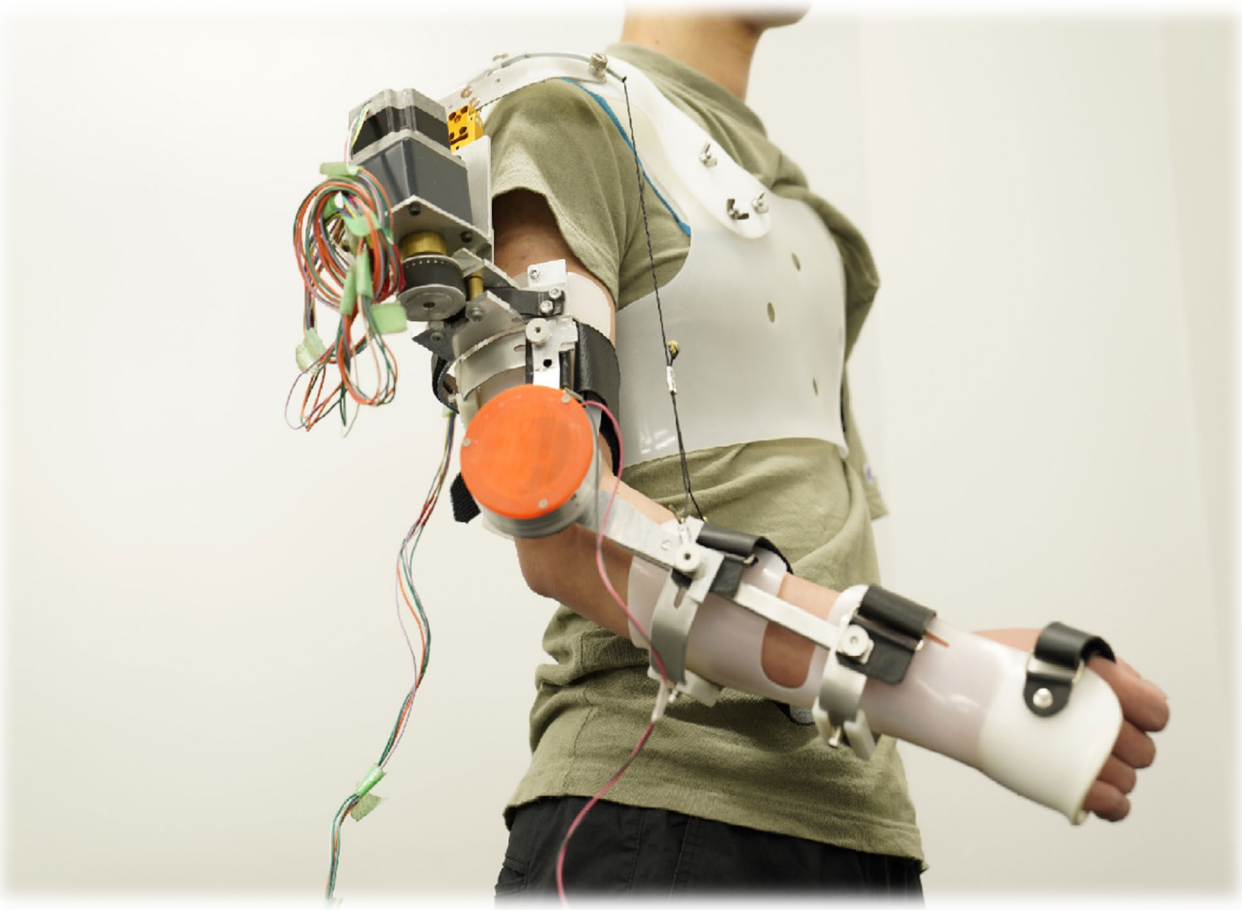
Guidelines for the AY2026

Research Exchange/Laboratory Internship Program

at Shibaura Institute of Technology (SIT)



International Programs Initiatives Section

(As of November 2025)

