them interesting and respectful. We believe that this is one of the ways to understand the country itself.

One of the main goals of studying abroad is to gain knowledge in your field of study; however, we hope that you will also learn from your daily life in Japan by experiencing the culture.

This guide is the first step in your preparation for Japan. Please read it carefully. We look forward to welcoming you here soon!



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1. Check Your Letter of Acceptance

★ Confirm **YOUR NAME** and **PROGRAM NAME** on your Letter of Acceptance (LOA).

Your Name

The name written on the LOA will be reflected on your student ID card.

Program Name

Check the type of program you applied for through the online application form.

- Course-Taking Sandwich Program (hereafter referred to as **SDW**)
- Research Exchange Program (hereafter referred to as **REP**)

IF you found any mistakes, CONTACT US immediately.

E-Mail : global-admission@ow.shibaura-it.ac.jp



Ref. No.

December 6, 2019

Letter of Acceptance

This is to certify that Shibaura Institute of Technology agrees to accept the following student in the program below.

Personal Information

Student ID:

Name:
Citizenship:
Gender:
Birthday:
Home Institution:
Email address:

Scomb Password

Check your personal information,
spelling problem mainly

Program Information

Program Name:
Program Period:

Scholarship:

Program Fee:

Check program name and period

2. Important Dates to Note

■ International Office Winter Break

December 23rd, 2023 – January 8th, 2024

Please note that we are unable to respond to your inquiries and requests on time during those periods.

■ Orientation Date

The following students **MUST** attend orientation on **April 4, 2024.**

- **Course Taking Sandwich Program Students**
- **Research Exchange Program Students**

Students who wish to take some courses at SIT*

*Eligible for students whose program duration is for at least one semester.

Agenda

1. Course Registration Information
2. Registration to SIT's Student Account Management Interface
3. Receive SIT Student ID Card
4. Other announcements

The following students' orientation will be on the **first day of the program.**

- **Research Exchange Program Students who don't have a plan to take courses at SIT**

■ Official Program Durations

1 Semester (Spring 2024) :

April 1, 2024, ~ July 31, 2024

2 Semesters (Spring 2024 & Fall 2024) :

April 1, 2024, ~ January 31, 2025

Please use this information for your documents such as
Certificate of arrival, certificate of attendance, learning agreement, etc.

■ First Day of Class (Spring 2024)

April 13th, 2024

■ Last Day of Classes (Spring 2024)

1 Semester (Spring 2024) :

July 31, 2024

2 Semesters (Spring 2024 & Fall 2024) :

January 28, 2025

Final project dates are included.

3. Academic Calendar For AY 2024

Academic Calendar (AY2024)

AY2024 Academic Calendar

Spring Semester/1st•2nd Quarter								Fall Semester/3rd•4th Quarter									
	Su	M	Tu	W	Th	F	Sa	Notes		Su	M	Tu	W	Th	F	Sa	Notes
Mar	10	11	12	13	14	15	16		Sep	1	2	3	4	5	6	7	
	17	18	19	20	21	22	23			8	9	10	11	12	13	14	
	24	25	26	27	28	29	30			15	16	17	18	19	20	21	
Apr	31	1	2	3	4	5	6		Oct	22	23	24	25	26	27	28	3rd Quarter
	7	8	9	10	11	12	13	1st Quarter		29	30	31	32	33	34	35	
	14	15	16	17	18	19	20			6	7	8	9	10	11	12	
May	21	22	23	24	25	26	27		Nov	13	14	15	16	17	18	19	
	28	29	30	1	2	3	4			20	21	22	23	24	25	26	
	5	6	7	8	9	10	11			27	28	29	30	31	1	2	
Jun	12	13	14	15	16	17	18	May. 18, 20 : Univ. Festival @Omiya Campus	Dec	3	4	5	6	7	8	9	Nov. 2, 3, 4 : Univ. Festival @Toyosu Campus
	19	20	21	22	23	24	25			10	11	12	13	14	15	16	
	26	27	28	29	30	31	1			17	18	19	20	21	22	23	4th Quarter
Jul	2	3	4	5	6	7	8		Jan	24	25	26	27	28	29	30	
	9	10	11	12	13	14	15	2nd Quarter		1	2	3	4	5	6	7	
	16	17	18	19	20	21	22			8	9	10	11	12	13	14	
Aug	23	24	25	26	27	28	29		Feb	15	16	17	18	19	20	21	
	30	1	2	3	4	5	6			22	23	24	25	26	27	28	Winter Vacation
	7	8	9	10	11	12	13			29	30	31	1	2	3	4	
Aug	14	15	16	17	18	19	20		Mar	5	6	7	8	9	10	11	
	21	22	23	24	25	26	27			12	13	14	15	16	17	18	Jan. 18, 19 Campus Close Day
	28	29	30	31	1	2	3			19	20	21	22	23	24	25	
Aug	4	5	6	7	8	9	10		Apr	26	27	28	29	30	31	1	

: Entrance ceremony (Not mandatory)

: Class

: No Class

: Final day of Spring Semester/TOEIC Exam

Sep	1	2	3	4	5	6	7		Oct	29	30	31	32	33	34	35	
	8	9	10	11	12	13	14			6	7	8	9	10	11	12	
	15	16	17	18	19	20	21			13	14	15	16	17	18	19	
Nov	22	23	24	25	26	27	28	3rd Quarter	Dec	20	21	22	23	24	25	26	
	29	30	31	32	33	34	35			27	28	29	30	31	1	2	
	6	7	8	9	10	11	12			3	4	5	6	7	8	9	Nov. 2, 3, 4 : Univ. Festival @Toyosu Campus
Dec	10	11	12	13	14	15	16		Jan	17	18	19	20	21	22	23	4th Quarter
	17	18	19	20	21	22	23			24	25	26	27	28	29	30	
	24	25	26	27	28	29	30			1	2	3	4	5	6	7	
Jan	8	9	10	11	12	13	14		Feb	15	16	17	18	19	20	21	
	15	16	17	18	19	20	21			22	23	24	25	26	27	28	Winter Vacation
	22	23	24	25	26	27	28			29	30	31	1	2	3	4	
Feb	29	30	31	1	2	3	4		Mar	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	Jan. 18, 19 Campus Close Day		12	13	14	15	16	17	18	
	19	20	21	22	23	24	25			19	20	21	22	23	24	25	
Mar	26	27	28	29	30	31	1		Apr	26	27	28	29	30	31	1	

: Entrance ceremony (Not mandatory)

: Class

: No Class

: Final day of Fall Semester/TOEIC Exam

**** Course Registration (after your arrival and on your own)**

Please note that registration for the Japanese language course is done differently through a survey.

