



上智大学

SOPHIA UNIVERSITY
ADMISSIONS OFFICE

7-1 KIOI-CHO, CHIYODA-KU,

TOKYO 102-8554 JAPAN

Entrance Procedures for New Students in the Spring Semester, 2023

(TESOL, Education, International Cooperation Studies)

Congratulations on your acceptance to Sophia University! We would like to ask you to give careful attention to the following information. The procedures for matriculation require that you **1. enter the information online** and register your photo, **2. pay the fees** due prior to University entrance (入学手続金) and **3. submit all necessary documents**, as explained below, by the appointed deadlines.

◆**Failure to meet these deadlines will result in cancellation of your acceptance.**

◆**No physical materials (including a letter of acceptance) will be sent to applicants from Sophia University.**

Some brochures about additional information (Parents' Association, housing, private insurance, etc.) will be shipped from other sections to those who completed the entrance procedures (to the address registered at the time of application).

Checklist for Necessary Fees/Documents and Deadline

	September Examination	February Examination
<input type="checkbox"/> Fees Due Prior to University Entrance (see p.8)		
<input type="checkbox"/> Student Record/Written Pledge, Consent for the Personal Information Management (see p.10)	Wednesday, October 19, 2022	Monday, March 6, 2023
<u>Only for international students accepted in the September examination who need a college student visa status</u>		
<input type="checkbox"/> Online Application for Certificate of Eligibility <input type="checkbox"/> 1 Photo (4cm×3cm) <input type="checkbox"/> Photocopy of Passport (see p.13)		
<input type="checkbox"/> Residence Certificate (住民票の写し) (see p.10)	For those who are unable to obtain the materials by the deadline, please see p.10.	
<input type="checkbox"/> Certificate of Graduation (Bachelor's/Master's Degree) (see p.10)		

*We will notify you in case the above documents didn't reach us by the deadline.

After you Complete the Entrance Procedures

- Academic Schedule, Housing, Scholarships (see p.11)
- Letter of Admission (see p.13)
- Status of Residence (Visa) (see p.13)
- Refund Policy (see p.14)

Note: Unavoidable circumstances due to COVID-19 may result in changes in the indicated schedule. Please note that in cases where any changes are made, the latest information are to be updated via email (to the address registered the time of application).

1. STEPS TO COMPLETE THE PROCEDURES

Log in to your MyPage (the online application portal) from below.

<https://exam-entry-sp.52school.com/sophia/my/session/create>

1. Click "Entrance Procedures."



For applicants for the document screening admission, check your reference number.
For applicants who have on-campus exams, download your examinee ticket.



Admission Decision
Check the admission decision from here.



Entrance Procedures
For accepted students to complete the necessary procedures for matriculation.



Password Reset
You can reset your password for your MyPage.

Scroll down to the bottom on MyPage and Click "Entrance Procedures"
(The button on the right "Entrance Procedures" is also available).

2. Choose your program to enroll in.

学科・専攻 /
Department /
Program

受験番号 /
Reference Number

Choose "Type of Admissions" and "Program," enter your "Reference Number" (five digits), and click "Next."

Next

3. Download the booklet of "Entrance Procedures."

入学手続要項等は [こちら](#) からご確認ください。
オンライン手続きの操作方法については [こちら](#) からご確認ください。

Click [here](#) to download the booklet of "Entrance Procedures."
Click [here](#) for instructions how to use the portal.

Click "here" to download the booklet of "Entrance Procedures."

4. Fill in the required information.

入学手続きメニュー / Entrance Procedures

ステータス / Status

個人情報の登録を行ってください。
Enter your personal information.

1

未登録
Unregistered

個人情報登録 / Register Personal Information

締切日 / Matriculation Deadline

手続きする
Register

こちらから学生情報、保証人情報等の登録を行ってください。
Enter information of the accepted student and a guarantor.

Click "Register" to enter your personal information.
-For the instructions and notes on the details of each field, refer to p.5.
-Part of the information here will be printed on the "Student Record/Written Pledge, Consent for the Personal Information" Management."

5. Upload a face photo.

2 未登録 / Unregistered 顔写真アップロード / Upload a Photo

締切日 / Matriculation Deadline [] アップロード / Upload

こちらから顔写真のアップロードを行ってください。
Upload your face photo from here.

Click "Upload" to register your face photo.

Make sure to follow the instructions on p.7.

The photo will be on your student ID card.

5 入学手続に必要な書類の郵送（全員） / Mail the required documents to the Admissions Office.

入学手続締切日までに、「誓約書・学籍原簿兼個人情報取り扱いに関する同意」および「住民票の写し」を郵送してください。
※詳細は『入学手続要項』を参照してください。

Put a stamp of yourself and your guarantor (for those who do not hold a Japanese nationality, a signature is acceptable) on the "Student Records / Written Pledge, Consent for the Personal Information Management" and mail it with the Residence Certificate (if possible) using the mailing label (inside Japan only) glued on an envelope that is big enough not to fold the documents.

- For details, please refer to "4. Documents" on p.10.

[Only for students admitted in the September examination]

-Those who need a college student visa status must also submit documents necessary for applying for COE (see p. 13)

6-1. Confirm the amount of the deposit fees to complete the payment by the deadline.

3 未納 / Undeposited 入学手続に必要な費用の納入 / Deposit the Fees

手続きする / Register

入学手続金締切日までに入学手続金の納入を完了することが必要です。
※支払状況の更新については、本学承認後となります。
The fees due prior to University entrance must be deposited by the matriculation deadline.
Note: The status will be updated after University confirm the arrival of the deposit.

金額 / Amount	支払状況 / Status	入金日 / 支払期限 / Deposited Date / Payment Deadline
-	-	-
-	-	-
-	-	-
¥856,650 (一括分納金 / Fees due prior to University entrance)	未入金 / Undeposited	支払期限 / Payment Deadline []
-	-	-

To download the payment slip for Japanese banks, click "Register" to proceed.