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1. Program Outline

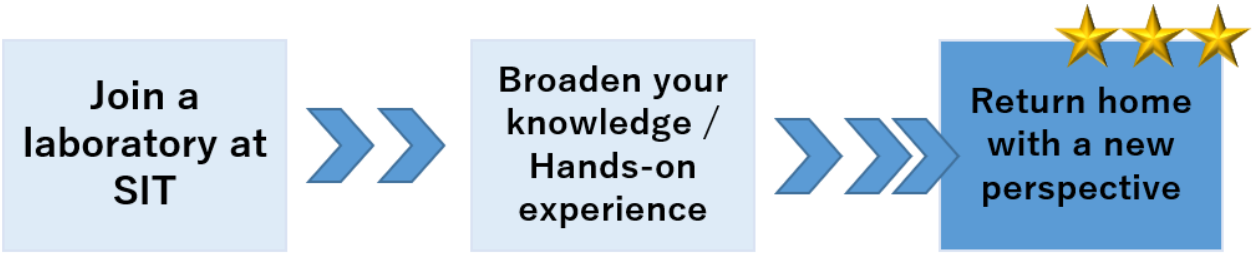
The Research Exchange/Laboratory Internship Program gives participants opportunities to work on research projects under the supervision of a SIT professor.

The participants will be assigned to a laboratory based on their research topic and the lab capacity of SIT professors. Participants can pursue their research topics and hands-on experience in a Japanese-style laboratory and culturally diverse vibrant academic/research environment.

The objective of this program is not to learn new academic fields from scratch, but to deepen the knowledge and areas you have already learned.

The program allows even the undergraduate students (Bachelor 3rd year or over) to participate in the program so that the students can acquire the hands-on experience and practice the research skills from the early stage of their higher education.

The program is also suitable for the students in his/her senior year and graduate level utilizing the program as part of their thesis work.



2. Contents

- Laboratory activity

  The selection of a host professor is done based on the application documents of participants and the capacity of laboratory. Then research theme is finalized based on the discussion with the host professor.

  The participants will belong to *Japanese style laboratory** during the program period. The activity at the laboratory depends on each laboratory and its research theme.

  The experimentation in the laboratory or the field work may not be the main activities.

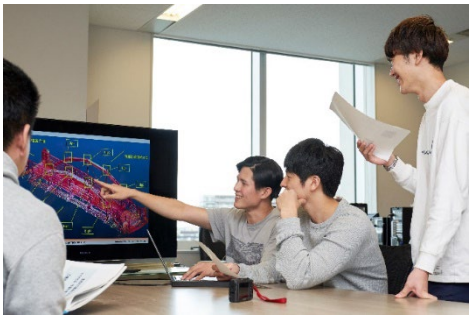
  The participants may be asked to examine the literature and to support the senior members of the laboratory.

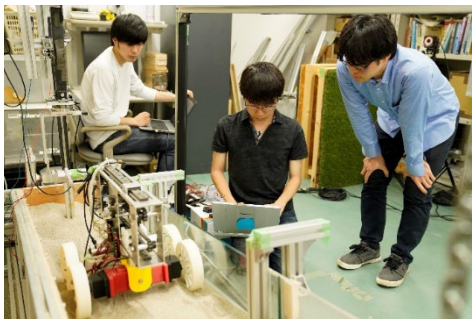
**What is Japanese style laboratory?*

It is composed of A professor, Senior students (Doctor or Master), and Final year students of undergraduate program. The average number of students in a laboratory is 10 to 15 students.

Usually SIT student joins the laboratory at the end of 3rd year or from 4th year and start his/her research activity. While assisting the senior students' research work, the student will find his/her own research theme.

The laboratory usually has a whole meeting once a week to share the work progress of laboratory members. Some laboratories have events outside the laboratory, like summer camp, short trip, laboratory parties and such. Students in the same laboratory get very close together like families.





- Courses (Optional)

It is optional. Program participants can take courses taught in English or the Japanese language course offered by SIT if they stay in SIT for more than one full semester. The participants can take courses along with research activity during the program.

If the participants wish to take courses, it is required to :

register for the courses at the beginning of each semester (April or September).

complete the course, can NOT partially attend the classes.

*Research Exchange Program participants are NOT allowed to take Japanese-based courses (courses taught in Japanese).

*Japanese-based courses are NOT Japanese language courses.