The registration period will be updated on the [website](#).

IMPORTANT

The Course Registration Period and Modification Period on the website is for exchange students only.

If you find another course registration/modification period elsewhere, please disregard it as it is for full-time SIT students.

4. Login to “ ScombZ ”

What You Can Do Here

ScombZ is an online community space for all SIT students.

★Before Coming to Japan

- Submit the required documents
- Communicate with SIT staff and other program participants

★After Your Arrival

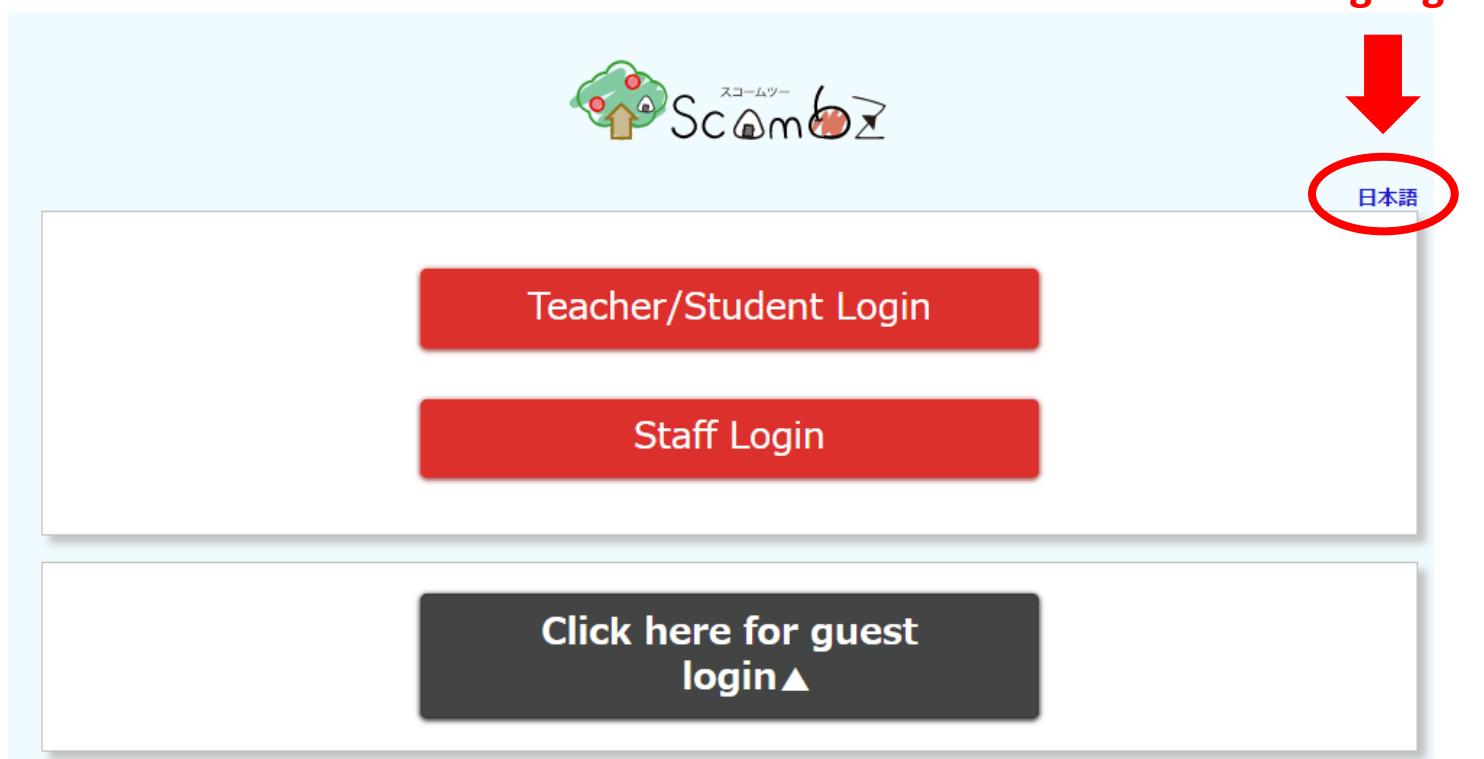
- Refer to your timetable and course information once your course registration is done
- Communicate with professors

How to Login

[scombZ \(shibaura-it.ac.jp\)](http://scombZ.shibaura-it.ac.jp)

Click!


1. Change the Language to English



The screenshot shows the ScombZ login page. At the top center is the ScombZ logo, which includes a tree icon and the text "スコムズー ScombZ". In the top right corner, there is a "Language" label with a red arrow pointing down to a button labeled "日本語" (Japanese), which is circled in red. Below the logo, there are three red buttons: "Teacher/Student Login", "Staff Login", and a dark grey button at the bottom that says "Click here for guest login▲".

2. Guest Login

For your first login, please use “Click here for guest login ▲”.



日本語

Teacher/Student Login

Staff Login

Click here for guest login▲


User ID

Password

Login

If you forget your ID

If you forget your password

 **SIT** SHIBAURA INSTITUTE OF TECHNOLOGY

Ref. No.

June 9, 2022

Letter of Acceptance

This is to certify that Shibaura Institute of Technology has accepted you for the program below.

Personal Information

Student ID: Z123456

Name: Taro Shibaura

Citizenship: FRANCE

Gender: MALE

Birthday: October 23, 2000

Home Institution: Shibaura Institute of Technology

Email address: taroshibaura.12345@shibaura.ac.jp

Scomb Password 245fkciwlf5629m

User ID

Enter this SIT Student ID Number to “User ID”
Note: please enter **lower case “z”**.

Password

Use the temporary password **written on your own Letter of Acceptance** for your first login.
Copy and paste to avoid typo.

