



TUAT

STEP@TUAT COURSE CALENDAR

Short Term Exchange Program in Science and Engineering at
Tokyo University of Agriculture and Technology (STEP@TUAT)

2021-2022

Deadline of the application is 29 March 2021 !

Organization for the Advancement of Education and Global Learning (EAGL)

Tokyo University of Agriculture and Technology (TUAT)

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Important Notice

The COVID-19 is widespread throughout the world. We strongly hope for the end, but unfortunately, the situation is getting worse these days.

We are calling for STEP@TUAT applicants, but even after the acceptance is granted, there is a possibility that the following decisions will be made depending on the infection situation. Read carefully and apply after understanding.

Depending on the policy of the Japanese government or the university,

- (1) The program will be canceled or the start time will be delayed.
- (2) We will request you to submit additional certificates.
- (3) Your movement after coming to Japan may will be restricted.
- (4) Other measure necessary to take.

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Course Calendar

(1) Objectives

- (1) To provide international students with opportunities for education and research regarding the latest industry and technology in Japan.
- (2) To contribute to the development of science and technology through cooperative research and work with international students.
- (3) To promote the globalization of TUAT by fostering the relationship between TUAT students and international students.
- (4) To give a better understanding of Japan to international students, and further develop competent individuals familiar with Japan is to enable them to work in international fields.

(2) Outline

- (1) Program starts in September.
- (2) Courses are offered in English.
- (3) Credits are awarded in the courses.
- (4) Number of students enrolled is about 10.

(3) Academic Calendar (2021-2022)

Fall Semester	Fall and Spring Semester
September 2021 - February 2022	September 2021 - August 2022
Category U1	Category V2, GR

(4) Admission Requirements

- (1) Applicants must be enrolled in either a regular undergraduate (3rd or 4th year : U1 or V2), master program(V2 or GR), or doctoral program (GR) at overseas institutions which have concluded a student exchange agreement with TUAT as of September 1, 2021 .
- (2) Applicants must be enrolled in regular undergraduate (U1 or V2), master program (V2 or GR), or doctoral program (GR) at their home institutions as of the end of study at TUAT.
- (3) A basic knowledge of Japanese language is not an essential requirement for the STEP@TUAT students. Applicants must, however, be proficient in English. Students from non-English speaking countries should submit the results of TOEFL or other equivalent documents.

(5) Student Status at STEP@TUAT (3 Categories)

Status	Category	Present Status in Home institution as of September 1, 2021
Special Auditing Student (Fall Semester)	U1	Undergraduate (Yr.3 or Yr.4)
Special Auditing Student (Fall and Spring Semesters)	V2	Undergraduate (Yr.3 or Yr.4) Master's Program
Special Research Student (Fall and Spring Semesters)	GR	Master's [A1] and Doctoral Program

(5-1) Admission Process for Special Auditing Student (Category U1 and V2)

Students interested in STEP@TUAT should contact the International Exchange Office of their home institution for information about STEP@TUAT. Applicants need to go through the selection process for students from their home institution, established by the academic exchange agreement.

The following documents are necessary for application:

- (1) Completed STEP@TUAT Application Form 2021-A-1~8.
- (2) Certificate of Enrollment issued from home institution (either in English or in Japanese).
- (3) Transcript of Academic Records (either in English or in Japanese).
- (4) Explanation for Grade System of your Transcript of Academic Records with an authorized signature (either in English or in Japanese).
- (5) Two recommendation letters written by the faculty members of the home institution. Letters should be written in either English or Japanese.
- (6) Completed Health Certificate Form 2021-B (in English).
- (7) Result of TOEFL or other equivalent documents (for non-English speaking countries only).
- (8) Copies of Passport and ID (Students who have a passport must attach the copy to the application).
- (9) Students applying for JASSO Scholarship must include a completed application Form 2021-C.

(5-2) Admission Process for Special Research Student (Category GR)

Students interested in STEP@TUAT should contact the International Exchange Office of their home institution and find an academic advisor at TUAT with the help of professor or the International Exchange Office of applicant's home institution. When mailing the following documents, please remember to include correspondence records with your future academic advisor at TUAT, such as copies of e-mails, showing the agreement of acceptance by the academic advisor in the package with the application.

