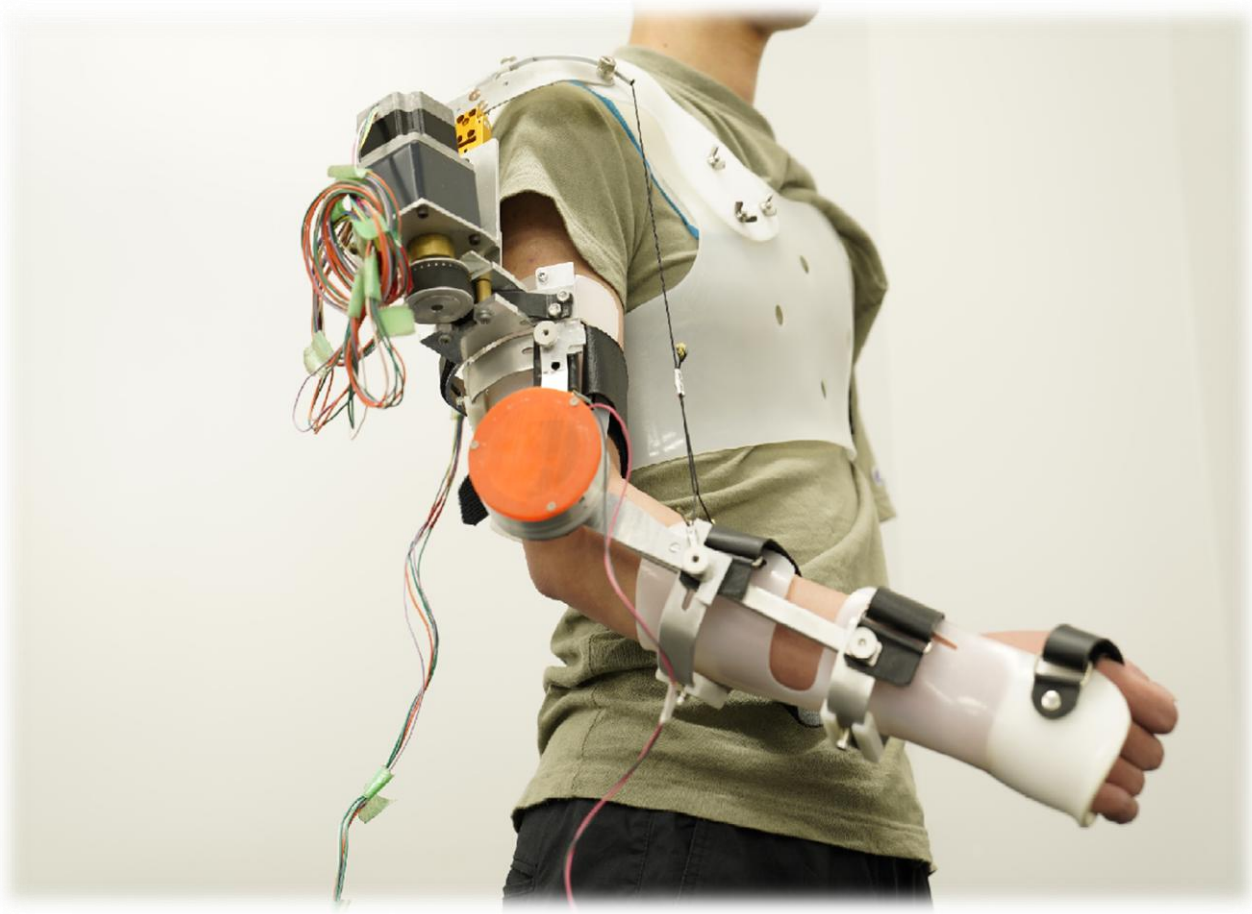
Guidelines for AY2027

Research Exchange / Laboratory Internship Program

Shibaura Institute of Technology (SIT)

(For programs beginning in March 2027 or later)



Office of International Services

(Updated September 2026)