3. Join a Community “AY 2023 Fall Semester”

Top Page

Portal Home

LMS

Search Course

Community

Notifications


Surveys

BannerLinks

Links

Calendar

Find this COMMUNITY



AY 2024

Spring Semester

Click to Join!

From the top page, open “Community” and find “AY 2024 Spring Semester”.
You are already a member of this community.

In case the community “AY 2024 Spring Semester” does not appear,
please search from “2023Academic Year”

Participating Community

Search Community

Academic Year

Keyword

Academic Year

2023Academi...

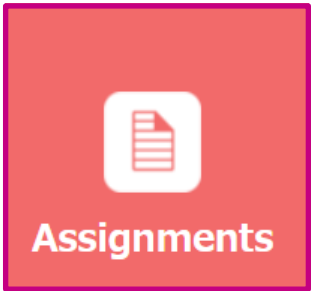
ex.Community Title, Instructor

2023Academi...

4. How to Submit Your Documents in the Community

In the **AY 2024 Spring Semester** Community, you can submit the required documents. Please check the next page to see what you need to submit during your preparation period. Each assignment has a deadline.

Your documents can be submitted through “**Assignments**” section in the Community.



Title	Submission start date ▾	Submission end date ▾
Document Submission : [More than 90 Days Scholars Only] Bank Card / Pass book	2023/09/09 08:00	2024/04/01 00:00
Document Submission : [After Arrival] [More then 90 Days Students Only] - Residence Card	2023/06/01 08:00	2024/04/01 00:00
Document Submission : Travel Insurance - Description of Coverage	2023/06/01 08:00	2024/04/01 00:00
Document Submission : Flight Schedule	2023/06/01 08:00	2024/04/01 00:00
Document Submission : Health Certificate	2023/05/18 08:00	2024/04/01 00:00
Document Submission : [SIT Scholars Only] Pledge - Terms and Conditions	2023/05/01 08:00	2024/04/01 00:00

Contents

X-ray examination is obligatory to all 'more than 90 days' students.

[for less than 90 days students]

- Fill in the form by yourself first.
- ** In case you are diagnosed as possibly having infectious disease or your physician decides that an x-ray examination is necessary according to your medical history and immunization record declared above, please have an x-ray examination and have the following part filled out by your physician.

*To complete your submission, please fill in any number in the "creation time" section. (You can't move forward without any number in this section is not important for this time.)

*Inquiry : International Office | global-admission@owasa-it.ac.jp

Attachments

Reference

Has not been selected file.

Add

※Attachment up to 100MB

※Attachment up to 3 files

2023_Health_Certificate_(less_than_90_days).pdf

Delete

2023_Health_Certificate_(more_than_90_days).pdf

Delete

Click on the title!

Read the description carefully.

Download the form if required.

Creation time [Required]

min.

Enter **ANY** number to complete your submission.

5. Document Submission

These are the documents you’re required to submit prior to departure.
Please check the deadline for each document and submit via the community.
If you cannot submit on time, send us email for the solution.

Required Documents

#	Document	Deadline	Pg
1	Health Certificate	2 weeks Prior to your arrival	12
2	Flight Schedule & Address in Japan	1 weeks Prior to your arrival	13
3	Travel Insurance – Description of Coverage	1 week Prior to your arrival	14



Health Certificate

All students must submit the Health Certificate.

1. Download the file 2024 Health Certificate (more than 90 days).pdf
2. Fill in the first page on your own.
3. Review the test items on our health certificate in advance and get a health examination at a medical facility that offers all of the tests.

Submission Deadline : 2 weeks prior to your arrival

Assignment Title : Document Submission: Health Certificate

All test items must be filled out.

(DO NOT LEAVE ANY BLANK) Complete the health examination form.

CERTIFICATE OF HEALTH

日本語又は英語により明瞭に記載すること。
Please fill out (PRINT/TYPE) in Japanese or English.

氏名: _____
Name: _____
Family name: _____ First name Middle name: _____
☐ 男 Male ☐ 女 Female ☐ 男 Male ☐ 女 Female
生年月日: _____ Date of Birth: _____
年齢: _____ Age: _____

1. 身体検査 (Physical Examination)

(1) 身長: _____ cm 体重: _____ kg 血液型: _____ 脈拍: _____
Height: _____ Weight: _____ Blood type: _____ Pulse: _____
(2) 血圧: _____ mm/Hg 血圧: _____ mm/Hg A, B, O, AB + RH 言語: _____
Blood pressure: _____ Blood pressure: _____ Speech: _____
(3) 視力: (R) _____ (L) _____ (R) _____ (L) _____ 色覚異常の有無: _____
Eyesight: _____ Without glasses or contact lenses _____ With glasses or contact lenses _____ Color blindness: _____
(4) 聴力: ☐ 正常 normal ☐ 低下 impaired 言語: ☐ 正常 normal ☐ 異常 impaired
Hearing: _____ Speech: _____

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること(6ヶ月以上前の検査は無効。)

Describe the results of physical and X-ray examinations of the applicant's chest (X-rays taken more than 6 months ago is invalid.)
必須 MANDATORY 肺: ☐ 正常 normal ☐ 異常 impaired Describe the condition of applicant's lungs
Date: _____ Film no: _____
心臓: ☐ 正常 normal ☐ 異常 impaired
If impaired, please take the Electrocardiograph (心電図)

3. 現在治療中の病気

Under medical treatment at present: ☐ Yes (Conditions/particulars: _____)
☐ No

4. 既往症

Past history: Please indicate with + or - and fill in the date of recovery for (. . .). *If you have
Tuberculosis (肺結核) _____ Malaria (マラリア) _____ Other communicable disease (その他の伝染病) _____
Epilepsy (てんかん) _____ Kidney disease (腎臓病) _____ Heart disease (心臓病) _____
Diabetes (糖尿病) _____ Drug allergy (薬剤アレルギー) _____ Psychosis (精神病) _____
Functional disorder in extremities (四肢の機能障害) _____

5. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood ()
赤沈 ESR: _____ mm/hr, WBC count: _____ /cmm 貧血 ☐ anemia
Hemoglobin: _____ g/dl, GPT: _____

6. 現在服用中の薬(薬剤名・処方量)について

☐ No medications, if the applicant is under a condition that requires continued monitoring, please give the details.