For wire transfer from overseas, follow the instructions on p.9. No need to click "Register" to proceed.

6-2. Download and print out the payment slip (inside Japan only).

支払方法選択 / Choose the Payment Method

支払いする納付金を選択してください。
Choose the fees to deposit.
Education(M.A. and Ph.D.) and TESOL (M.A. Students)
Fees due prior to University entrance must be paid in full or in installments. If you wish to pay in full, please choose "完納(1年分)"; if you wish to pay in installments, please choose "分納(半期分)".

分納(半期分) / Fees due prior to University entrance (¥856,650)

納付金振込票 / Payment Slip (Inside Japan Only)

ダウンロード / Download

選択した納付金振込票をダウンロードして振込を行ってください。
Download the payment slip to pay the fees at a bank (inside Japan only).
For wire transfer from overseas, follow the instruction indicated in the booklet of "Entrance Procedures."

Choose the indicated option and click "Download" to print out the payment slip (inside Japan only).

-Make sure to use the form to complete the payment in Japan (print it out in A4, landscape, and color).

-The Japanese name of the bank will be printed on the slip. Refer to P. 9 for the English name.

7. Download and print out the required documents to mail to the Admissions Office.

4

書類等出力 / Download / Print Documents

ダウンロード
Download

こちらから学籍原簿・誓約書、封筒貼付け用宛名のダウンロードが行えます。
※春入学の新入生のしおりは、3月上旬よりこちらからダウンロードできます。
※秋入学の新入生のしおりは、8月下旬よりこちらからダウンロードできます。
Download necessary documents (Student Records / Written Pledge, Mailing Label, Event Calendar) from here.
-For spring (April) entry, the event calendar will be available in the beginning of March.
-For autumn (September) entry, the event calendar will be available in the end of August.

Click “Download” to print out the required documents; “Student Records / Written Pledge, Consent for the Personal Information Management,” “Mailing Label (inside Japan only)” to send by postal mail.

-Make sure to print it out in A4, portrait, and color.

-For shipping from overseas, enclose the “Mailing Label” in your packet.

The entrance procedures are complete!

Make sure the matriculation fees are deposited by the deadline.

8. Mail the remaining required documents to the Admissions Office.

Mail the remaining documents (if applicable: Certificate of Graduation, Residence Certificate, Teacher’s license [TESOL students], etc.) by the designated deadline.

2. INSTRUCTIONS TO FILL IN THE INFORMATION AND UPLOAD A PHOTO

A. Filling in the Information

Write your name exactly as explained below.

Japanese: Name in Japanese as on your *Koseki* (戸籍) .

Non-Japanese: Name in alphabet as on your passport (write in block capital letters).

Dual Nationality Holder: See “For Dual Nationality Holders” on p.9.

Information to be filled in	Instructions
NATIONALITY	Choose your nationality from the list.
NAME	<p>Japanese: Write your name <u>in kanji on your Koseki / 戸籍 (jyuminhyou 住民票).</u></p> <p>-This section is limited to <i>kanji</i> registered in Shift_JIS (JIS2004). -If your name contains <i>kanji</i> that is not in JIS, choose another character that is the most similar to yours</p> <p>Non-Japanese: Not required.</p>
	<p>SURNAME • GIVEN NAME • (MIDDLE NAME) IN KATAKANA</p> <p>Write your name in <i>katakana</i> in full-width character.</p>
	<p>SURNAME • GIVEN NAME • (MIDDLE NAME) IN ALPHABET</p> <p>Write your name in alphabet in upper case, half-width character.</p>
<p>NAME containing rare kanji</p> <p>Only for Japanese</p>	<p>姓、名</p> <p>上記の「本人氏名」欄に入力できない漢字があった場合はチェック後、該当漢字を入力してください。 ※本項目の入力はシフトJIS (JIS2004) またはUnicodeに登録されている漢字に限ります。<u>入力できない漢字については、本学で使用できません</u>ので、著しく差異のない別字体を入力してください。</p>
GENDER	Choose “Male” or “Female.”
BIRTH YEAR • MONTH • DAY	Use A.D.
NAME YOU INTEND TO USE AT SOPHIA	<p>Japanese: Kanji Non-Japanese nationals: Alphabet Note: See “For Dual Nationality Holders.”</p>
DUAL CITIZENSHIP	<p>For dual nationality holders (Japan and another country): Check the box <u>if you prefer your name to be registered in alphabet.</u> Note: See “For Dual Nationality Holders.”</p>
ADDRESS CATEGORY	<p>Choose “IN JAPAN.” If you don’t reside in Japan and have not decided the address in Japan, choose “OVESEAS,” which allows you to leave the address sections blank.</p>
POSTAL CODE	Enter a 7-digit number without hyphens. Click “Look up the address” button to put the matching address in “ADDRESS 1” field.
ADDRESS 1	Enter the address (excluding the prefecture) where you will be living after you enroll in Sophia. If it is not decided yet, write your current address in Japan (overseas address is not required). Put the address after the street number in “ADDRESS 2.”
ADDRESS 2	
TELEPHONE NUMBER	Enter your phone number including the city code. Ex) 0311111111
MOBILE PHONE NUMBER	Enter your phone number. Ex) 08011111111