The following documents are necessary for application:

- (1) Completed STEP@TUAT Application Form 2021-A-1~8.
- (2) Certificate of Enrollment issued from home institution (either in English or in Japanese).

- (3) Transcript of Academic Records (either in English or in Japanese).
- (4) Explanation for Grade System of (3) with an authorized signature (English or in Japanese).
- (5) Two recommendation letters written by the faculty members of the home institution. Letters should be written in either English or Japanese.
- (6) Completed Health Certificate Form 2021-B (in English).
- (7) Result of TOEFL or other equivalent documents (for non-English speaking countries only).
- (8) Copies of Passport and ID (Students who have a passport must attach the copy to the application).
- (9) Students applying for JASSO Scholarship must include a completed application Form 2021-C.
- (10) Copies of correspondence records with TUAT Advisor, showing the arrangement of acceptance by the academic advisor.

Note: Applications for STEP@TUAT 2021-2022 should reach TUAT in a complete package containing all the above documents **by e-mail** no later than March 29, 2021.

Incomplete applications will not be considered after March 29, 2021.

We request the applicants to refrain from applying for the JASSO scholarships concurrently with other Japanese universities.

TUAT will begin selection process from April 1 and will notify the applicants and their home institutions of the results.

(6) Academic Program

This program consists of the following courses.

- Lectures
- Independent Study

Note: Under the direction of the program coordinator, students can choose classes in their major from established courses in Japanese, depending on their qualifications. A full list of such courses is included under the title of Regular Courses of TUAT.



(7) Credits Requirements

All the courses offered in STEP@TUAT are elective. Students will select and register for the courses of their choice at the beginning of fall semester.

Minimum Requirements for 2 Semesters

Student Status and Category	Lectures	Independent Study Compulsory	Total
Special Auditing Student (Category U1)	17	-	17
Special Auditing Student (Category V2)	17	5	22
Special Research Student (Category GR)	0	10	10

Those students who have completed studies at STEP@TUAT will be given a certificate of completion. Students from the special auditing students specified in TUAT rules and regulations, who registered for the first semester but were judged to have no possibility of completing the second semester due to credit authorization, in principle will have his/her studentship canceled by the Director of the EAGL at TUAT through a decision by the steering committee, with the consent of the home institution and concluding an agreement between the institutions or between the departments of the institutions.

(8) Credits Transfer

TUAT will allow students to [transfer](#)^[A2] credits to their respective institutions but the final decision will depend on the respective home institution's policy.

(9) Immigration Procedures

Before coming to Japan, prospective students will need to obtain a “College Student” (Ryugaku) visa issued at the Japanese Embassy or Consulate in their country.

We will send a certificate or a letter of acceptance to students who are officially accepted to STEP@TUAT. Concurrently TUAT will request Japanese Immigration Bureau to issue a Certificate of Eligibility for Status of Residence (CESR) for each student. CESR will serve as a proof of student status when the student applies for the visa which is a requisite for entering Japan as a student. The process of obtaining CESR takes time and the certificate usually does not arrive until the last moment. Applicants should follow the advice of the Japanese diplomatic office in their home country concerning the procedure for obtaining the visa.

(10) Insurance

STEP@TUAT students must join a comprehensive health, personal accident, and fire insurance plans arranged by TUAT, called “the National Health Insurance”, “Disaster and Accident Insurance for Students Pursuing Education and Research”, “Personal Liability Insurance for Students and Members of University CO-OP” and “Fire Insurance”, respectively.

(11) Tuition

Tuition fee is waived for students from institutions that have concluded student exchange agreement with TUAT.

(12) Accommodation

TUAT will arrange.

(13) Address for Application

All STEP@TUAT application materials should be sent to the following office **by e-mail**.