7. 過去5年間に精神科医またはカウンセラーに治療や相談はしたことはありますか？ある場合は内容を記入。

Have the applicant been under the care of a psychiatrist and/or counselor in the past 5 years? If yes, please explain.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思えますか？

In view of the applicant's history and the above findings, do you think his/her health status is adequate to pursue studies in Japan?
☐ Yes, the applicant CAN participate in
☐ No, you can NOT participate in. If "No", Please describe the reasons _____
If the above answer is "No" implying that the applicant is not adequate to pursue studies in Japan, please consult the international office at SIT.

署名: _____
Signature: _____
医師氏名: _____
Physician's Name (Print): _____
検査施設名 Office/Institution: _____
所在地 Address: _____

Physician's Name
In block letters

IMPORTANT

Chest X-ray Examination is MANDATORY

All international students those who will be staying in Japan for more than 90 days are required to have a chest X-ray examination before the departure.

Flight Details & Address in Japan

All students must submit flight details and Japanese address.

You will be allowed to come to Japan between **March 18th ~ April 1st**

**Because you are on a student visa, you will not be allowed to arrive in Japan too far in advance of the orientation date.

Submission Deadline : 1 week prior to your arrival

Assignment Title : Document Submission : Flight Schedule

We strongly recommend that you **purchase your flight after you receive your visa**, as the issuance of your visa is not guaranteed. However, if you would like to purchase a head of time due to the increase in price, etc., we suggest you purchase one with the refund or date change policy.

Submission Deadline for the Address in Japan:

1 week prior to the Orientation Day

How to submit:

Please answer to the following *Residence Information Survey AY2024*.

Residence Information Survey AY2024

<https://forms.gle/wiSkXWcNnU7q4v6PA>

★ Make sure to inform us a permanent address, not a hotel or hostel that you will temporarily stay upon arrival.

★ If you have not yet found your accommodation, please find it by orientation day at the latest.

You will be asked to fill out this form again during orientation day.

Travel Insurance DOC (Description of Coverage)

All international students are required to purchase travel insurance that covers **AT LEAST** your flight from your home country to Japan.

Travel insurance covers you in the event of flight delays, accidents or illness during your trip. Your current medical insurance may not cover treatment in another country. To avoid these unexpected costs, be sure to purchase travel insurance that covers **AT LEAST your trip from your home country to Japan.**

Submission Deadline : 1 weeks prior to your arrival

Assignment Title : Document Submission : Travel Insurance – Description of Coverage

Please refer to [8. Your Insurance in Japan](#) to check what kind of insurance you must purchase other than travel insurance.



VISA Application

To enter Japan, most of you are required to apply for the Student VISA.
If you have a Japanese passport, please disregard the following information.

IMPORTANT

Please make sure to check the latest information from Ministry of Foreign Affairs.

https://www.mofa.go.jp/j_info/visit/visa/index.html#section2

[STEP 1]

We SIT already have already applied for your COE (Certificate of Eligibility) based on the information you provided to us through The Admissions Office (TAO). Please note that after we submit the application to the Tokyo Immigration Bureau, it may take up to 3 months for us to receive the COE.

We will send your COE by email around the early March*(the exact timing might vary by 1-2 weeks, depending on the processing timeline at the immigration office.).

[STEP 2]

After receiving the COE, please go to your local Embassy or Consulate of Japan immediately.

The COE is valid for 3 months after its issuance.

Your visa issuance process will take approximately one week, depending on the region.

Required Document for your VISA application

- ☐ VISA Application Form
- ☐ Passport
- ☐ COE
- ☐ Letter of Acceptance From SIT
- ☐ Additional documents if required by Embassy or Consulate of Japan

Guarantor in Japan - FOR VISA APPLICATION PURPOSE ONLY

Name: Yamada Jun (Male)

Tel: +81-3-5859-7140

Address: 3-7-5, Toyosu, Koto-ku, Tokyo 135-8548, Japan

Date of Birth: 14/6/1959 (June 14th, 1959)

Relationship to Applicant: the host institution of program implementation

Profession or Occupation and Position: President of the host institute

Nationality and Immigration Status: Japan

7. Find Accommodation

Check our campus locations first!


We have 2 campuses, TOYOSU Campus and OMIYA Campus.

Each campus is home to a different faculty.

You may have to travel from one to the other depending on the courses you will take.

Please be aware of the distance between two campuses when considering where to live.

Find details of each campus from below link :