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1. Program Outline

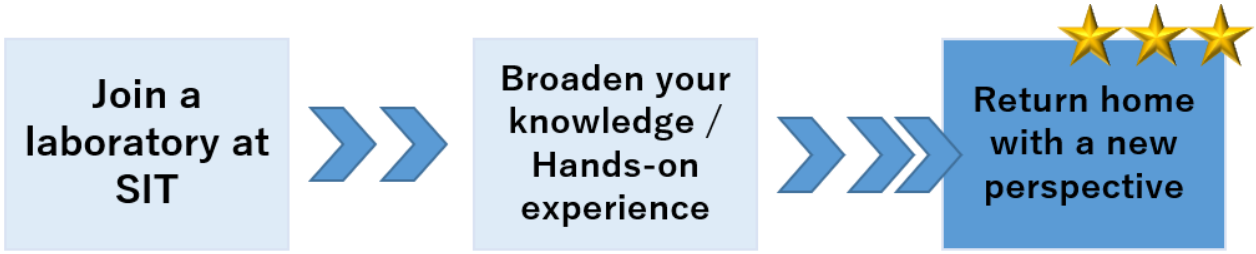
The Research Exchange/Laboratory Internship Program gives participants opportunities to work on research projects under the supervision of a SIT professor.

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.





* Research Exchange Program (REP) participants are not permitted to enroll in courses taught in either Japanese or English. As course capacity is prioritized for SDW (Course-Taking Program) participants, REP students will engage exclusively in research activities and are not eligible for course enrollment.

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

*Japanese-based courses are NOT Japanese language courses.

* 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.

3. Eligibility Requirements

Applicants must meet all of the following requirements:

- ✧ Be enrolled in the third year of a bachelor's program or higher at the start of the program.
- ✧ Applicants should possess sufficient academic background and research skills to conduct research work independently.
- ✧ Complete the program at SIT and return to their home university before graduation.
- ✧ Applicants must complete the program at Shibaura Institute of Technology (SIT) and return to their home university at least one month before their graduation date.
- ✧ Demonstrate English proficiency at CEFR B2 level or above. Please see following section "4"(English Language Proficiency Requirements.
- ✧ Be physically and mentally healthy.
- ✧ A health checkup report or medical certificate must be submitted as part of the application.
- ✧ Comply with Japan's export control regulations.

Applicants must comply with the Japanese legal framework for security export control: https://www.meti.go.jp/policy/anpo/securityexportcontrol1.htmlhttps://www.meti.go.jp/policy/anpo/securityexportcontrol1.html

4. English Language Proficiency Requirements

If you already have approval from a prospective supervisor, you may submit either an official English test score or a supervisor confirmation email/letter. If you do not have a prospective supervisor, an official English test score is required.

Applicants who do not have approval must demonstrate English proficiency at the **CEFR B2** level or higher. Please note that the equivalent test score ranges below are for reference only and may be revised from time to time.

Students enrolled in a degree program in which the language of instruction is English are not required to submit an English proficiency test score.

Instead, they must provide official documentation issued by home institution confirming that their degree program is conducted in English at the time of application.

Applicant Category	Required Document(s)
Applicants who already have approval from a prospective supervisor	Either of the following: •Official English test score, or •Confirmation email or letter from the prospective supervisor (An email or written communication from the prospective supervisor confirming that the applicant's English proficiency is sufficient for research and program participation.)
Applicants who do not have approval from a prospective supervisor	Official English test score (required) Applicants must demonstrate English proficiency at CEFR B2* level or higher. Please note "Examples of Documents That **Are Not** Accepted"below. • Recommendation letter from the home university • University-issued English proficiency certificate • DAAD certificates • Cambridge Assessment International Education (IGCSE, A Level English, etc.) • Duolingo English Test • Documents issued by universities or other institutions certifying CEFR B2 proficiency
Applicants enrolled in a degree program taught entirely in English	No English test score required. Submit official documentation from the home institution confirming that their degree program is conducted in English at the time of application.

Reference：*CEFR B2 Equivalent Scores

Test	Score Range
TOEIC	785–940
IELTS	5.5–6.5
TOEFL iBT	72–94
TOEFL ITP (Levels 1 and 2)	543–626
Cambridge English FCE	160–179
Cambridge English CAE	160–179
Cambridge English CPE	162–179

5. Program duration

Research work only: 1 month to 1 year

* The program duration must be determined in consultation with the host professor.

* The program end date can be set flexibly. However, the program must start on a **Monday**. Please select a start date from the options available in the application system.

Please note that the university will be closed during the holiday periods below and certain university events, including entrance examination periods.