3. Requirements/Eligibility

The applicant must:

- be Bachelor 3rd year* or higher level who has basic/good knowledge to conduct research work independently.
- complete the program at SIT and return to home university before graduation (at least 1 month before the graduation) from the home university.
- have good English skills* (CEFR B2 equivalent or higher)
- be physically and mentally healthy. (Health checkup / certificate is required upon application.)
- comply with the Japanese export control legal framework.

https://www.meti.go.jp/policy/anpo/securityexportcontrol1.html

* When the applicant is a third-year university student at the start of the program, he/she is eligible to apply for our program.
* **CEFR B2** is equivalent to TOEIC 785-940, IELTS 5.5-6.5, TOEFL iBT 72-94, TOEFL ITP Level 1 & 2 543-626, Cambridge English FCE 160-179, Cambridge English CAE 160-179, and Cambridge English (CPE) 162-179 (These scores may change from time to time) We only accept test scores from the tests listed above.
* Please note that we cannot accept any recommendation letters from the student’s home university or any certificates not issued from the approved test list above (such as DAAD, Cambridge Assessment International Education tests – e.g., IGCSE or A Level English – Duolingo, or any English course taken at the student’s home university).
* Native English speakers and English-based degree students do not need to submit an English proficiency score.
* English-based degree program students need to submit documentation verifying that their courses are conducted in English in place of an English test score at the time of application.
* Please note that faculty members at SIT are not responsible for ensuring the completion of degree requirements at the student’s home institution through this exchange program.

CEFR	Cambridge English Proficiency Test	EIKEN Test for Practical English Proficiency Grade 1 to 3	GTEC Advanced Basic Core CBT	IELTS	TEAP	TEAP CBT	TOEFL iBT	TOEIC L&R /TOEIC S&W
C2	230–200 (230) (210) C2 Proficiency	CEFR score range for each grade	CEFR score range for each test	9.0–8.5				
C1	199–180 (190) C1 Advanced	3299–2600 (3299) 2630 Grade 1	1400–1350 (1400)	8.0–7.0	400–375	800	120–95	1990–1845
B2	179–160 (170) B2 First / for schools	2599–2300 (2599) 2304 Grade Pre-1 (2304)	1349–1190 (1280)	6.5–5.5	374–309	795–600	94–72	1840–1560
B1	159–140 (150) B1 Preliminary / for Schools	2299–1950 1980 Grade 2 (1980)	1189–960 (1080) CBT	5.0–4.0	308–225	595–420	71–42	1555–1150
A2	139–120 A2 Key / for Schools	1949–1700 (1949) 1728 Grade Pre-2 (1728)	959–690 (840) Advanced Basic		224–135	415–235		1145–625
A1	119–100 CEFR score range for each test (100)	1699–1400 (1699) 1456 Grade 3 (1400)	689–270 (270) Core					620–320

4. Program duration

Research work only: 1 month – 1 year

Research work and Course: 1 semester or 2 semesters (up to 1 year)

* The duration is finalized with host professor.

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

If the Monday is on national holiday or the host professor is not available, it will be shifted to the other day. Also, please avoid starting your program in the holiday seasons as below.

- Late Dec. to beginning of January (about 10 days): New year holiday
- Late Apr. to May 7: special holiday in Japan (Golden week)
- Middle of Aug. (about 2 weeks): Summer holiday

* The "working day" here means the day you do your research activity. It does not include the days of traveling to/from Japan.

5. Laboratory matching and the acceptance

The SIT international office will look for your supervisor at SIT based on your research purpose, and on the availability of SIT professor. Please acknowledge that there is a possibility that you will not be accepted depending on your research theme or the acceptance situation of SIT.

Consider your purpose and decide which type you would like to apply for

- **Introductory Experienced Research Project (Additional fee required)**
  - Mainly for undergraduates with no research experience.
  - The content of the experience to be provided is reviewed by SIT faculty.
  - The max period is 2 month and will need to pay additional fee (JPY 70,000)
- **Designated Research Project**
  - Engage in activities based on the topic given by SIT Faculty
  - Check our Designated Research Project list and find up to three choices
- **Self-Designed Research Project**
  - Prepare your own research topic (must be specific)
  - Check our Laboratory page to find out the laboratory which related with your topic
  - Find up to three choices, we will help you to contact with the professors

6. Academic Calendar and course information

Shibaura Institute of Technology has 2 semesters a year.