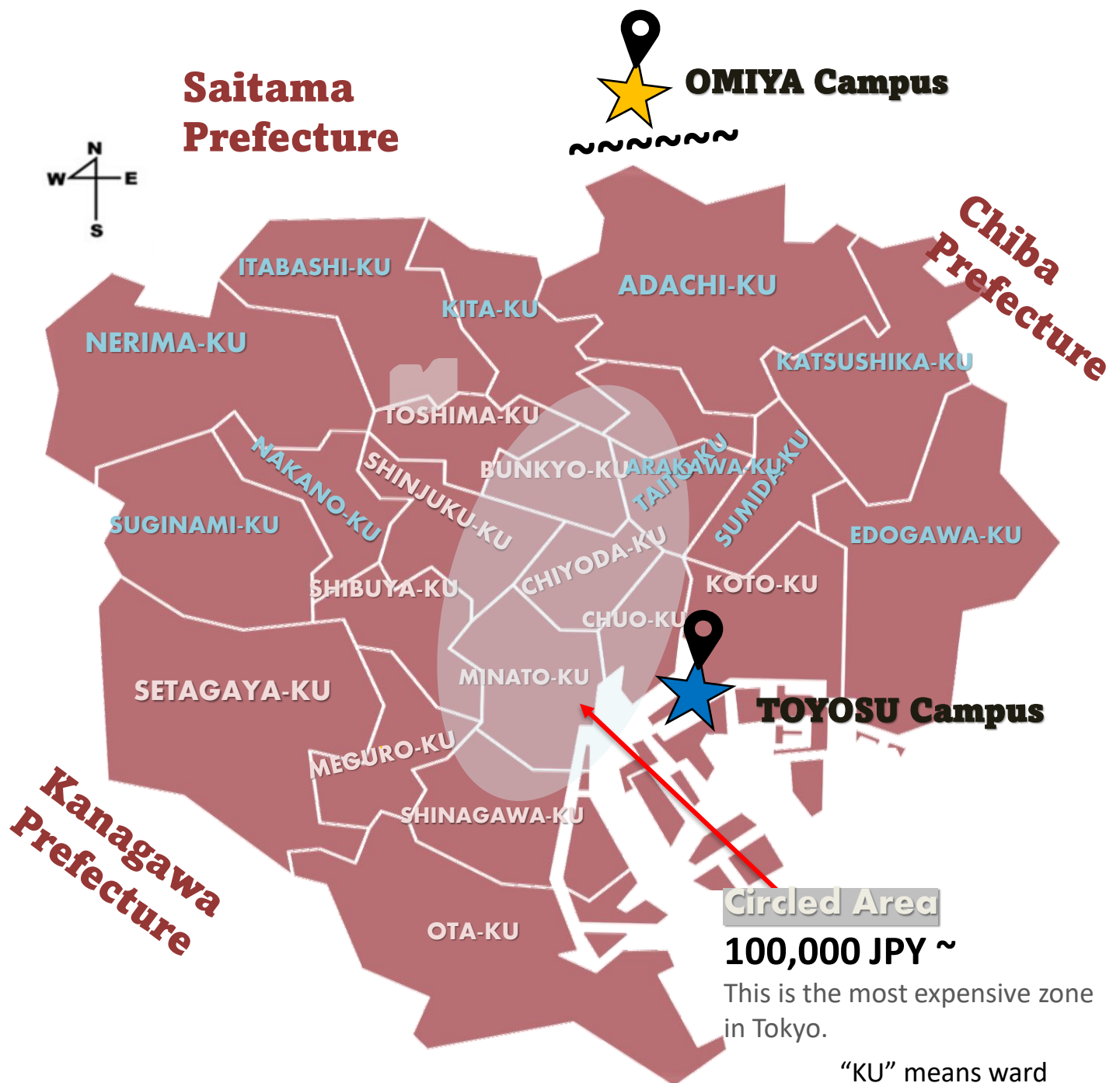
 Toyosu Campus : <https://www.shibaura-it.ac.jp/en/about/campuses/toyosu.html>

 Omiya Campus : <https://www.shibaura-it.ac.jp/en/about/campuses/omiya.html>



Average Cost of Living by Regions (in Tokyo Metropolis)

The monthly rent varies depending on regions.



Blue Area

60,000 ~ 90,000 JPY

You can find many reasonable accommodations in this zone.

Price varies depending on wards,

Outwards and neighbor prefectures such as Chiba, Kanagawa, and Saitama also have cheaper options.

White Area

85,000 ~ 100,000 JPY

Compared to other wards, accommodations in this area cost a little more.

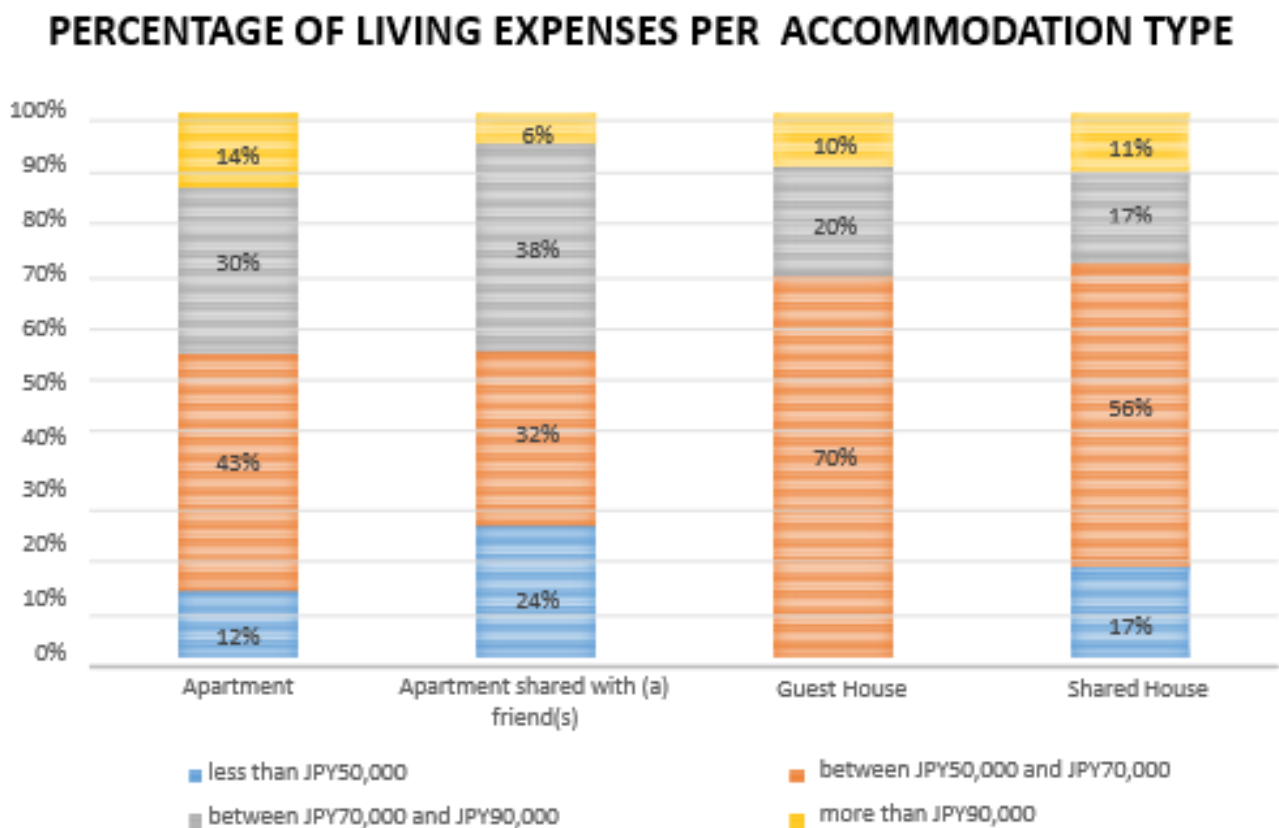
If you wish to lower your rent burden, we recommend that you share a room with friends or choose a shared house.

