



SOPHIA UNIVERSITY
UNDERGRADUATE NON-DEGREE STUDENTS

APPLICATION PROCEDURE

Spring and Autumn Semester 2023

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May 2022

Every effort is made to ensure the accuracy of the information contained herein. However, subsequent to the date of publication, unavoidable circumstances may result in changes in this document. The university reserves the right to make all such changes, including those in the program of study, courses of instruction, fees, and officers of administration and instruction, without notice.

I. GENERAL INFORMATION FOR NON-DEGREE STUDENTS

Student Status

Non-degree students are those who enroll in either the Faculty of Liberal Arts (FLA) or Center for Language Education and Research (CLER) to take undergraduate courses and obtain credits but do not intend to receive an academic degree. This status is applicable only to international students who will enroll as full-time students.

Tracks and Fields of Study

There are two tracks for Non-degree students. (1) English Track (FLA) and (2) Japanese Intensive Track (CLER). Applicants are required to choose one of the tracks at the time of application.

English Track

- Comparative Culture (Art History / Visual Culture, Literature, Religion-Philosophy)
- International Business and Economics
- Social Studies (Anthropology-Sociology, History, Political Science)
- Japanese Studies
- Japanese Language Regular Program

Students who intend to take classes from the above fields will enroll in the Faculty of Liberal Arts (FLA).

Note:

- All courses (except Japanese Language Regular Program) in this track are conducted in English.
- For the courses listings, please refer to the FLA website: https://www.sophia.ac.jp/eng/program/undergraduate_c/UG_LA/
- FLA core programs (for degree-students) and language programs other than Japanese are not open to non-degree students.
- Japanese Language Regular Program is for a) beginners of Japanese or b) intermediate-advanced level students who do not intend to take the Japanese Language Intensive Program (JLIP). In the Japanese Language Regular Program, 100-minute classes meet four or five times a week. Students take placement test before course registration. English is occasionally used for instruction when necessary.

Japanese Intensive Track A

This track is for students who would like to take Japanese Language Intensive Program (JLIP). JLIP is an intensive course for those who study Japanese as a foreign language. In the JLIP, 100-minute classes meet twice a day (9:00 to 12:35) from Monday through Friday. English is occasionally used for instruction when necessary. There are four levels, and the lowest level is for students who have reached a level N5 in Japanese Language Proficiency Test (日本語能力試験) or equivalent.

All students who plan to take JLIP must take a language placement test before course registration, and will be assigned to a level on the basis of the results of the placement test.

Note:

- Level N5 in the Japanese Language Proficiency Test corresponds to completing 150 hours of study at university (1-2 semesters). Those who have not reached this level cannot apply for this track.
- For the courses listings, please refer to: www.sophia-cler.jp/study/ja/lesson
- Students enrolled in the Japanese Intensive Track must take only the "Intensive Japanese" course (8 credits). It is not possible to take courses offered by other faculties.
- As an exception, students who take the highest level of "Intensive Japanese" (8 credits) in the first semester according to the results of the placement test can take up to 4 credits of other Japanese courses that match their level (The maximum number of credits they can take in one semester is 12 in total). In the second semester, these students will take "Academic Japanese" (2 credits), which is held twice a week and other Japanese courses that match their level, or courses that are taught in Japanese in other faculties (The maximum number of credits they can take in one semester is 12 in total).
- Depending on the previous learning experiences in studying Japanese or on the result of Japanese Placement Test, there is a possibility that students may not be able to register for Japanese Intensive Track. Those students have to register for the designated Japanese course(s), as well as other Japanese courses of their level and/or courses that are taught in Japanese in other faculties. The maximum number of credits they can take in one semester is 12 in total.

Japanese Intensive Track B (日本語集中講座 B)

This track is designed for Chinese character users and Asian students. For more information, please refer to another application booklet “日本語集中講座 B 募集要項” for this track.

Accreditation

The academic programs of the non-degree programs are chartered by the Japanese Ministry of Education, Culture, Sports, Science and Technology. Credits earned are fully recognized by major universities in the United States of America and elsewhere.