Information of Guarantor		Instructions
COUNTRY WHERE GUARANTOR RESIDES		Choose a country (if the guarantor lives outside Japan).
NAME OF GUARANTOR	SURNAME • GIVEN NAME (MIDDLE NAME) OF GUARANTOR	<p>Japanese: Write the guarantor's name <u>in kanji on your Koseki/戸籍 (jyuminhyou 住民票).</u></p> <p>Non-Japanese: Not required.</p> <p>If his/her name contains <i>kanji</i> that does not show here, choose another character that is the most similar to it.</p> <p>All students are required to have a guarantor. University sends important notices regarding academic affairs and school newsletters to the guarantor's address, or may contact the guarantor in a state of emergency. A guarantor should be in order of priority as below;</p> <ol style="list-style-type: none"> 1. One of the parents who lives in Japan. 2. A person who lives in Japan and earn his/her living independently. 3. A person who lives in foreign country. (This option is only for Non-Japanese students.) <p>Some of documents will not be sent to the guarantor living outside Japan.</p>
	CHECK IF THE GUARANTOR DOES NOT HAVE NAME IN KANJI	Check the box if applicable.
	SURNAME • GIVEN NAME (MIDDLE NAME) OF GUARANTOR IN KATAKANA	Write the guarantor's name in <i>katakana</i> in full-width character.
	SURNAME • GIVEN NAME (MIDDLE NAME) OF GUARANTOR IN ALPHABET	Write the guarantor's in alphabet in upper case, half-width character.
RELATIONSHIP WITH ACCEPTED STUDENT		Choose an applicable option.
TELEPHONE NUMBER OF GUARANTOR		<p>Enter his/her phone number including the city code. Ex) 0311111111</p> <p>-If the guarantor lives outside Japan, put the entire number including the country code with hyphens. -University might contact this number in case of emergency.</p>
EMAIL OF GUARANTOR		Write the guarantor's email
THE ADDRESS OF THE GUARANTOR IS DIFFERENT FROM THE ONE OF YOURS		Choose "YES" or "NO."
COUNTRY OF GUARANTOR'S ADDRESS		Choose a country (if the guarantor lives outside Japan).
THE GUARANTOR LIVES		<p>Choose "IN JAPAN" or "OVERSEAS."</p> <p>Only students who don't hold Japanese nationality may have a guarantor living abroad.</p>
POSTAL CODE OF GUARANTOR		<p>Enter a 7-digit number without hyphens. Click "Look up the address" button to put the matching address in "ADDRESS OF GUARANTOR 1." If the guarantor lives outside Japan, enter the postal code of that country.</p>
ADDRESS OF GUARANTOR 1		<p>Enter the address (excluding the prefecture). Put the address after the street number in "ADDRESS OF GUARANTOR 2."</p> <p>-If a guarantor lives outside Japan, enter the overseas address in alphabet.</p>
ADDRESS OF GUARANTOR 2		<p>-University may send important notices regarding tuition fees, academic affairs and school newsletters to guarantor's address. Some documents will not be sent to the guarantor living outside Japan.</p>
OCCUPATION		Optional
WORKPLACE PHONE NUMBER		

Information of Educational Background	Instructions
PROGRAM	Choose “Undergraduate” or “Graduate.”
HIGH SCHOOL GRADUATION YEAR · MONTH	Enter the year and the month of your high school (expected) graduation.
LOCATION OF HIGH SCHOOL	Choose the prefecture where your high school is located. -If your high school is located outside Japan, choose “Other.”
TYPE OF HIGH SCHOOL	Choose “Japanese National,” “Japanese Public,” “Japanese Private,” “Overseas,” or “Others.”
NAME OF HIGH SCHOOL	Enter the name of your high school you graduated, or will graduate from. -For Japanese school, write in Japanese. -For foreign school, write in alphabet.
UNIVERSITY GRADUATION YEAR · MONTH	If you’ve attended a university, please enter the university (expected) graduation (withdrawal) year and month.
LOCATION OF UNIVERSITY	Choose the prefecture where your university is located. -If your university is located outside Japan, choose “Other.”
TYPE OF UNIVERSITY	Choose “Japanese National,” “Japanese Public,” “Japanese Private,” “Overseas,” or “Others.”
NAME OF UNIVERSITY	Enter the name of the university you attended.
FACULTY OF UNIVERSITY	Enter the faculty of the university you attended.
DEPARTMENT OF UNIVERSITY	Enter the department of the university you attended.
STATUS OF LEAVING UNIVERSITY	Choose either “GRADUATED” or “WITHDREW.”
CHECK IF YOU CURRENTLY WORK FULL TIME	Optional
Information of Family	Instructions
FAMILY 1 RELATIONSHIP (FATHER) NAME · AGE · OCCUPATION OR ENROLLED SCHOOL	These fields are optional.
FAMILY 2 RELATIONSHIP (MOTHER) NAME · AGE · OCCUPATION OR ENROLLED SCHOOL	
FAMILY 3~10 RELATIONSHIP NAME · AGE · OCCUPATION OR ENROLLED SCHOOL	

B. Photo

The photo you register here will be used for your student ID and for other purposes during your enrollment in Sophia University. Take a photo at a photo booth or other similar services with a plain background in either white, blue or gray. A photo from your own camera / smartphone / tablet would also be acceptable as long as it fulfills the conditions below.

- In color (Black and white is not acceptable).
- Taken within the last three months from admissions application.
- No other obstacles or people but the accepted student in it.
- Facing the camera, correct head position.
- No hats, no shadows, plain background.
- Not photoshopped.
- Format of the file (JPG/PNG/GIF, less than 3MB/5,000 px.)

3. FEES

Check p.1 for the fee payment deadline.

Payment should be made by bank transfer to Sophia University's account in Japanese currency. For details, please refer to pp.8-9 carefully.

Payment in Japan: Please download and print out the “**Application for Remittance for payment in Japan**” in A4 size, color and pay the fees at a bank counter. **Payment through Automatic Teller Machine (ATM) or internet banking is not acceptable.**

Payment from overseas: Follow the “INSTRUCTIONS FOR PAYMENT FROM OVERSEAS” on p.9.

The fees due prior to University entrance are in principle not refundable. However, if the student decides not to enter Sophia University and follows the refund procedures on “REFUND POLICY,” part of the paid fees can be refunded.

The status on MyPage would show “**Deposited**” on the next day of the date Sophia University confirms the fee payment.

FEES DUE PRIOR TO UNIVERSITY ENTRANCE

Fees due prior to University entrance include some items paid only once at the time of matriculation, and other items which are the first installment of fees due each semester.