- 1st semester (spring semester): from the Beginning of April to the end of July
- 2nd semester (fall semester): from the end of September to the end of January.

If the participants wish to take courses, see the website for the Course Taking Sandwich program and Academic Calendar for details as below link.

Website for Course Taking Sandwich Program

7. Program Fee

	SIT Partner University	Non-Partner University
Application (Registration) fee	JPY30,000	JPY30,000
Additional fee:	JPY70,000 (Introductory Experienced Research Project Only)	JPY70,000 (Introductory Experienced Research Project Only)
Admission fee	waived	JPY40,000
Tuition fee (If you plan to take courses)	waived	JPY15,000/credit
Payment schedule		
Application (Registration) fee	Payable at the time of application via the online system*	
Additional fee	Payable at the time when you get the Acceptance Letter	
Admission fee and tuition	Due upon arrival; specific payment dates will be announced (TBA)	
Cancellation and Refund Policy		
If cancellation occurs within 60 days of receiving admission results, you may receive a refund minus a 1% handling fee.		

SIT partner universities,

For the most current list of SIT partner universities, please refer to the official link.

Note that recently added partners may not appear, so it is advisable to confirm partnership status with your university's international coordinator.

8. Campus information

SIT is in the heart of Japan. There are 2 campuses and 1 is Toyosu campus, located in Tokyo and the other one is Omiya campus, located in Saitama (next to Tokyo).

Being in Tokyo or close to is one of the most attractive points for students, especially from other countries and many students attended SIT have taken advantages of living in the central and enjoy their life in Japan.

Each campus has different colleges and a school as the following picture show. When you search for your professor, please also concern about which department the professor belongs to.

To search professors, please visit the following page.

1. SIT Designed Research Project
2. SIT Research Laboratory list.

*The website shows the current SIT's laboratory information, including its department in SIT and location.

Toyosu campus (Tokyo): College of Engineering, School of Architecture, College of Engineering and Design

Omiya campus (Saitama): College of Systems Engineering and Science

9. Procedures

1) Preparations:
- Check the website and program guideline to have a good understanding of the program outline.
- Consult with the university coordinator who oversees overseas study programs at home university.
- Search for the laboratory and professor(s) to be supervised when you participate in the program from the 1. SIT Designed Research Project 2. SIT Research Laboratory list.. - Make sure that SIT has the field of study you wish to take a part.
- Be sure about your budget plan concerning the duration of study and living cost in Japan.
2) Applications:
- Apply via the online system from the program website **during the application period for the period you wish to study.**
- Complete the online application and submit the following documents through the TAO system. **Required documents:** CV, Research Plan, Motivation letter, Transcript *Check here for the formats of the required documents: Before you make CV, Research Plan and Motivation
- Pay the Application (Registration) fee (JPY30,000) through the same system as above.
- During the online application, you make a request to your university coordinator to nominate you. The request is made via the online application system. (Without the nomination from the university coordinator, your application cannot be completed.)
3) After the application
- Once SIT receives the applications, the screening will be held.
- Within 2 months after the application is closed, SIT will notify the result of screening.
- While screening, SIT finds a host professor based on the applicant's choice and submitted documents (CV, research plan).
- The applicants who pass the screening will receive a Letter of Acceptance (LOA) via email.
- Pay the Additional fee (JPY70,000) only for Introductory Experienced Research Project
4) After confirming the acceptance
- After SIT confirms the payment, receive further information including the guidebook, and take the necessary steps to come study in Japan. e.g., visa matter, accommodation, courses, required documents about visa application: see page 8.
- Request the Additional fee payment for Introductory Experienced Research Project
5) Prepare for coming to Japan and start the program
- We will hold an orientation at first day of your program

10. Entry and the application deadline

Based on what month you want to participate in, apply for the program during the application acceptance period.

(For example, if you are going to begin your study at SIT from June 3, you must be nominated by your university and your application must be submitted during the 2nd Entry.)