Select the Type of Accommodation

In the Tokyo area, condominiums and apartments are relatively expensive compared to other prefectures in Japan.

Therefore, room-sharing, staying in a guesthouse, and living in a shared house are quite popular among international students.

We list some accommodation agencies including options for apartments, condominiums, shared accommodations, etc. in this booklet.



Option 1. SIT Global Dormitory @ OMIYA Campus

Application Steps:

1. URL for Online Request Form will be updated : **By the mid of the Dec. 2023**

<https://www.shibaura-it.ac.jp/en/about/campuses/dormitories.html>

2. Send your application request
from 'Online Request Form' : **January 10th ~ 21st, 2023**

****Application procedures will be notified by the dormitory staff after you submit the Online Request Form.**

3. Application result announcement: **By January 31st, 2023**

4. Move-in date: **Rooms available from March 16th, 2023** (Not allow to move in before this date)



Contact:

sit-dormitory@ow.shibaura-it.ac.jp

Option 2. TIEC (Tokyo International Exchange Center)

ELIGIBILITY :

Graduate students and above staying in Japan for MORE THAN 90 DAYS.

TIEC is an international residence offered by the Japan Student Services Organization (JASSO) to encourage active exchange between international and Japanese students studying in Japan. Please note that TIEC is not a student dormitory of Shibaura Institute of Technology.

Your application must be submitted through us.

More information about TIEC, please kindly review the link below :

1. [How to apply for Tokyo International Exchange Center \(TIEC\) via SIT?](#)
2. TIEC official site: <https://www.jasso.go.jp/en/ryugaku/kyoten/tiec/residence/index.html>

Move-in and Application Schedule For AY 2023		
Move-in Periods	Submission Deadlines	Result Announcement
March 1 - March 31, 2023	Jan. 25, 2023	Feb. 15, 2023
April 1 - April 31, 2023	Feb. 22, 2023	Mar. 15, 2023
May 1 - May 31, 2023	Mar. 27, 2023	Apr. 14, 2023
Jun. 1 - Jun. 30, 2023	Apr. 24, 2023	May. 15, 2023
Jul. 1 - Jul. 31, 2023	May. 25, 2023	Jun. 15, 2023
Aug. 1 - Aug. 31, 2023	Jun. 25, 2023	Jul. 14, 2023
Sept. 1 - Sept. 30, 2023	Jul. 26, 2023	Aug. 15, 2023
Oct. 1 - Oct. 31, 2023	Aug. 25, 2023	Sept. 15, 2023
Nov. 1 - Nov. 30, 2023	Sept. 24, 2023	Oct. 16, 2023
Dec. 1 - Dec. 28, 2023	Oct. 26, 2023	Nov. 15, 2023
Jan. 4 - Jan. 31, 2024	Nov. 24, 2023	Dec. 15, 2023
Feb. 1 - Feb. 29, 2024	Dec. 20, 2023	Jan. 15, 2024

Option 2. TIEC (Tokyo International Exchange Center)

Application Steps:

1. Download the Application Forms [HERE](#).
2. Submit your application to SIT by email.

When applying, please make sure to check the 'Submission Deadline' (p.21) for SIT, not for TIEC (you may see it written differently on TIEC's website). Be sure to submit all application forms and other required documents by the deadline.

Send to : global-admission@ow.shibaura-it.ac.jp
Email Subject : (TIEC) YYYY Month Entry, Your Name

For more Information: [TIEC Residence Hall](#)

<https://www.jasso.go.jp/en/ryugaku/kyoten/tiec/residence/facility/index.html>



Option 3. Use Accommodation Agencies

Below is a list of accommodation agencies that are friendly to international students.

3-1 Apartment Agencies



Roompia

gakusei@roompia.jp

Real estate agency is in Omiya Campus, you can send a message to this e-mail address.



Recommend



Mini Mini (Minimum stay 6 months ~)

mini-kokusai@minimini.jp

Please contact them with the link above first.



Sumitomo Forestry Residential

https://www.sumirin-residential.co.jp/business/kaigai_eng/kaikan/



Global Trust Networks

<https://www.gtn.co.jp/en>

How to find a room: Enter the address, name of city or station from here <https://www.best-estate.jp/en/>



Land Housing

Contact their Facebook : @LandHousing

<http://landhousing.kir.jp/english/>

3-2 Guest House and Shared House Agencies

For other types of accommodation, we recommend the following guesthouses. This type of accommodation is very easy to move in and out. Also, sharing a room with your friends is very cost effective.



J&F Plaza

<http://www.jafnet.co.jp/plaza/en/index.php>



DK House

<http://www.e-guesthouse.com/eng/>



Sakura House

<http://www.sakura-house.com/en>



Tokyo Sharehouse

<https://tokyosharehouse.com/eng/>



Hippo House

<http://www.hippo-house.com/en/>



First House Interwhao

<http://www.interwhao.co.jp/english/>

Recommend



Fujimi House

<http://fujimihouse.jp/?lang=en>



Share House Kizunaya

<http://kizunaya-s.com/en/>



Be Good Japan

<https://bgj.co.jp/?wovn=en>



OAK House

<https://www.oakhouse.jp/eng/>



DORMY International

<https://internationaldormy.com/en/>

SOCIAL DESIGN

<https://jrsocialdesign.co.jp/en/>

3-4 Hostel

<http://www.hostels.com/>

3-5 Home Stay

Would you like to experience living with a Japanese family? You will learn more about Japanese culture and customs. You can contact the following agent to find a host family for you.



Home stay in Japan

<https://www.homestay-in-japan.com/eng/>

* Make sure to tell that you are a student at SIT when you make an inquiry.