- 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

6. Laboratory matching and Acceptance

Regarding laboratory placement, there are two cases:

(1) the student has already obtained prior approval from an SIT faculty member, or

(2) the student has not obtained prior approval.

Please note that faculty contact information is not publicly available. If a student does not already have a connection with an SIT faculty member, they should apply without prior approval and may list up to three preferred laboratories. If prior approval has not been obtained, 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

In such cases, the SIT International Office will identify a suitable supervisor based on your research objectives and the availability of SIT faculty members. Please be aware that acceptance cannot be guaranteed and may depend on the relevance of your research topic and the laboratory's capacity to accept visiting students.

Which Option Should You Choose?

- **I have little or no research experience** → *Introductory Experienced Research Project*
- **I want to work on a topic provided by an SIT professor** → *Designated Research Project*
- **I already have a specific research topic and research plan** → *Self-Designed Research Project*

7. Program Fee

Fee Item		SIT Partner University	Non-Partner University
Application fee		JPY 30,000	TBD
Admission fee		Waived	TBD
Student Support and Campus Facilities Fee	181 days or less	JPY 47,000	TBD
	182 days or more	JPY 94,000	TBD
Research Support Fee	181 days or less	JPY 50,000	TBD
	182 days or more	JPY 100,000	TBD
Total	181 days or less	JPY 127,000	TBD
	182 days or more	JPY 224,000	TBD

Payment schedule	
Application (Registration) fee	Payable at the time of application via the TAO online system*
Admission fee, Student Support and Campus Facilities Fee and Research Support Fee	Payable at the time when you get the Acceptance Letter. Payment must be made within one month of the invoice issuance date via Frywire.
Cancellation and Refund Policy	
If cancellation occurs within **40** days of receiving admission results, you may receive a refund minus a handling fee.	

SIT partner universities

For the most current list of SIT partner universities, please refer to the official link below.
SIT partner universities.
Note that recently added partners may not appear, so it is advisable to confirm partnership status with your university's international coordinator.

Non-partner universities

Information regarding the fee structure for applicants from non-partner institutions will be published on our website once it has been finalized.

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 guidelines 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. Please note that applicants are required to submit documentation (such as a bank statement or a certificate of scholarship award) demonstrating that they have financial support of JPY 130,000 per month to cover their living expenses during their stay. For example, if the duration of stay is three months, applicants must provide proof of financial support totaling at least JPY 390,000.
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, Financial Support Documentation (For Student VISA applicants who stays 90 +days) . *Check here for the formats of the required documents: Before you make CV, Research Plan and Motivation
- Pay JPY 30,000 via TAO.
- 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.
- For students who have not yet secured a supervisor, the International Office will arrange laboratory placement based on the applicant's choice and submitted documents (CV, research plan). Please note that matching may not be successful due to factors such as the availability and circumstances of prospective supervisors.
- The applicants who pass the screening will receive a Letter of Acceptance (LOA) via email.
- Pay the total amount of Admission fee, Student Support and Campus Facilities Fee and Research Support Fee via FryWire. (Invoice will be sent to you)
4) 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.

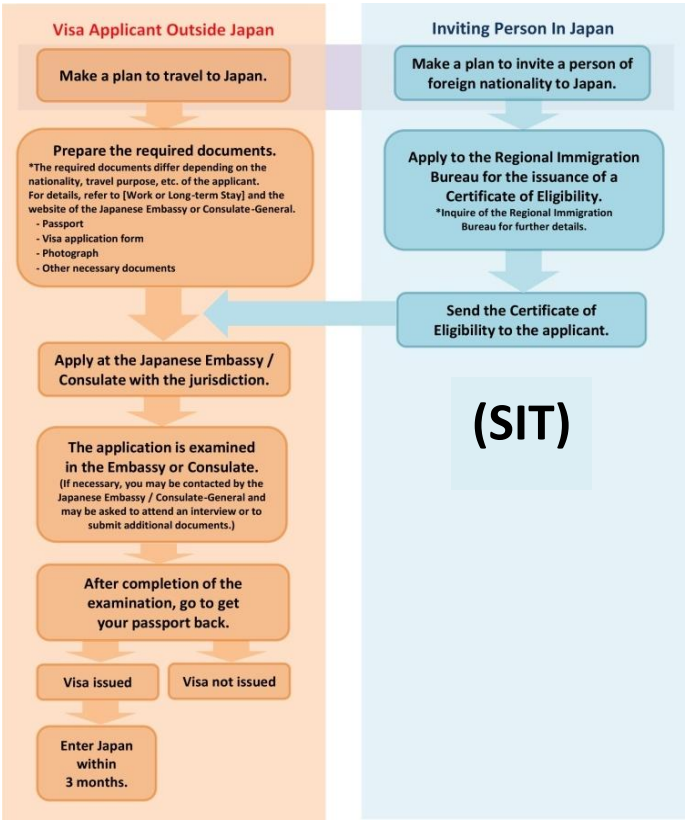
(For example, if you are going to begin your study at SIT from June 3, you must be nominated by your university and your application must be submitted during the 2nd Entry.)