Entry Period	Application Acceptance Period	Program start month
1st Entry	October 1 - October 31	March, April
2nd Entry	December 1 - December 31	May, June
3rd Entry	February 1 - February 28	July, August
4th Entry	April 1 - April 30th	September, October
5th Entry	June 1 - June 30	November, December
6th Entry	August 1 - August 31	January, February

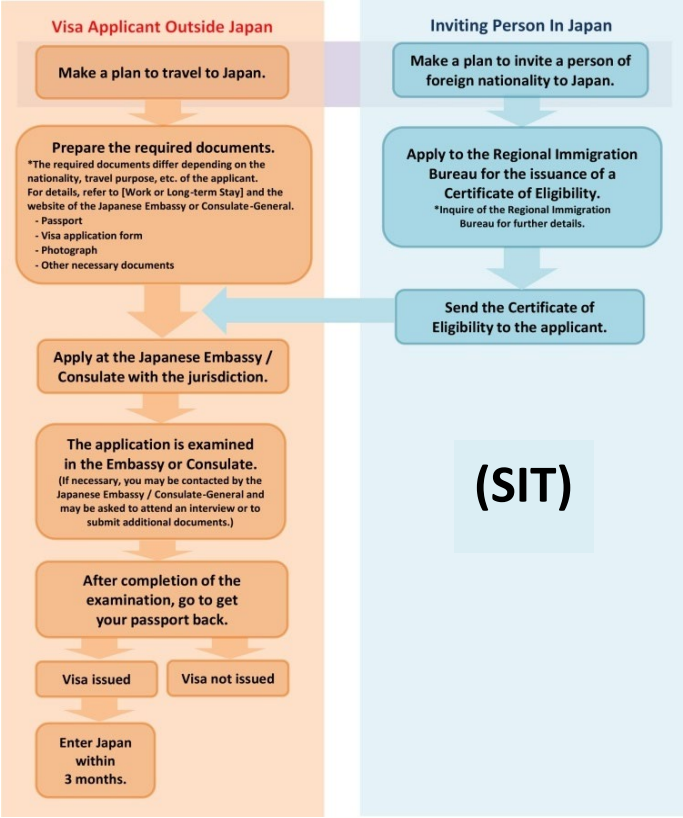
* SIT is closed on the following dates. Research can NOT be conducted during the period.

- Late Dec. to beginning of January (about 10 days): New year holiday
- Late Apr. to May 7: special holiday in Japan (Golden week)
- Middle of Aug. (about 2 weeks): Summer holiday

11. VISA Process

Visa procedures for Long-Term Stay

Students who will participate the program for more than 90 days, must have a “Student visa”. Once SIT accepts applicants for the program, SIT applies for the Certificate of Eligibility (CoE*) of the program



candidates and send the original certificate to the program coordinator at your home university. Usually, this process takes about 2-3 months to get the original CoE reaching you.