	M.A.	Ph.D.	
Entrance Fee*	¥200,000	¥200,000	(Once at matriculation)
Semester Enrollment Fee	¥30,000	¥30,000	(Per semester)
Tuition Fee**	¥240,000	¥225,500	(Per semester)
Education Enhancement Fee	¥90,000	¥45,000	(Per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research***	¥1,400 (2 year period)	¥2,100 (3 year period)	(Once at matriculation)
Tuition fee (Spring Semester)	¥561,400	¥502,600	
Tuition fee (Autumn Semester)	¥360,000	¥300,500	
Tuition fee (Annual)	¥921,400	¥803,100	

*Students who graduate from Sophia Undergraduate/Graduate Program in September 2022 or March 2023 will not be charged the Entrance Fee. Students who graduated from Sophia Undergraduate/Graduate Program in and before March 2022 will be charged a half of the Entrance Fee.

**Tuition fee is revised annually based on the rate of inflation.

*** If a student studies beyond the standard residency requirement, additional charge of ¥800/year will be charged.

****Only for students in the International Cooperation Studies. Regarding the “overseas training compulsory elective subjects(海外実習科目)”, out-of-pocket research study fees will be charged separately. (Between approximately 200,000 yen~300,000 yen, depending on the subject)

Note: You are kindly requested to pay the Alumni Association fee (40,000yen) in your final year. However, students who have graduated from Sophia University or Seibo College before September 2022, and students who will graduate from Sophia University in March 2023, do not need to pay the Alumni Association fee.

INSTRUCTIONS FOR PAYMENT IN JAPAN

Fees due prior to University entrance must be paid in full or in installments. If you wish to pay in installments, please refer to the following.

	Application for Remittance for Payment in Japan	Deadline for payment
1) Payment in full	“ <input type="checkbox"/> 完納用” Tuition fee (Annual)	Matriculation deadline
2) Payment in installments	“ <input type="checkbox"/> 分納用(春学期)” Tuition fee (Spring Semester)	Matriculation deadline
	*We plan to begin collecting tuition fees by direct deposit from the 2023 academic year. If you choose to pay in installments, you will be notified of details regarding payment of tuition fees for the fall semester at a later date.	

INSTRUCTIONS FOR PAYMENT FROM OVERSEAS

If you are going to remit the necessary fees from abroad, please remit the money using the name of the student entering Sophia to the following account by the payment deadline by telegraphic transfer. After the remittance, please notify the Admissions Office via email (to admapp-g-co@sophia.ac.jp) that you have completed wire transfer from overseas by the matriculation deadline.

8. 送金金額 / Remittance Fee	<p><M.A. students> Payment in full: ¥924,400 (¥921,400+¥3,000*) Payment in instalments: ¥564,400(¥561,400+¥3,000*)</p> <p><Ph.D. students> Payment in full: ¥806,100 (¥803,100+¥3,000*) Payment in instalments: ¥505,600(¥502,600+¥3,000*)</p>
1. 口座名 / Payee's Name	上智大学 / Sophia University
2. 送金者 / Remitter's Name	合格者学生氏名 / Admitted Student's Name
送金者が学生本人と異なる場合は、合格者氏名を送金情報に含めてください。 Please indicate the student's name if the remitter is not the student himself / herself.	
3. 住所 / Address	東京都千代田区紀尾井町7-1 / 7-1 Kioi-cho, Chiyoda-ku, Tokyo
4. 口座番号 / Bank Account	1998341
5. スワイフトコード [※] / Swift Code	MHCBJPJT
6. 口座所在銀行 / Payee's Bank	みずほ銀行四谷支店 Mizuho Bank, Ltd. Yotsuya Branch, Tokyo
7. 銀行所在地 / Bank Address	〒166-0004 東京都新宿区四谷3-3-1 3-3-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004 Japan

*Note: Please pay all commissions, charges and expenses incurred by the bank (inside and outside Japan) in connection with this remittance. (Your payment from overseas is usually remitted to our account through other banks in Japan. At that time you will be charged about ¥3,000. Therefore, please add this extra bank handling fee when you remit your payment.)

FEE ITEM DETAILS

Items	Notes
Entrance Fee	<ul style="list-style-type: none"> • Entrance Fee is the Price to guarantee a place in admission. • Students who graduate from Sophia University Undergraduate/Graduate Program in September 2022 or March 2023 will not be charged the Entrance Fee (full waiver). • Students who graduated from Sophia University Undergraduate/Graduate Program in or before March 2022 will be charged half of the Entrance Fee (half waiver). • If you graduated from Sophia Junior College (now Sophia University Junior College Division) or Seibo College, please contact the Admissions Office (TEL : 81-3-3238-3517)
Semester Enrollment Fee	<ul style="list-style-type: none"> • Semester Enrollment Fee is the basic cost of enrollment (enrollment guarantee fee and enrollment management fee). • In the case of authorized interruption of study, only the enrollment fee needs to be paid. • The following services are available while you are on an authorized absence of study. <ul style="list-style-type: none"> • University services (Medical Examination, Health Center, Counseling Center, Certificate issue, etc.) • ICT services (email, Portal sites for Students, etc.) • Facilities (Library, PC rooms, etc.)
Tuition Fee	<ul style="list-style-type: none"> • Tuition Fee is the price paid for the educational services required to obtain a degree. • Tuition Fee is revised annually based on the rate of inflation.
Education Enhancement Fee	Education Enhancement Fee is expenses for the maintenance and management of the education and research environment, as well as for maintenance enhancement for the future.
Laboratory and Research	• Laboratory and Research Fee is expenses for experiments and practical training in education and research activities.