The Academic Calendar

There are two semesters, beginning in April and September. Each semester consists of 15 weeks of classes, including final examinations.

Spring Semester 2023

Entry date for Sophia University: April 1, 2023 (Classes start in early April and end at the end of July)

Autumn Semester 2023

Entry date for Sophia University: September 21, 2023 (Classes start in late September and end in late January)

Period of Study

The period of study is either one semester or two semesters.

Requirement for Enrollment

Non-degree students are required to register for at least 10 hours of class time (equivalent to 6 classes) per week. Also, students can only take up to 20 credits per semester. If a student fails to register for courses in a given semester, or fails to meet the deadline for tuition payment, he/she will lose his/her student status at Sophia.

Financial Aid

There is no scholarship available for non-degree students at Sophia University.

II. QUALIFICATIONS

Those who have completed at least one semester at degree-conferring institution(s) as a regular student at the time of application.

Note: There is a chance that those who have attended a school in Japan with a status of "auditor" or "non-degree" before might not be able to obtain the same type of visa again under the policy of the Japanese Immigration Bureau.

III. APPLICATION PROCEDURE

Application is accepted through the following steps. Make sure to complete each step.

A. Prepare the following.

- Application materials (see **APPLICATION DOCUMENTS**)
- Digital face photo (color)
- PC and printer

B. On the on-line application website, register the following to create your "MyPage."

- Email address
- Face photo
- Basic information

For more information about the website, refer to the guide on www.guide.52school.com/guidance/net-sophia/eng.

Note: Important information will be sent to the registered email address until enrollment in Sophia. Make sure to use an email address which you will always be able to access even after leaving your current school.

C. Enter all the required application information to your "MyPage" during the on-line application period.

D. Pay the application fee (see **APPLICATION FEE**) and submit the application online.

This step does not finish the application. Go on to the next step to finalize the application.

E. Send the printed application forms and all the other documents listed on **APPLICATION DOCUMENTS** to the Admissions Office of Sophia University by post mail.

Note:

- Applicants must use a trackable courier service and include the mailing label in the package if send from abroad.
- Test scores must be sent directly to Sophia University (see **APPLICATION DOCUMENTS**).
- Documents sent directly from schools are also accepted.
- Application information entered on-line can not be edited after application fee payment is complete. To change the information provided, modified directly on the print-out forms in red before submission.
- Check with the courier service you use for delivery status of your application package. The Admissions Office will not respond to question in regards of arrival of application package, score reports or other materials.

F. Your reference number will be available on your "MyPage" two weeks before the notice of results date.

IV. APPLICATION SCHEDULE

For Spring 2023 entry (April)

Application Period (<u>on-line</u>)	October 3, 2022, 10:00 a.m. ~ October 21, 2022, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	October 28, 2022**
Notice of Results	November 21, 2022, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	December 16, 2022

For Autumn 2023 entry (September)

Application Period (<u>on-line</u>)	March 3, 2023, 10:00 a.m. ~ March 24, 2023, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	March 31, 2023**
Notice of Results	April 24, 2023, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	May 26, 2023

* Date and time are based on Japan Standard Time.

**Application materials must reach Sophia Admissions Office by the deadline. Late applications may be refused.

V. APPLICATION FEE

35,000 yen

On-line payment handling fee of 990 yen will be charged in addition to the application fee.

For applicants residing in Japan, complete payment by one of the indicated methods: credit card, on-line banking, convenience stores, bank ATM Pay-easy service. Debit card payment is not accepted. Overseas applicants who do not hold a Japanese bank account should complete payment by credit card only.

Payment must be completed during the application period and by 11:59 p.m. (JST) of each on-line application deadline. After the deadline, application will not be accepted. The application fee is non-refundable once paid.

*In case the window shuts down during STEP 3, go to STEP 4 to continue the payment process.

*The name of the payer does not need to match the applicant's name.