Japanese vocabs to note for your rental contract:

Word	Meaning
Key money (Reikin/礼金)	It is a gift to the owner, so it is non-refundable. It is meant to show your appreciation to the owner for allowing you to live in his/her building.
Deposit (Shikikin/敷金)	When you leave the apartment, the deposit will be used to repair any damage and to clean the apartment. Any remaining amount should be returned to you. It is very important that you check the apartment carefully when you move in. Make a note of anything that is not in perfect condition. If there is any damage, the agency should confirm and document it before you move in. This will help you avoid any problems with the security deposit later on.
Maintenance Fee (Kyoeki-hi/共益費)	It is a fee for facilities that are shared with other tenants, such as electricity for the gate lights and elevators, cleaning, etc. It must be paid each month in addition to the rent.
Real Estate Commission (Chukai-tesuryo /仲介手数料)	The law specifies that the Real Estate Commission should not exceed one month's rent, plus tax. Non-refundable.
Rent (Yachin/家賃)	As a general rule, rent should be paid in advance. This means that the rent for June should be paid by the end of May.
Guarantor (Hoshonin/保証人)	If you are renting an apartment, you will need a guarantor. If you are unable to pay the rent or make repairs, the guarantor will be responsible.

Emergency Contact for your Accommodation Contract

**If you are required to inform “emergency contact” to make a contract,
Please use the following information.**

Name : International office at Shibaura Institute of Technology
(芝浦工業大学 国際部 国際プログラム推進課)

Tel : +81-3-5859-7140

Monday – Friday 9:00 ~ 17:00

Relationship to Applicant : Host Institution

This emergency contact can ONLY be used while you are in Japan. Please note that individual International Office staff members cannot be your emergency contact.

8. Your Insurance in Japan

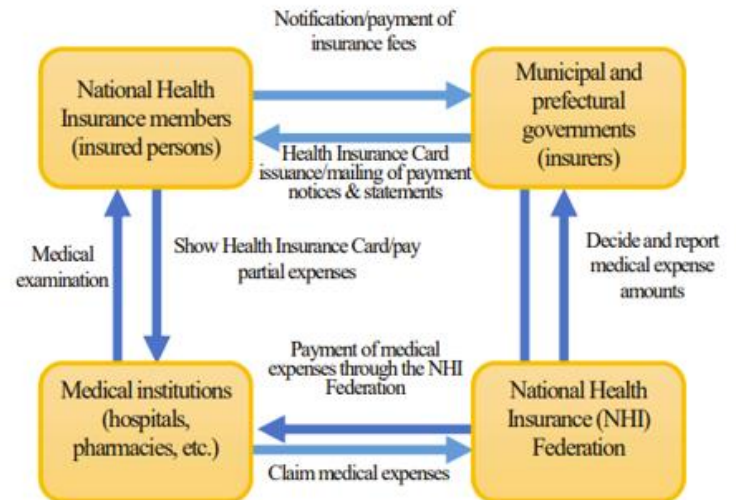
1. National Health Insurance (NHI)

Mandatory

Since you will be staying in Japan for more than 90 days, you must sign up for NHI at the Municipal Office when you register your residence.

What is NHI?

The National Health Insurance is a mutual aid system; members regularly pay insurance fees (tax) to collectively support the burden of medical expenses, so that members can easily receive medical care when they are sick or injured. The system is cooperatively operated by prefectural and municipal governments.



How to Sign Up?

1. Please secure your accommodation before coming to Japan.
2. You can apply for NHI at the same time as registering your residence in the municipality where your accommodation is located.

Accommodations such as **hotels/hostels/guest houses for travelers** are **sometimes not allowed** to register with a municipal office as your residence.

In case you could not secure your accommodation before coming to Japan, please make a contract and register your address at the municipal office **within 14 days of your arrival**. If you are not sure whether your accommodation is eligible for the residence registration, please contact the property owner directly.

Coverage : 70% of the total medical expenses are covered.

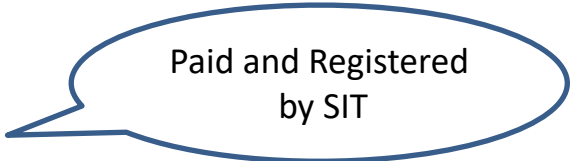
Medical expenses you pay at the hospital/clinic are 30% of the total amount. NHI does not cover expenses incurred as a result of an unexpected accident.

NHI Card (card designs depend on municipalities) :

The card will be mailed to you within a week of your application. Please always carry your NHI card with you.

国民健康保険 被保険者証	有効期限 記号番号	平成〇〇年〇〇月〇〇日 〇〇〇〇〇〇
氏 名	コウタ オツロウ 甲田 乙朗	
生 年 月 日	平成〇〇年〇〇月〇〇日	性 別 男
資格取得年月日	平成〇〇年〇〇月〇〇日	
世帯主氏名	甲田 丙朗	
住 所	甲県乙市丙町〇丁目〇番地	
交付年月日	平成〇〇年〇〇月〇〇日	
保険者番号	〇〇〇〇〇〇	保険者名 丙郎印

2. Gakkensai & Gakkenbai (Accident/Property Insurance)



Paid and Registered
by SIT

You are already a registered to the Gakkensai & Gakkenbai.
Gakkensai & Gakkenbai will cover for accidents during school and research activities,
And for accidents occurring during laboratory training.

Gakkensai & Gakkenbai Homepage

<http://www.jees.or.jp/gakkensai/opt-baisho.htm>

Brochures (En) : Scroll down to the mid of the page above and find “English”

NOTE:

Gakkensai & Gakkenbai will NOT cover for hospitalization and clinic fees.
You can receive those coverages from NHI.

3. Travel Insurance



Mandatory

All international students are required to purchase travel insurance that covers
AT LEAST your flight from your home country to Japan, as mentioned on p.15.

If you feel that this coverage is not sufficient, please purchase a travel insurance
based on your needs. You are not required to purchase more insurance than the
above.

9. Get Ready for Your Course Registration

Your course registration will take place on campus **on the orientation day**.

Therefore, during this preparation period, please learn how to refer to our course schedule and modules.

IMPORTANT

As a requirement of the student visa, Course-Taking Sandwich Program students are required to take at least 6 periods (600 mins) of courses (i.e. classes) per week during your ENTIRE program period at SIT.

Please read in advance

[Note 1]

Make sure that your browser language is NOT JAPANESE.

Otherwise, you will see only Japanese-based courses for SIT's full-time students.

[Note 2]

You can take both **undergraduate and postgraduate courses regardless of your current level, but please check the syllabus of each course in advance to know its contents and prerequisites.**

[Note 3]

Be aware of the campus where each course is held.