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

11. VISA Process

Visa procedures for Long-Term Stay

Students who will participate in the program for more than 90 days must obtain a Student Visa. Once applicants are accepted into the program, SIT will apply for a Certificate of Eligibility (CoE*) on their behalf through the Immigration Services Agency of Japan. As soon as the CoE is issued, SIT will forward the electronic CoE (not in PDF format) to both the program participants and the program coordinator at their home university. The CoE application process typically takes about two months.

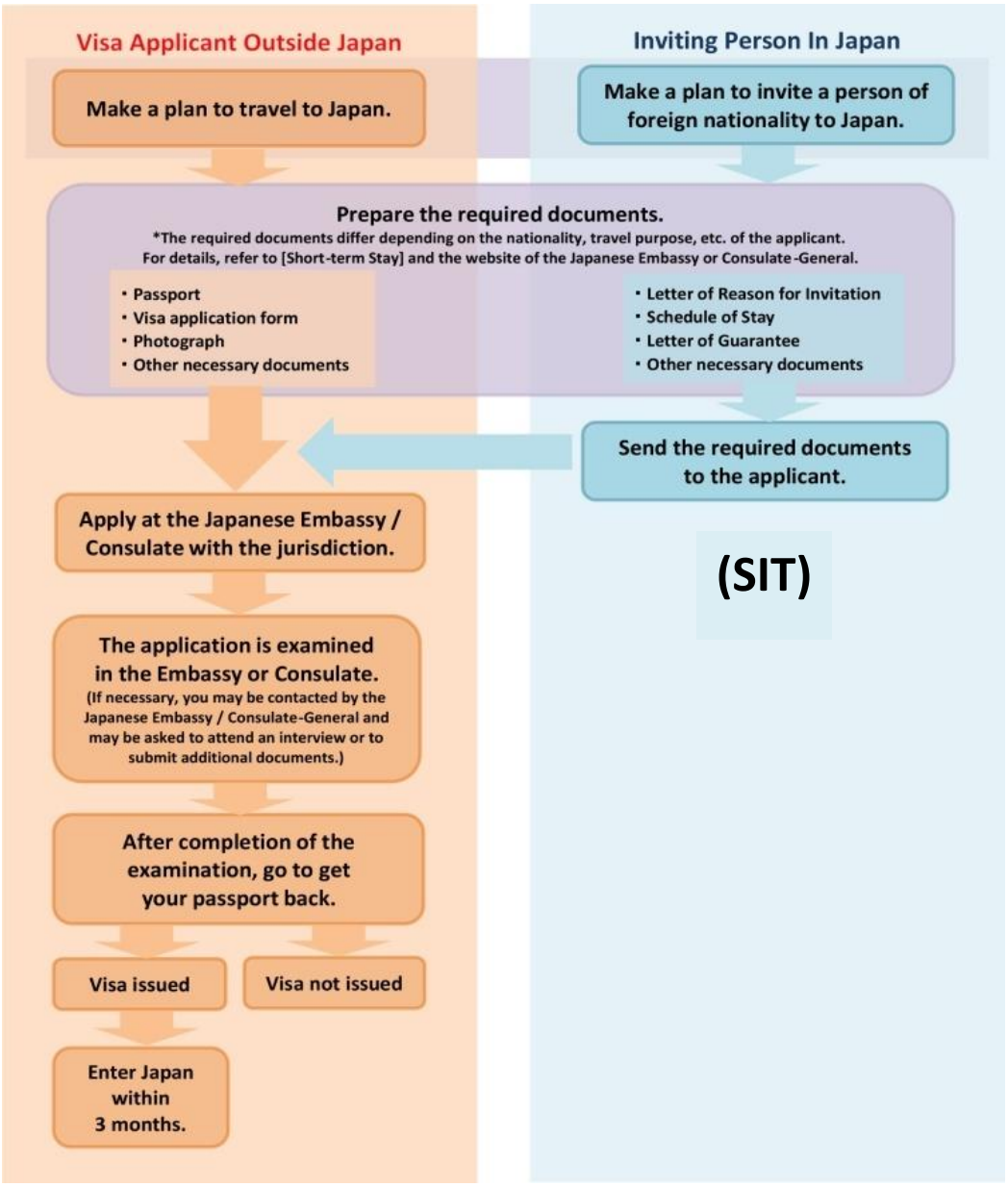


Visa procedures for Short-Term Stay

Applicants from certain countries are required to obtain a Short-Term Stay Visa even if their stay in Japan is less than 90 days.

To apply for this visa, applicants must obtain an invitation letter from SIT and submit it to a Japanese embassy or consulate in their country. SIT will prepare the invitation letter and send it to the applicants. To determine whether this requirement applies to you, please refer to the Ministry of Foreign Affairs of Japan's list of visa-exempt countries. If your nationality is not included on the list, you will need to apply for a Short-Term Stay Visa.

[the list of visa exemption countries on this website]