**Please note that the payment at a convenience store could take a while to complete.

VI. APPLICATION DOCUMENTS

The following documents (A to I) except the official test scores of TOEFL®/IELTS (optionally official documents from schools/recommenders) should be enclosed in an envelope and sent to the following address by express traceable mail or international courier service.

They must reach Sophia Admissions Office by the deadline of submission. Late application may be refused.

On the envelope, please make sure to write:

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
NON-DEGREE (Spring or Autumn) APPLICATION

or

102-8554 東京都千代田区紀尾井町7-1
上智大学入学センター
NON-DEGREE (春 or 秋) 出願書類在中

Note:

- Documents printed in languages other than English or Japanese should be translated into English and certified by a school official or an official agency, such as an embassy or consulate.
- If an original document cannot be reissued (e.g. a school report handwritten by a teacher), a copy certified by the school official (Principal or Registrar) or Sophia Admissions Office is acceptable.
- The application documents once submitted are not returnable.

A. Application Forms (3 pages)

Application forms should be filled out through the on-line application website

www.guide.52school.com/guidance/net-sophia/eng and printed out after the application fee payment.

B. Essay (use a provided form)

The applicant must give the reasons for wishing to study at Sophia University's non-degree program on the provided form.

For English Track applicants: The application essay should be approximately 500 words in length and written in English.

For Japanese Intensive Track applicants: The application essay should be written in either English (approx. 500 words in length) or Japanese (approx. 800 letters in length).

C. Official Transcript(s)

An official transcript showing all courses taken and grades received from the most recent academic institution attended must be submitted. The transcript should be certified by a school official and be officially sealed in a school envelope.

D. Proof of Language Proficiency

The Admissions Office will not respond to questions in regards of arrival of score report. Please arrange the following test results to be delivered to Sophia by the deadline.

For English Track applicants

Applicants must prove their English proficiency by taking the TOEFL® (including Special Home Edition) or the IELTS (Academic). It should be taken not more than two years before the time of application. The official test score must be delivered directly to Sophia from each testing institution. When registering for these tests, be sure to indicate Sophia University to ensure that your official scores is sent to Sophia University. For information about TOEFL® and IELTS and test registration, please refer to the following websites.

TOEFL®: www.ets.org/toefl <code: 0819>

IELTS: www.ielts.org

Note:

- For TOEFL®, please enter your MyBest™ scores during the on-line application.
- TOEFL® or IELTS can be waived if a student has studied at least five years out of the last six years in an institution where English is the primary medium of instruction, or holds a C2 on Cambridge ESOL Examination (Official test result is required).
- TOEFL ITP®, TOEFL® Essentials™ and IELTS Indicator are not acceptable.

For Japanese Intensive Track applicants

Applicants should show their Japanese and English proficiency level by submitting the test results mentioned as follows.

-For Japanese proficiency, test results of Japanese Language Proficiency Test (日本語能力試験) N5 level or higher, or J-Test F level or higher.

-For English proficiency, TOEFL® (including ITP), IELTS, TOEIC (including IP).

In addition, applicants should submit a report of their previous experiences in studying Japanese, and any background information including history of residence, language used at home, and any experience of previous contact with Japanese. The report should be one page of A4 in the format of your own choice.

Note: TOEFL®, IELTS or TOEIC can be waived if a student has studied at least five years out of six years in an institution where English is the primary medium of instruction, or holds a C2 on Cambridge ESOL Examination.

E. Two Letters of Recommendation (use a form provided)

Letters of recommendation from two teachers and/or officials of the most recent school(s) attended by the applicant must be submitted. They should be written in either English or Japanese. Each letter must be sealed in a separate envelope with the recommender's signature written across the seal.

F. Photocopy of Passport (for those who hold a nationality other than Japan)

This is to check your full name.

-Those who have dual nationalities, please submit a photocopy of passport for the nationality other than Japan.

-Those who do not have a passport, please submit a photocopy of an ID.

G. Certificate of Health (use the form provided)

A medical certificate completed within the previous 6 months, signed by a practicing physician and indicating that the applicant is physically fit to attend university and do the required academic work, must be submitted.