Visa procedures for Short-Term Stay

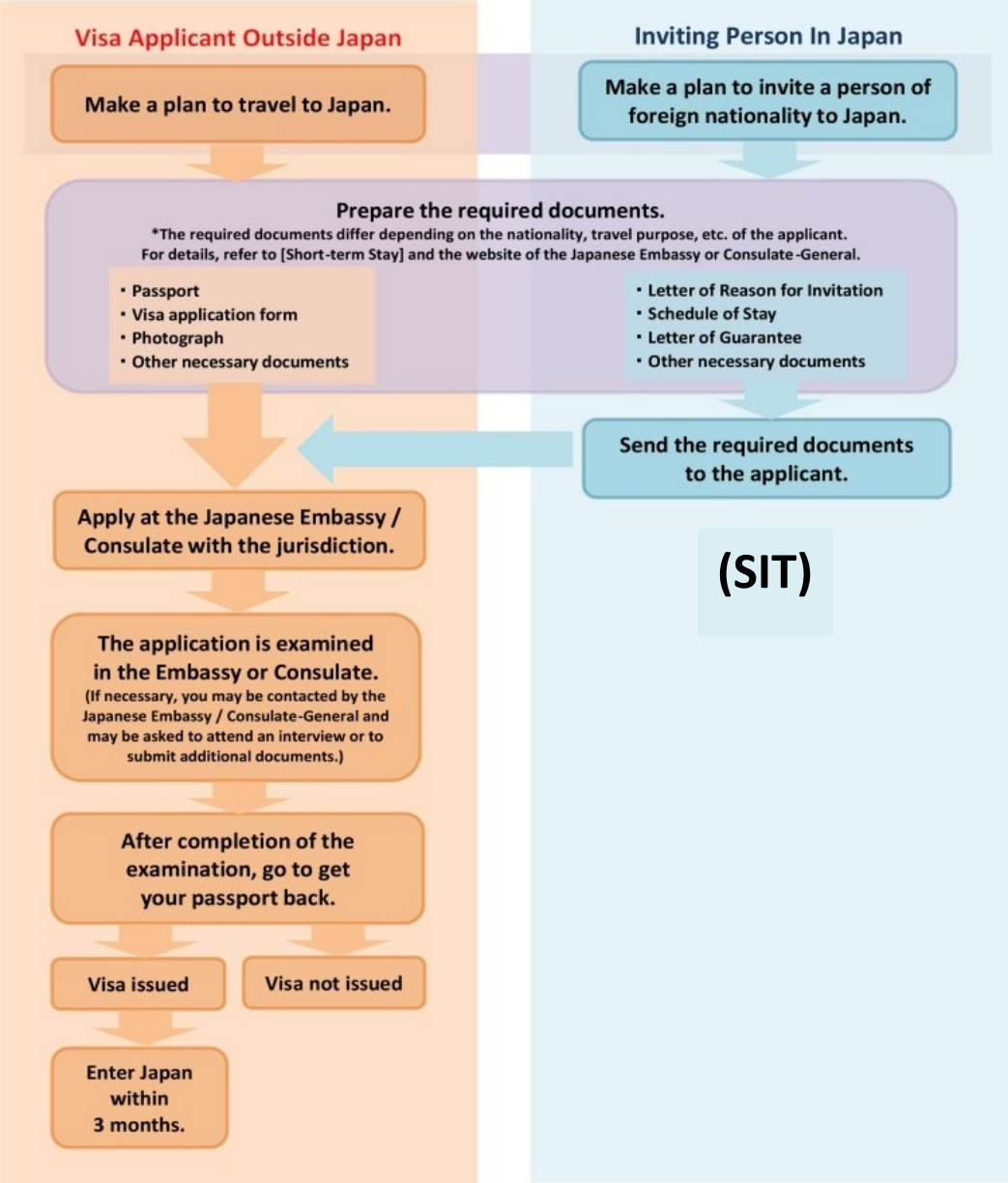
Applicants from certain countries will be required to obtain a short-term stay visa even if their stay period is less than 90 days.

To get this visa, they must have an invitation letter from SIT.

Applicants must take this letter to a local Japanese embassy or consulate to apply for the visa. SIT will prepare an invitation letter and send it to the applicants via home university coordinator.

To know whether you are subject to this requirement, please refer to the list of visa exemption countries on this website of the Ministry of Foreign Affairs of Japan.

If your nationality is not on the list, you must apply for the short-term stay visa. Please check to see whether you need to apply for this VISA.



12. Accommodation in Japan

Once applicants are accepted, SIT will provide accommodation information and help them find accommodation in Japan. The following data/figures are from the surveys taken from the international students studying at SIT. We hope this information help you find an accommodation.

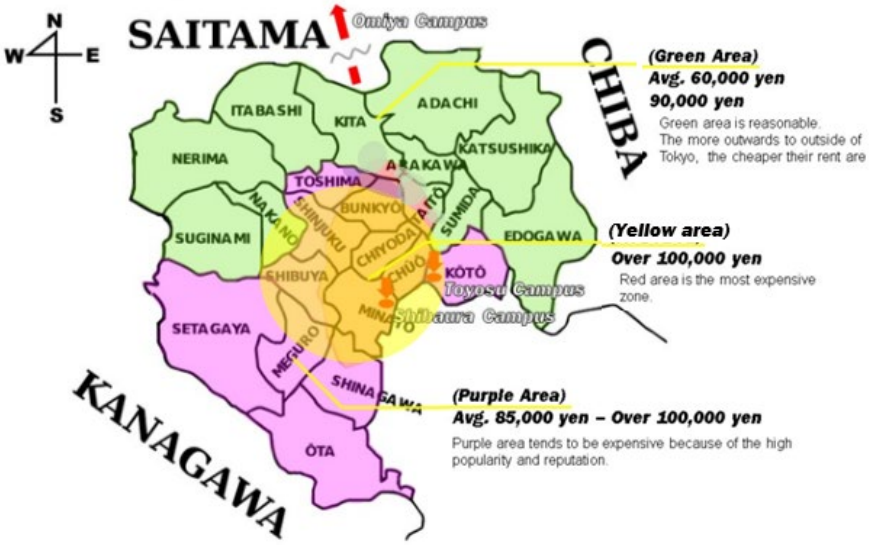
As shown in the picture below, the accommodation and living expenses will vary by area.