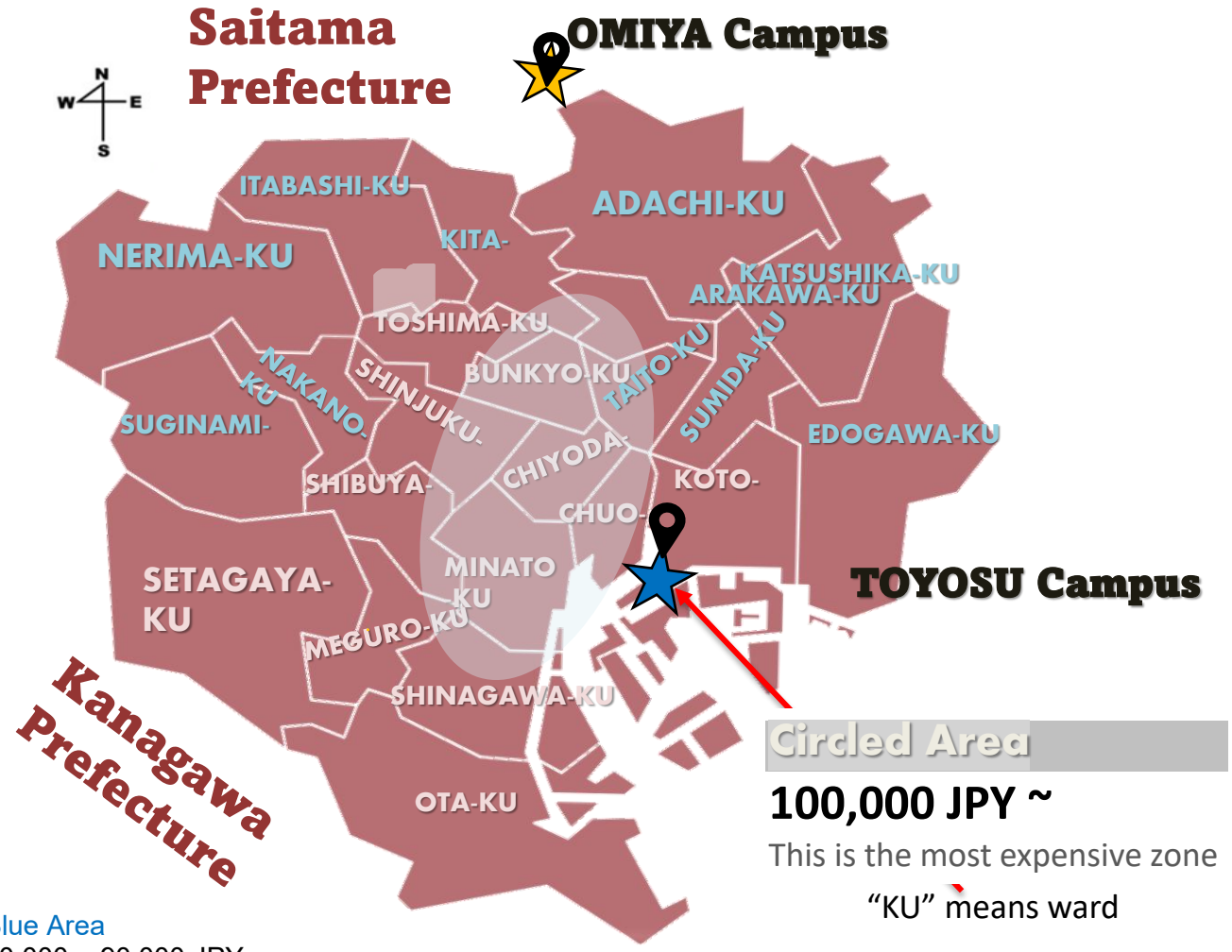
12. Accommodation in Japan

Once accepted, applicants will receive accommodation information and support from SIT in finding housing in Japan. Housing and living costs vary by area, so please choose your residence based on your main campus, transportation costs, and local living expenses.

SIT also operates the SIT Global Dormitory at the Omiya Campus, which promotes cultural exchange between Japanese and international students. As the number of applicants exceeds available rooms, admission is highly competitive. Applicants who cannot secure a dormitory room will be provided with information on alternative housing options and real estate agencies.

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

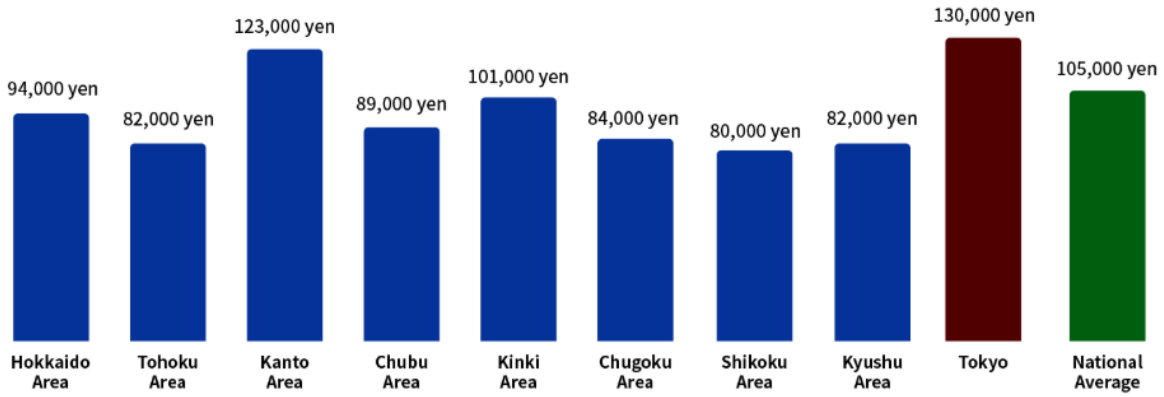