STEP Coordinator Office, EAGL
Tokyo University of Agriculture and Technology
Email steptuat@cc.tuat.ac.jp

(14) Web site

Information regarding STEP@TUAT may be found on our web site:

<http://www.tuat.ac.jp/~steptuat/>

(15) Closing

Your application package should reach the office of STEP@TUAT no later than Monday, March 29, 2021.

Appendix: If an action by a student among the Short-Term Exchange Program is deemed to be against public order and standards of decency, the student shall be disciplined.



JASSO Scholarship

Successful applicants to STEP@TUAT are encouraged to apply for the Japan Student Services Organization (JASSO) Scholarship for Short-Term Study in Japan. The program is intended to promote student exchange between universities in Japan and their overseas partner institutions, thereby mutually enhancing the quality of their educational and scholastic activities while promoting understanding and friendship between the participating countries.

(1) Requirements

- (1) The scholarship is open to students who are enrolled in regular courses of study at institutions of higher education outside of Japan until the end of STEP@TUAT, and who meet the following conditions:
 - ① Students must be enrolled at institutions having concluded an academic /student exchange agreement with TUAT.
 - ② Students must possess the nationality of a country with established diplomatic relations with Japan. Students who possess the nationality of Taiwan and Palestine are also eligible.
 - ③ Students must not possess Japanese Nationality.
- (2) Students must achieve **2.30** grade points or over in the previous academic year in, based on JASSO Grade Calculating System. (Refer to the calculating formula below)
- (3) Students must demonstrate that they will benefit from studying in Japan, and are required to produce a clear study plan with regard to their studies at TUAT.
- (4) Students must be able to acquire a residence status of “College Student” (Ryugaku) for this program participation.
- (5) Students must, for reasons of financial difficulty, be unable to finance their studies in Japan independently.
- (6) Students must, upon completion of the term of exchange, return to their home institutions to resume their studies or to be awarded their degrees.
- (7) If students receive other scholarships together with this [A3]scholarship for the study in Japan, the total amount of monthly stipend of other scholarships should not exceed the amount of this scholarship (JPY 80,000 per month).

Note: Students receiving “Monbukagakusho Honors Scholarship for Privately Financed International Students” are not allowed to apply for this JASSO Scholarship.

JASSO Grade Calculating System

Point Values per Grade Scale (Rounded off to three decimals places)

Scale	Grade				
4-grade scale (Pattern 1)	—	Excellent	Good	Average	Fail
4-grade scale (Pattern 2)	—	A	B	C	F
4-grade scale (Pattern 3)	—	100 ~ 80	79 ~ 70	69 ~ 60	59 ~ 0
5-grade scale (Pattern 4)	100 ~ 90	89 ~ 80	79 ~ 70	69 ~ 60	59 ~ 0
5-grade scale (Pattern 5)	S	A	B	C	F
5-grade scale (Pattern 6)	A	B	C	D	F
Point value	3	3	2	1	0

Calculating Formula

$$\frac{\text{Total Grade Points: } (a \times 3) + (b \times 2) + (c \times 1) + (d \times 0)}{\text{Total number of credits (a + b + c + d)}}$$

(Maximum grade points are 3.00.)

a: Number of credits of point value 3 b: Number of credits of point value 2

c: Number of credits of point value 1 d: Number of credits of point value 0

*To get total grade points, multiply each point value by its number of credits

(2) Monthly Stipend

Monthly Stipend (JASSO)	80,000 JPY*
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* The amount is subject to change depending on the Japanese Government decision regarding the 2021 Budget.

(3) Application Method and Closing Date

Students wishing to apply for JASSO scholarship award must submit both JASSO and STEP@TUAT 2021-2022 application forms (Form2021-A, B and C) to TUAT through their home institutions no later than Monday, March 29, 2021.

(4) Prohibition

Students are not allowed to apply to more than one institution for JASSO Scholarship admission at the same time. Also, students are not allowed to apply to Monbukagakusho Scholarship (Japanese Government Scholarship) while applying for JASSO Scholarship.