So please decide the living location based on the campus you will mainly belong to, transportation fee and living cost by area.

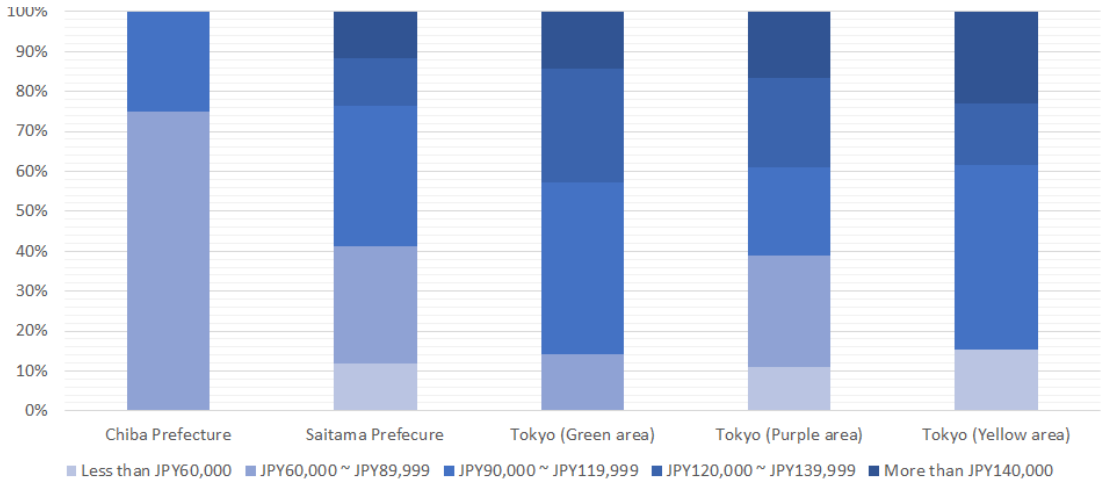
Also, SIT owns the dormitory for both Japanese and international students. This dormitory, “SIT Global Dormitory” is located at Omiya Campus as a forum for cultural exchange between Japanese and international students. However, since we accept a greater number of applicants than the number of the rooms in the dormitory. it is very competitive to enter. So, we share the list of the accommodations and the real estate agencies to those who cannot live in the dormitory.

[Important] When looking for accommodation, please first check on which laboratory you will be belonged.

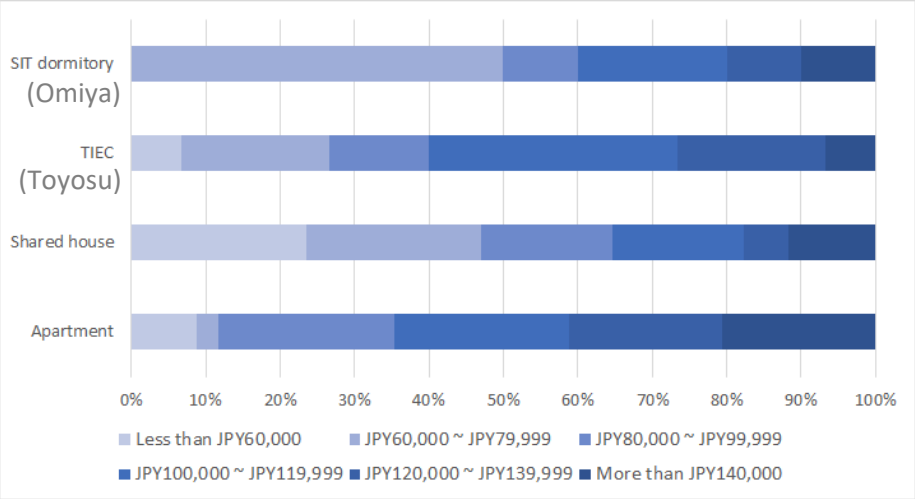
APPROXIMATE ACCOMMODATION EXPENSES BY AREA



PECENTAGE OF LIVING EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE



Note:

TIEC (Tokyo International Exchange Center) is a dormitory for the students of Graduate level or over. It is located near Toyosu campus in the Odaiba district. Must pass the screening.

Picture of The Dormitory

Advice from International Students at SIT

-It is 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.

13. Facility of SIT

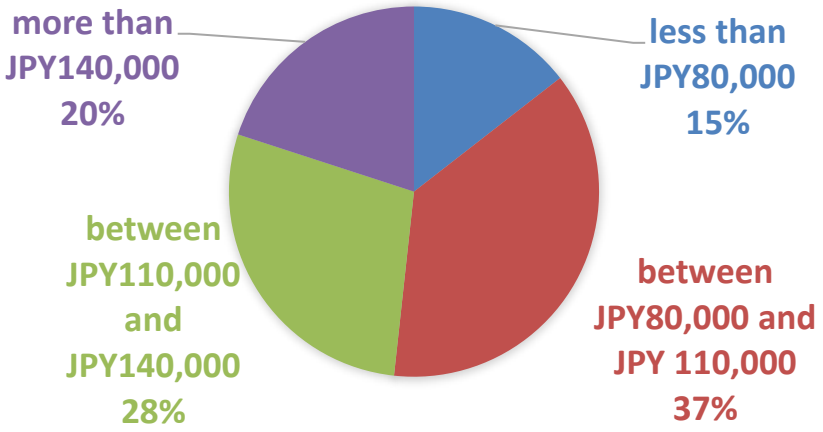
Toyosu and Omiya campus has its own cafeteria and store. The cafeteria serves traditional Japanese food, curry, noodles and so on. If you suffer from food allergies, do not worry. Every food comes with a detailed list of the ingredients used. You can pay with cash, credit card or prepaid card.

Toyosu's Cafeteria

Omiya's Cafeteria

14. Total Cost of expenditure in Tokyo

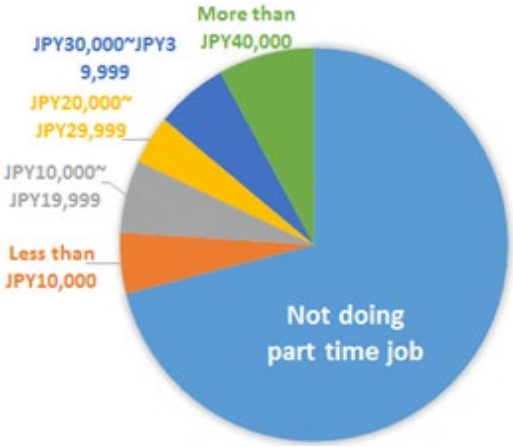
This is a result of survey of total cost of living per month in Tokyo area for SIT international students. The following chart shows average expenses how much they need to spend per month.



PERCENTAGE OF STUDENTS WORKING PART TIME

International student's first priority is "Studying", however they are allowed to work during their free time up to 28 hours per week.

Right figure shows the percentage of students doing the part time job.
Sometimes, SIT international office calls for part time jobs.
(ex. Airport pick up, supporter for event etc.)



Advice from International Students at SIT

- Confirm the cost for everything before you come. The initial cost of living can be very expensive.
- Cost varies upon location where you stay at.
- I think living cost can really vary depending on the people. But, if 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 is worth it.

15. Arrival – Airport to your accommodation.

Since Tokyo has a well-developed public transportation system, we do not provide the airport pick up service. You can check the website of Haneda airport and Narita airport to understand how best to travel from the airport to the city center. If you would like to know the specific route to your accommodation, please refer to the common **Route search site.**