Note: Any applicants with physical conditions that might require special attention when undertaking university work should notify the Sophia Admissions Office in writing before the application period.

H. Standardized Test Scores (optional)

If an applicant has taken one of the following in the past, submission of results is recommended.

1) SAT Scores <code: 0819>

2) ACT Scores <code: 5575>

3) IB (International Baccalaureate) Diploma

I. Application Materials Checklist (use the form provided)

Check the items you enclose in your application.

VII. SCREENING

Decision on acceptance or rejection will be based on screening of documents submitted by the applicant.

VIII. NOTICE OF RESULTS

Applicants can confirm their acceptance/rejection from "Admissions Decision" on "MyPage" through

www.guide.52school.com/guidance/net-sophia/eng

from 10:00 a.m. (JST) on the results-notice date (see **APPLICATION SCHEDULE**).

Note: •Servers may be slow if too many people access at the same time.

- The registered email address and the password will be required to log into “MyPage.”
- No physical materials will be sent to applicants from the Sophia Admissions Office.
A letter of acceptance can be printed out from “MyPage.”
- Sophia University will not disclose the results of an application by telephone, fax or e-mail.
- Acceptance is valid only for the semester specified in the letter of acceptance.

IX. ENTRANCE PROCEDURES

For details, please refer to the booklet of “Entrance Procedures” available on “MyPage” through

www.guide.52school.com/guidance/net-sophia/eng

Payment of Fees Due Prior to University Entrance and Submission of Necessary Documents

To secure admission, a newly admitted student must pay the fees prior to University entrance and submit the necessary documents to the Sophia Admissions Office by the matriculation deadline (see **APPLICATION SCHEDULE**).

1. Click “Entrance Procedures” on “MyPage” to download the booklet of “Entrance Procedures.”

Please read through all the information and follow the instructions in this booklet to secure admission.

2. Choose the program to start entering the required information and upload a face photo online.
3. Print out the designated documents (payment slip for payment in Japan, Student Record / Pledge).
4. Complete the payment of the fees and post mail the required documents by the matriculation deadline. Admitted applicants will be informed of the exact amount of the fees in their letter of acceptance. For your reference, payment information

with the figures the academic year 2022 is as follows.

The fees due prior to university entrance 2022

	English Track	Japanese Intensive Track
Program Fee	529,000 yen (per semester)	265,000 yen (per semester)
Education Enhancement Fee	105,000 yen (per semester)	105,000 yen (per semester)
Total	634,000 yen	370,000 yen

< Notes for each item >

Items	Notes
Program Fee	•Program Fee is the price paid for the educational services
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.

Note:

- a. The program fee is revised annually based on the rate of inflation.
- b. The fees due prior to university entrance are not refundable. However, if you notify Sophia University of your intention not to attend by the appointed deadline, these fees, with the exception of the handling charge (20,000 yen), may be refunded. For details, please refer to the “Entrance Procedures” leaflet.

X. STATUS OF RESIDENCE FOR INTERNATIONAL STUDENTS COMING TO JAPAN

Students coming from abroad to study at Sophia University must have a college student status of residence or other appropriate status of residence such as diplomatic, official, or dependent. A temporary visitor status is not acceptable. To qualify for a college student status of residence, a student is required to register for at least 10 hours of classes per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

Note:

Please note that the status of residence as a non-degree student is admitted only once for each international student under the policy of the Japanese Immigration Bureau. If the same status of residence has been issued to you before, you would not be able to enter Japan again as a non-degree student.

XI. NATIONAL HEALTH INSURANCE

International students who will stay in Japan for more than three months are required to join this insurance system. The procedures are carried out at the local ward/city office. The premium must be paid, but by declaring you have no income, it will be reduced. Please ask directly about the details at the local ward/city office.

Subscribers to the National Health Insurance system have only to bear 30% of medical expenses for any treatment covered by the insurance at clinics or hospitals (expenses for medical treatment not covered by the insurance must be paid in full).

XII. HOUSING

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

<https://www.sophia.ac.jp/eng/studentlife/housinginfo/index.html>