



**TUAT**

**STEP@TUAT COURSE CALENDAR**

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

**2022-2023**

**Deadline of the application is 31 March 2022 !**

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 be restricted.
  - (4) Other measure necessary to take.
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There is no scholarship awarded to the participants. Therefore, the participants should pay all expenses, including accommodation, food, transportation etc., by themselves.

<b>COURSE CALENDAR .....</b>	<b>1</b>
(1) OBJECTIVES.....	1
(2) OUTLINE.....	1
(3) ACADEMIC CALENDAR (2022-2023).....	1
(4) ADMISSION REQUIREMENTS .....	1
(5) STUDENT STATUS AT STEP@TUAT (2 CATEGORIES) .....	2
(5-1) ADMISSION PROCESS FOR SPECIAL AUDITING STUDENT (CATEGORY V2) .....	2
(5-2) ADMISSION PROCESS FOR SPECIAL RESEARCH STUDENT (CATEGORY GR) .....	2
(6) ACADEMIC PROGRAM.....	3
(7) CREDITS REQUIREMENTS .....	4
(8) CREDITS TRANSFER .....	4
(9) IMMIGRATION PROCEDURES .....	4
(10) INSURANCE.....	4
(11) TUITION.....	4
(12) ACCOMMODATION .....	5
(13) MAILING ADDRESS FOR APPLICATION.....	5
(14) WEB SITE.....	5
(15) CLOSING .....	5
<b>LIST OF COURSES AND DESCRIPTION .....</b>	<b>6</b>
<b>STEP @ TUAT Q&amp;A .....</b>	<b>7</b>
1. APPLICATION .....	7
2. SELECTION .....	7
3. RESULTS .....	7
4. EXPENSES.....	7



## 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 (2022-2023)

Fall and Spring Semester
September 2022 - August 2023
Category <b>V2, GR</b>

### (4) Admission Requirements

- (1) Applicants must be enrolled in either a regular undergraduate (3rd or 4th year: **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, 2022.
- (2) Applicants must be enrolled in regular undergraduate (**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 (2 Categories)

Status	Category	Present Status in Home institution as of September 1, 2022
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 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 2022-A-1 ~.
- (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 2022-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).

### (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 2022-A-1 ~.
- (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 2022-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) Copies of correspondence records with TUAT Advisor, showing the arrangement of acceptance by the academic advisor.

**Note:** Applications for STEP@TUAT 2022-2023 should reach TUAT in a complete package containing all the above documents **by e-mail** no later than March 31, 2022.

Incomplete applications will not be considered after March 31, 2022.

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 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](mailto: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 Thursday, March 31, 2022.

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.





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 2022-2023 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, 2022

### 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 2022.

### 4. 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
- 60,000 JPY (at Least): Initial payment for accommodation. Details to be announced.
- 10,000 JPY: Bed linen (on arrival or next day)
- 1,000 JPY: Personal Accident Insurance for students  
(=GAKKENSAD) (for 1 year on arrival)

- 14,000 JPY: Personal Liability Insurance for Students (=GAKUBAI)
- 5,000 JPY: Membership of University CO-OP (=SEIKYO) (for 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 1 year, after guidance)

**NOTE:** Self-quarantine may be required after your arrival in Japan. In that case, extra expenses will be needed more than above for transportation from the airport to the self-quarantine location, accommodation, meals, etc.

Q2: How much will I spend monthly?

A2: You will spend

- At Least 60,000 JPY: Housing
- 10,000 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 at least 200,000JPY 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.