Monthly rent varies by area. This map shows the typical rent range for single-occupancy properties (1K/1DK) in Tokyo's 23 wards and should be used as a general reference. Actual rents may differ depending on factors such as housing type and building age. Please note that the Toyosu Campus is located in Koto Ward.



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.

Average monthly cost of living
(Excluding the cost of study and research)



Source: Japan Study Support

13. Facility of SIT

Toyosu and Omiya campus have 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



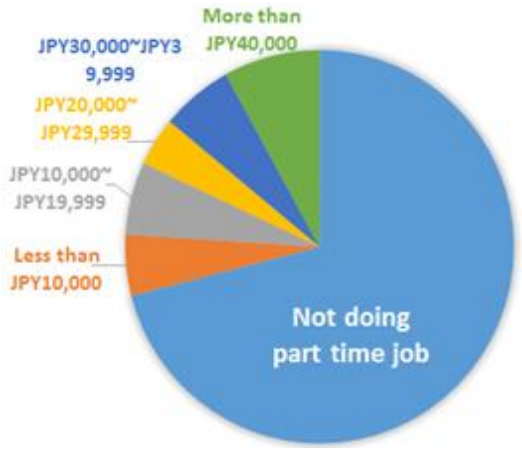
Omiya's Cafeteria



PERCENTAGE OF STUDENTS WORKING PART TIME

International student's first priority is "Studying", however students who have Student VISA 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.



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.

14. 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.**