Toyosu Campus and Omiya Campus are far from each other, so please consider the travel time to each campus before registering for courses. (It takes an average of 1.5 hours by public transportation.)

[Note 4]

The undergraduate courses will be conducted only face-to-face.

Search for courses

[Timetable](#)

On the Timetable, you can check the days, periods, locations (campuses), and methods (face-to-face, online, etc.) of each course offered in AY 2024. We recommend that you check this information carefully before the course registration period.

Timetable

Innovative Global Program

- 1st grade : Spring [Fall](#)
- 2nd grade : Spring Fall
- 3rd grade : Spring Fall
- 4th grade : Spring Fall

Look under “**SIT Mobility Program Participants**”.
Click “All departments” or choose by department.

SIT Mobility Program Participants

- Undergraduate level
Spring : [All departments](#) Choose department :
Fall : [All departments](#) Choose department :
- Postgraduate level
Spring : [All departments](#) Choose department :
Fall : [All departments](#) Choose department :

You can choose from both undergraduate and postgraduate levels, regardless of your current level, if you meet the prerequisites for each course.

Mon. Tue. Wed. Thu. Fri. Sat. Other

Course schedule for International

To change days, click the tab.

1st period (9:00~10:40)	2nd period (10:50~12:30)	3rd period (13:10~14:50)
	12G8 ueno kazuyoshi Semiconductor Devices Toyosu 2 credits	13E7 Mechatronics
	12H8 iyoda takeshi Construction Materials Toyosu (D) 2 credits	13L8 sugaya Operating Systems and Exercises 2
		130M Calculus I

Sample

12G8	UENO Kazuyoshi
Semiconductor Devices	Toyosu 2 credits
44V3	ISHIWATA Tetsuya
Topics in Numerical Analysis	Omiya 2 credits
51N4	HANAFUSA Akihiko
Introduction of Bioengineering	Omiya 2 credits

How to Read the Symbols

Toyosu
Omiya

Campus where courses are held

Be careful of the distance
between TOYOSU and OMIYA

Types of courses offered

face-to-face
live streaming
on-demand

Syllabus

Please check
Prerequisites and Qualifications
for the course well in advance

Facebook SIT Student Support Community



<https://www.facebook.com/groups/SITStudentSupportCommunity/>

Here you can ask SIT students who are currently enrolled or who have left SIT in the past about daily life in Japan. Often the best teachers are the students who have had similar experiences. If you have any questions, feel free to ask!



SIT Student Support Community is managed and operated by GLC* staff. Please feel free to join and ask questions or concerns here. Both current and previous international students, and SIT Staff are in this community.

***GLC (Global Learning Commons)**

Both OMIYA Campus and TOYOSU Campus have GLC.

This is a multi-purpose room where international students and SIT students interested in international exchange gather.

GLC is run by students from different backgrounds, and you can see staff from Japan, Brazil, Thailand, Malaysia, Indonesia, Vietnam, Saudi Arabia, etc. You can always ask for help anytime by visiting GLC in your spare time after coming to SIT.

Joining the Facebook community is not mandatory, as we understand that Facebook is not available in some areas. However, if you are still interested in joining after you arrive in Japan, feel free to ask for help at GLC, you can get a lot of useful information from the members.

Get Prepared

Recommended Items to Bring

For the time being, **all courses (English-based courses) for AY 2024 will be offered face-to-face**. However, in case instructors have to offer their courses online for reasons, you will need **a personal computer** to attend an online lecture. Also, some courses have assignments to be done before/after lectures. For your convenience, bringing your own PC to SIT is strongly recommended.

- PC that can be connect to the Internet
- Internet and Wi-Fi access
- Earphone or headset with microphone



If you wish to get some advice for your preparation such as what to bring and what to prepare for before you leave, please join the [Facebook SIT Support Community!](#)
They will be your best teachers!

Advice from SIT students (in case your courses are offered online)



Hi. I am Akira from Malaysia.
Since I take all the classes in Japanese, I record the class to review later to confirm the part I did not understand. But be nice to ask the course teacher if it is okay to record. I use an old PC, but I upgraded the PC by myself.
If you need help to upgrade your PC, I can help! Come visit GLC :)



Hi. I am Kojigen.
It is good to have a friend to ask questions when you have problems.
Even for the online classes, some classes have a group assignment, which makes it easier to get a personal contact.
I also work at GLC on the Toyosu Campus, so please visit us at GLC!



Have a safe trip!

Banned Items to Japan

There are certain items that you are not allowed to bring into Japan.

The following articles are prohibited by law:

1. Heroin, cocaine, MDMA, opium, cannabis, marijuana, stimulants, psychotropic substances, and other narcotic drugs (excluding those designated by Ministry of Health, Labor and Welfare Ordinance);
2. Firearms (pistols, etc.), ammunition (bullets) thereof, and pistol parts;
3. Explosives (dynamite, gunpowder, etc.);
4. Precursor materials for chemical weapons;
5. Germs which are likely to be used for bio-terrorism;
6. Counterfeit, altered, or imitation coins, paper money, bank notes, or securities, and forged credit cards;
7. Books, drawings, carvings, and any other article which may harm public safety or morals (obscene or immoral materials, e.g., pornography);
8. Child pornography;
9. Articles which infringe upon intellectual property rights.

**All plants (including seeds and fruit) and animals brought to Japan must undergo a quarantine inspection. Many plants and animals are subject to import prohibitions or restrictions and may be confiscated if brought to Japan. (Certain items may not be brought into Japan depending on their country / region of origin.)*

For more information, please visit the Japan Customs website.

<http://www.customs.go.jp/english/exp-imp/index.htm>

Orientation

April 4th, 2024

***Time and Location will be announced later.**

Following Students MUST Attend the Orientation

● All Course Taking Sandwich Program (SDW) Participants

● Research Exchange Program (REP) Participants

those who will follow Japanese Language Course*

*eligible for participants who will study for more than 1 SIT semester

Programs (Tentative)

1. Guidance for Course Registration
2. Registration to SIT's Student Account Management Interface
3. Course Registration

In addition to above,

We are planning to have icebreaking and self-introduction sessions too!



*We are Looking Forward to Seeing You
in Spring!*