Fee	<ul style="list-style-type: none"> Laboratory and Research Fee is revised annually based on the rate of inflation.
Premium for Personal Accident Insurance for Students Pursuing Education and Research	<ul style="list-style-type: none"> “Premium for Personal Accident Insurance for Students Pursuing Education and Research” is a measure of compensation and relief for bodily injury caused by a sudden and unexpected external accident that may occur during educational and research activities in Japan or abroad. All Sophia University students are required to join the insurance upon enrollment. Accidents during education and research activities are defined as those that occur during regular classes, University events, extracurricular activities (of which the University should be notified in advance), while commuting to and from university, and while in university facilities. The insurance period is three years for Ph.D. students. If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.

4. DOCUMENTS

It is necessary to mail the following documents to the Admissions Office by the appointed deadlines.
For shipping inside Japan, please print out the mailing label available on the on-line Entrance Procedures.

The status on the “Entrance Procedures Menu” will be changed to *“Documents Successfully Received” after the deadline for the documents’ submission. Please understand that this status will not be changed immediately after receiving the documents. Until the status is changed, please keep the shipping slip as a proof of submission.

Also, in case there is any issue with your documents, the Admissions Office will contact you through the email address you have registered in your application.

The following items must be submitted by the designated matriculation deadline for each examination (see p.1).

If you are unable to obtain item 2 by the above deadline, please submit it by **the end of April, 2023.**

1. STUDENT RECORD/WRITTEN PLEDGE, CONSENT FOR THE PERSONAL INFORMATION MANAGEMENT

The enclosed form must be carefully filled out (see the next page for instructions).

2. RESIDENCE CERTIFICATE (住民票の写し)

This certificate can be obtained on request at the municipal office in Japan, after registering there. There may be a processing fee, depending on the office. The form for international students must show Nationality, Status of residence, Period of stay, and Resident card number (Please note that the individual number must be hidden).

Note: Notification of Resident Record Code (住民票コード通知票) is not acceptable.

The following item must be postmarked by **Friday, March 31, 2023.**

Note: If you do not submit it, you cannot take courses at Sophia.

3. CERTIFICATE OF GRADUATION (Bachelor’s / Master’s Degree)

Students who had not completed his/her final semester of the previous university at the time of application should submit either a certified copy or original certificate of graduation indicating the degree you obtained. A final transcript indicating the degree and the date of conferral is also acceptable.

4. PHOTOCOPY OF THE TEACHER’S LICENSE [For TESOL course students]

Students who did not submit his/her teacher’s license at the time of application should submit a photocopy of the license.

[Only for students admitted in the September examination] International students who need to apply for a college student visa should submit the followings as soon as possible.

1. ONLINE APPLICATION FOR CERTIFICATE OF ELIGIBILITY (*Submit online, see p.13)
2. ONE PHOTO (4cm x 3cm)
3. PHOTOCOPY OF PASSPORT

5. INSTRUCTIONS FOR FILLING IN THE STUDENT RECORDS / WRITTEN PLEDGE, CONSENT FOR THE PERSONAL INFORMATION MANAGEMENT

- (1) Print it out in A4 size, portrait, color.
- (2) The information printed on the form cannot be changed.
- (3) If you have a school history other than what's printed on the form, fill in the section of "Other School History."
- (4) The name in kanji for Japanese nationals, the name in alphabet for non-Japanese nationals will be printed on University official documents.
- (5) Make sure that the "WRITTEN PLEDGE, CONSENT FOR THE PERSONAL INFORMATION MANAGEMENT" is stamped/signed with your stamp/signature as well as the guarantor's seal/signature (a signature is acceptable only for a non-Japanese). The two stamps must be different.

★For Dual Nationality Holders (Japan and another country): Official Name at Sophia University

In principle, Sophia University will register the name of a student holding dual nationality by their name that is written on their *koseki* 戸籍 (also the name on *jyuminhyou* 住民票), and they will be registered as a Japanese national at Sophia. However, it would also be acceptable if a student prefers to use the name that is written on one's foreign passport instead of *koseki*.

How to register your foreign name

- (1) Submit a photocopy of your foreign passport along with other matriculation documents.
- (2) Follow the instructions below for filling the information on the on-line Entrance Procedures.

Information to be filled in		Instructions
NATIONALITY		Choose Japanese.
NAME	IN KANJI	Not required.
	IN KATAKANA	Write your foreign name in <i>katakana</i> in two-byte character.
	IN ALPHABET	Write your foreign name as it's shown on the foreign passport.
DUAL CITIZENSHIP		Check the box.

IMPORTANT

The name you register on the on-line Entrance Procedures will be printed on official documents that Sophia University issues during your enrollment in Sophia as well as after you graduate.

- ① Name (*Katakana*): Student ID card and attendance list for class
- ② Name (in Japanese): Student ID card, official documents in Japanese, diploma and attendance list for class
- ③ Name (in alphabet): Official documents in English and diploma
 - If you choose the name written on your foreign passport, ② and ③ will be identical.
 - As stated above, the student name printed on official documents, diploma (Certificate of graduation) and etc. will be the same name you register on the on-line Entrance Procedures. Certificates are documents that are used frequently when students engage in job hunting and during acquisition of qualification. Thus, please consider the influence on various instances when you choose your official name at Sophia.

NOTE:

- In principle, once you register your name during matriculation, you cannot change it after that.
- If you decide to change your nationality after matriculation, submit the Residence Certificate to Academic Records Section of the Center for Academic Affairs.

6. ACADEMIC SCHEDULE

April 1 (Sat.)

Entrance Ceremony

Distribution of the student ID cards

April 1 (Sat.) – 10 (Mon.)

(The date and time are to be announced.)

- Degree Guidance
- Guidance for course registration (on demand, Note 1)
- Orientation for new students
- Japanese Placement Test*
(*only for students who wish to take Japanese language courses)
- Course Registration
- Individual Advising
- Medical Check-Up(Note 2)

April 11 (Tue.)

First Day of Classes

(Note 1) Course Registration Guidance will explain important matters, so please watch it as soon as possible after enrollment; the link will appear on the new student website by April 1.

(Note 2) For details on the medical checkup, please refer to the periodic medical checkup guide distributed after enrollment.