List of Courses and Description (Visit our Homepage)

<http://web.tuat.ac.jp/~steptuat/>



STEP @ TUAT Q&A

1. Application

Q1: I found a mistake in the application form which I had already sent. Can I correct the mistake?

A1: Please send an e-mail to the coordinator as soon as possible. In case of sending message through e-mail, please use your own registered account which you specified in the 2nd page of the application form. To avoid troubles, we may refuse accepting messages from unregistered accounts unspecified on the original application document.

Q2: I am not a student of a TUAT sister university. Can I apply to the program?

A2: No, you can't. Our program is open for the students from TUAT sister universities.

2. Selection

Q1: How many exchange students will be enrolled in this program?

A1: The total number is about 10 for STEP@TUAT 2021- 2022 program.

Q2: So how many students will be enrolled from each sister university?

A2: "Theoretically", according to the bilateral contract between each sister university and TUAT, the maximum number of the students who can be enrolled in this program is 3 to 5. However, since there are more than 100 sister universities, the final number of the students from each university will be strongly influenced by the total number of applications.

Q3: What is selection process?

A3: Screening by the committee of TUAT will be held between April to May, 2021

3. Results

Q1: When can I know the results whether I am selected as an exchange student or not?

A1: Final results will be sent out by e-mail until the end of May 2021.

4. JASSO Scholarship

Q1: Do you accept STEP@TUAT students without JASSO scholarship?

A1: Yes, we do. Application to JASSO scholarship is an option and we also welcome students who do not require JASSO. The following table explains the comparison of conditions with/without JASSO scholarship. For more details, contact STEP coordinator.

Difference between with JASSO and without JASSO

Term	With JASSO Scholarship	Without JASSO Scholarship
	From September 2021 to February 2022 Or From September 2021 to August 2022	From September 2021 to February 2022 Or From September 2021 to August 2022
TUAT Tuition and Entrance Fees	Waived	Waived
Accommodation	TUAT will arrange	TUAT will arrange
Travel Expenses to and from Japan	Paid by the Exchange Student	Paid by the Exchange Student
Airline Ticket to and from Japan	Arranged by the Exchange Student	Arranged by the Exchange Student
Document for Visa Application 1: Certificate of Eligibility	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Document for Visa Application 2: Certificate of Admittance	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Document for Visa Application 3: Certificate for Expenses	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office based on the documents submitted from the Exchange Student
Monthly Stipend	Provided by JASSO	None
Arrival	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Guidance	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office

Q2: Is my travel expenses covered by JASSO Scholarship?

A2: No, it isn't. You have to secure the airline tickets by yourself.

5. Expenses

Q1: How much will I spend at the beginning?

A1: You will spend "AT LEAST"

- 1,000 JPY: Bus > Narita Int'l Airport - Tokyo
- 500 JPY: Train > Tokyo - Campus
- 30,000 JPY: Guarantee deposit for the Koganei International House. (It will be refunded the balance after deducting the cleaning expense when you move out.)
- 10,000 JPY: Bed linen (on arrival or next day)
- 1,000 JPY: Personal Accident Insurance for students
(=GAKKENSAD) (for half or 1 year on arrival)

- 4,980 – 13,480 JPY: Personal Liability Insurance for Students (=GAKUBAI)
- 5,000 JPY: Membership of University CO-OP (=SEIKYO) (for half or 1 year on arrival as a deposit. It will be refunded at the end of study at TUAT.)
- 10,000 JPY: National Health Insurance (approx., for half or 1 year, after guidance)

Q2: How much will I spend monthly?

A2: You will spend

- 30,000 JPY: Housing (approx.)
- 3,000 JPY: Water and Electricity (average)
- 40,000 JPY: Food (approx.)
- Some JPY: Laundry
- Some JPY: Transportation Expenses
- Some JPY: Textbooks and Studying Materials



Q3: Must I bring some money?

A3: You should bring some amount cash in USD or JPY. Please exchange at the airport if possible. We recommend that you bring about 80,000JPY to cover initial expenses, transportation fee and in case of emergency.

NOTE: The costs estimated above will vary without notice depending on university policy and currency fluctuations.