1.

Further information will be announced in the beginning of March on “MyPage> Entrance Procedure> Download/Print Documents> Information for New Students.”

2. Please do not miss the guidance and orientation. Student ID cards will be handed out on this day. In addition to the above, some more events will take place. Details will be announced at the guidance or orientation.

3. For details on Course Registration, see 『2023年度大学院履修要綱』(Bulletin of Information 2023-2024) available at the Orientation and the bulletin board on the university web service “Loyola”.

4. Bring your student ID card, pencils and an eraser to the Japanese Placement Test.

7. HOUSING

Sophia University has several off-campus dormitories and offers affiliated housing options. For more information, please refer to the following website:

★www.sophia.ac.jp/eng/studentlife/housinginfo/

8. SCHOLARSHIP

Various scholarships are offered to degree students in good standing who are experiencing financial problems that make it difficult for them to continue their studies. Applications are accepted after entrance to the University. All the information about the scholarships will be announced on the university web service “Loyola” bulletin board. For details, please refer to the following website:

★www.sophia.ac.jp/eng/studentlife/scholarships/

9. FOR INTERNATIONAL STUDENTS

The “Handbook for International Students (Sophian’s Guide)” is available on the following website:

★www.sophia.ac.jp/eng/studentlife/support/Handbook.html

HEALTH INSURANCE

Joining the Japanese National Health Insurance is mandatory to all international students. The insurance fee differs from resident areas and usually costs 1,000-3,000 JPY each month. With the Japanese National Health Insurance, students only have to pay 30% of the medical costs when seeing doctors. Please visit the municipal office in Japan to apply for it.

At the same time, we strongly recommend you to make arrangements for study abroad insurance or travel insurance in your home country that covers emergencies other than medical costs throughout your stay.

10. IMMUNIZATION REQUIREMENTS AND MEDICATION

For prevention of infectious diseases after entrance to the University, all incoming students are required to

have received either 2 doses of the vaccination for the diseases indicated below. The first vaccination must have been given no earlier than one year of age. Confirm a record of the vaccination and if necessary you should be vaccinated before entrance.

Diseases to be checked: measles, rubella, mumps, chicken pox

※It is not necessary to submit the result of the test and the certificate of vaccination to the Health Center. We recommend keeping the certificate yourself in case of need it.

※There are many ways of vaccination depends on countries. Please consult a family doctor about an unclear point.

There are medications that are legal in your home country but illegal to possess in Japan. For this reason, if you need to bring in medication that you need to take, please make sure to check by yourself if it can be brought into Japan or not. Sophia University cannot be responsible for any incidents which may be incurred by the student for this matter. More information is available at Kanto-Sinetsu Regional Bureau of Health and Welfare website.

<http://kouseikyoku.mhlw.go.jp/kantoshinetsu/iji/bana-warifuri.html>

11. LETTER OF ADMISSION

“Letter of Admission” will be available on your MyPage once the entrance procedures are complete. If needed, please download and print it out from “4. Download / Print Documents.”

12. STATUS OF RESIDENCE (VISA)

▼ **For international students accepted in the September examination and who are applying for a college student status of residence**

The deadline for the online application for Certificate of Eligibility: Friday, November 4, 2022.

Before you apply for a college student status of residence, you need to obtain a Certificate of Eligibility (COE) issued by a Regional Immigration Bureau. It will take about two months to get the COE. After you receive the COE, you are to apply for a college student status of residence at the Japanese embassy or consulate in your country, which takes a couple of days. Sophia University will apply for your COE at the Tokyo Immigration Bureau on behalf of you. We advise you to go through the process soon to receive a college student status of residence before coming to Japan. Please make sure to send us the application for COE as soon as possible.

Please click the following URL and type in required information on the first screen.

<https://goo.gl/CJoP8e>

Follow the instructions below.

- Step 1. Fill in the basic information required. (Items marked with (*) asterisks are mandatory.)
- Step 2. Download the COE form by clicking on the “COE Form”.
Please also see the other file named “Sample COE Form” to help you fill out the form.
- Step 3. Fill in information on the COE form, and save the file with the file name as below on your PC.

“admission code + five digits of reference number_ your surname, your given name”

Admission code [M.A. (Sept. Exam): **M1**, Ph.D. (Sept. Exam): **M2**]

e.g.) M105301_Jouchi, Sophia

- Step 4. Upload the completed COE form at the bottom of the page.
- Step 5. Click on the “Submit” button to submit the basic information and the complete COE form.

Note: There are **5 separate sheets** in the same file. Please fill out all sheets **from No.1 to No.5.**

If you have any questions about applying for a visa, please contact the Admissions Office.

*Please enclose a photo (4cm x 3cm) for COE and a photocopy of your passport in the envelope with documents for matriculation.

▼ For those who are changing their current status of residence to college students

▼ For those who are extending their current college student status of residence

Please make sure to submit the following documents to apply for change / extension at the Immigration Bureau on your own To apply for extension, you may apply about three months before the end of the period of stay

1. Letter of Admission (downloadable on “MyPage”)
2. Application Form for Change / Extension of Status of Residence*

*Download forms from the website of the Ministry of Justice and complete the first three pages.

Ministry of Justice: <https://www.isa.go.jp/en/applications/procedures/index.html>

*Send completed forms and your current resident card copy to the Admissions Office (admapp-g-co@sophia.ac.jp) by e-mail with your name, reference number and the program name you will enter. The Admissions Office will fill and send back the last two pages to you.

13. REFUND POLICY

Application after the deadline will not be accepted.

If you decide not to attend Sophia University after completing the matriculation procedures, please follow the procedures described below to officially notify the university of your intention not to attend. While the fees that you have paid are in principle not refundable, if you follow the following procedures you may receive a refund of some of the fees. The Entrance Fee (¥200,000) will not be refunded, and a charge of ¥20,000 will be deducted to cover the costs of the procedures. The refund will be made by bank transfer.

A) Application Deadline for Refunds:

1. If you are sending documents for refund by postal mail, they must be sent by either registered or express mail service and they must reach Sophia University Admissions Office by **Friday, March 31, 2023 (Japan Standard Time)**. Please be aware that there are post offices in Japan that do not handle postal mail on Saturdays and Sundays.
2. The documents can also be submitted directly to the Admissions Office. In such case, they must be submitted by **16:00, Friday, March 31, 2023 (Japan Standard Time)**.

B) Required Documents:

1. Letter of Request for Refunds

Please contact the Admissions Office via email (admapp-g-co@sophia.ac.jp) and we will provide you the necessary form.

2. Duplicated copy of the receipt for the remittance

Send the letter and attached documents to:

Sophia University Admissions Office Request for refunds
7-1 Kioi-cho, Chiyoda-ku, Tokyo, 102-8554 Japan

Note: 1. You cannot receive a refund if you fail to meet the deadline.

2. Refund request will not be accepted if there are any missing items or wrong information on the documents.

3. Sophia will send you an acknowledgement letter after receiving your request.

4. You cannot cancel your request once it is submitted.

Privacy policy of Sophia University and Sophia University Graduate School

1. Sophia University's purposes of use of personal information

The personal information of students (including examinees) and their guarantors collected by Sophia University, consisting of

names, addresses, dates of birth and other personal data, shall be used by the University solely for administrative purposes. Such administrative purposes include management of enrollment, guidance and assistance on academic matters and campus life, and sending out notices and announcements to the students and the guarantors as follows:

1. Implementation of procedures necessary for enrollment such as entrance examinations and the creation of academic data records for all students on their entry to the University
2. Provision of educational services such as classes, regular examinations, and research activities
3. Academic training support such as management of enrollment, course registration management, grade management, and degree granting
4. Requests for payment of tuitions and fees, or provision of information on such tuitions and fees
5. Support for student life, including student activities, volunteer activities, and student welfare
6. Procedures for moving into and out of dormitories, and requests for payment of dormitory fees
7. Management of scholarships, provision of scholarships, provision of necessary information to non-academic organizations operating scholarship programs, and economic support
8. Health management and support (medical checkups, counseling, etc.)
9. Career guidance, support for job hunting, and management of career and employment information
10. Implementation of necessary procedures for studying abroad, such as exchange and short-term programs
11. Management of the use of campus facilities and equipment (classrooms, libraries, etc.) and safety management
12. Issuance of various certificates
13. Implementation and provision of guidance for Entrance Ceremony, Graduation Ceremony and other ceremonies
14. Operations necessary to support the operation of the Sophia University Parents' Association and the Sophia University Alumni Association
15. Implementation of various surveys and questionnaires conducted by the University and analysis of such data, as well as responding to various surveys and questionnaires conducted by public organizations and other non-academic organizations
16. Requests for donations
17. Student commendation
18. Implementation of procedures necessary for student guidance and student disciplinary action, etc.
19. Administrative notices and other necessary information sent out to students and guarantors

Sophia University will take protective measures to prevent any leakage, outflow or unauthorized use of personal information Sophia University has obtained. If personal information is released for outsourcing, Sophia University shall have the contractor sign an agreement for appropriate handling of such information.

Sophia University requests the support and understanding of the guarantors for academic and individual guidance of students. Sophia University may consider it necessary to disclose information to the guarantors such as academic grades and class attendance when we consult with guarantors about the academic performance of the students. If a student does not wish to have information such as academic grades disclosed to the guarantor, he/she should contact the Office of Academic Affairs.

N.B. If the student is under age, such information may be disclosed to the guarantor with or without the approval of the student.

2. Joint use of personal information

Sophia University may share personal information as described below in order to support students and improve student welfare and other services.

(1) Sophia Campus Support Co., Ltd.

1) Items of jointly used personal data

1. Name of the student
2. Address of the student
3. Grade and affiliation (faculty, department, etc.) of the student, and his/her student number
4. Gender of the student
5. Name of the guarantor
6. Address of the guarantor

2) Scope of joint users

Sophia Campus Support Co., Ltd. (*)

* "Sophia Campus Support Co., Ltd." is a business corporation wholly owned by Sophia School Corporation. Its corporate philosophy is to support educational, research, and social contribution activities as a good partner of Sophia School Corporation by placing a priority on improving services for students at schools established by the Corporation, as well as contributing to the creation of "Attractive Schools" by returning profits from business development to the Corporation.

3) Purposes of joint use

To provide information on various programs and events related to comprehensive student services, and to improve the welfare of students.

4) Name of the entity responsible for the management of personal data

Sophia School Corporation (Contact: the Office of General Affairs; phone: 03-3238-3172)

(2) Sophia University Parents' Association

1) Items of jointly used personal data

1. Name of the guarantor
2. Address of the guarantor
3. The guarantor's contact information

4. Name of the student
5. Address of the student
6. Grade and affiliation (faculty, department, etc.) of the student, and his/her student number
7. Gender of the student

2) Scope of joint users

Sophia University Parents' Association (*)

* "Sophia University Parents' Association" is a voluntary organization established in 1973, with the aim of financially supporting the University, by parents who were aware that the instructors of the Society of Jesus at the time made large donations to the University from their salaries. Membership fees received from members are donated to the University to provide a variety of material and emotional support to students. Several times a year, members-only social gatherings are held, and in addition to lectures by instructors and intellectuals, these gatherings provide opportunities for members to interact directly with each other and with the chancellor, president, and other faculty members of each department.

If you do not wish to join the Sophia University Parents' Association, your personal data will not be used under joint use for any purpose other than sending information on joining the Association.

3) Purposes of use

To send information on joining the Sophia University Parents' Association, organize Association meetings (board of directors meetings, welcome parties for new members, general meetings, autumn social gatherings, Kansai area social gatherings, etc.) and send invitation cards concerning these meetings, and perform other procedures necessary for the Association's activities

4) Name of the entity responsible for the management of personal data

Sophia School Corporation (Contact: Office for Community & Alumni Relations; phone: 03-3238-3198)

(3) Sophia University Alumni Association

1) Items of jointly used personal data

1. Name of the student
2. Address of the student
3. Contact information of the student
4. Date of birth of the student
5. Grade and affiliation (faculty, department, etc.) of the student, and his/her student number
6. Gender of the student
7. Year of enrollment and graduation
8. Career path after graduation

2) Scope of joint users

Sophia University Alumni Association (*)

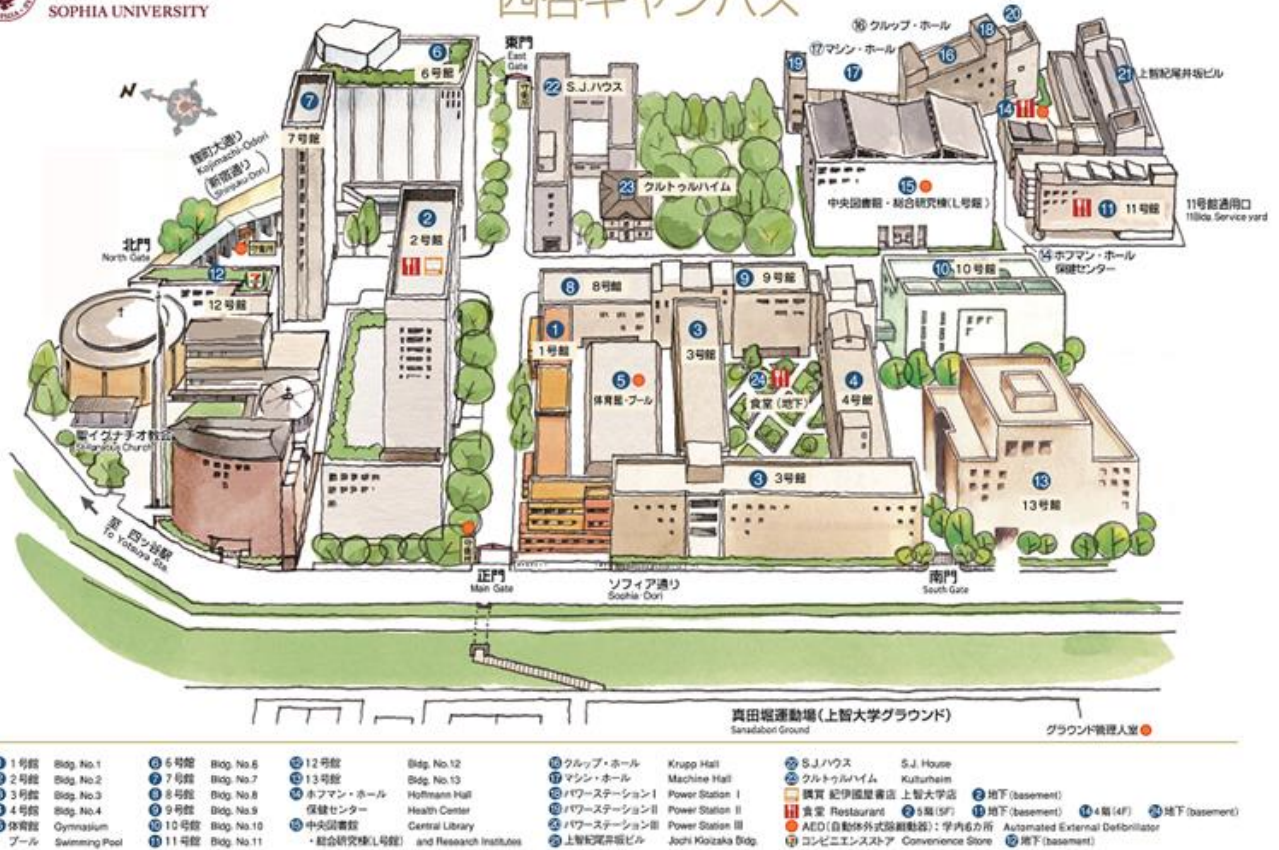
* "Sophia University Alumni Association" is an alumni association organized by Sophia University students (associate members) and graduates (full members). As a voluntary organization, it is constantly working on a variety of activities to "make an organization that is suitable for and open to members" with the aim of "deepening the mutual friendship among members and contributing to Sophia University's development and the achievement of its mission" (Article 3 of the Articles of Association). Sophia University's students become associate members as soon as they enter the University and become full members after graduation. The Sophia University Alumni Association consists of various sub-associations (community associations, associations consisting of members of student clubs and groups, associations for former students of classes or seminars, various associations by job type or company, reunions by department/faculty, etc.) established not only in Japan but all over the world. The Sophia University Alumni Association is expanding its activities in cooperation with these local and various associations.

3) Purposes of use

To send information on joining the Sophia University Alumni Association, various notices (newsletters and mail news), invitations to celebrations such as "Gold Celebration" <50 years after graduation>, "Ruby Celebration" <40 years after graduation>, "Silver Celebration" <25 years after graduation>, and "Bronze Celebration" <15 years after graduation>, notifications regarding reunions from faculties, departments, classes, and local Sophia University Alumni Associations, and to perform other necessary procedures for alumni activities

4) Name of the entity responsible for the management of personal data

Sophia School Corporation (Contact: Office for Community & Alumni Relations; phone: 03-3238-3198)



If you have any inquiries, please contact the following sections.
 Admissions Office (TEL: 81-3-3238-3517 / FAX: 81-3-3238-3262 /E-mail: admapp-g-co@sophia.ac.jp)
 Center for Student Affairs (TEL: 81-3-3238-3523 / FAX: 81-3-3238-4131): **Financial Aid, Housing**
 Center for Academic Affairs (TEL: 81-3-3238-3515 / FAX: 81-3-3238-3264): **Course Registration**