



SOPHIA UNIVERSITY
GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES
INTERNATIONAL GRADUATE COURSE
IN GLOBAL ENVIRONMENTAL STUDIES

APPLICATION PROCEDURE

Spring and Autumn Semester 2023

M.A., Ph.D.

Sophia University
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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. SOPHIA UNIVERSITY

Sophia University was founded in 1913 by the Jesuits, a Catholic order renowned for excellence in education. From the beginning, the university founders stressed an internationally oriented curriculum and rigorous training in foreign languages. Sophia soon established itself as a leading institution for scholarship on foreign languages and literature in Japan. Today Sophia University is a major teaching and research university in the humanities, social sciences and natural sciences with students and faculty members encompassing dozens of nationalities. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology - Japan (MEXT) through Center of Excellence and Attractive Graduate Education awards.

II. GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES OVERVIEW

The school was established in 2005 to focus specifically on environmental problems, an area which we consider as one of the greatest challenges facing humanity today. The curriculum combines social and natural sciences, in recognition of the fact that effective environmental studies spans a number of scholastic disciplines including law, policy, administration, economics, population, energy, and engineering. The school is devoted to fostering graduates able to serve effectively as business persons, professionals, consultants or scholars in the area of environmental protection, conservation and sustainability.

1. INTERNATIONAL GRADUATE COURSE

The International Graduate Course provides educational programs for students who intended to obtain degrees in English. No knowledge or proficiency in Japanese is needed as all seminars, lectures and guidance are conducted in English.

The curriculum consists of three fields, Economics and Business Administration for the Environment, Law and Policies and Sociology for the Environment and Science and Engineering for the Environment. One of the strategies of this course is to enhance the capacity of students to contribute to the solving of current environmental issues through a variety of practical and discipline specific programs. Moreover, we intend to collaborate with the Graduate School of Science and Technology and the Graduate School of Economics so as to create an integrated and interdisciplinary curriculum.

2. DEGREES

The GSGES (Graduate School of Global Environmental Studies) offers two degrees: M.A. and Ph.D. - both of which are accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Both the M.A. and Ph.D. degrees focus on the study of environmental issues and processes from both social science and natural science perspectives.

3. RESIDENCE

According to MEXT regulation, the standard residence requirement is two full academic years for the M.A. degree and three full academic years for the Ph.D. degree. The maximum time allowed to complete all the requirements is four full academic years for the M.A. degrees and five full academic years for the Ph.D. degrees, excluding time spent on leave of absence from the university.

4. CURRICULUM

Whether in the natural sciences or humanities, students are free to choose classes suited to their interests, background and future career aspirations from a wide range of courses covering diverse aspects of global environment issues. For details, please visit the GSGES website at www.genv.sophia.ac.jp/english/

III. APPLICATION AND ADMISSION PROCEDURE

1. ELIGIBILITY

M.A.

Applicants who meet one or more of the following criteria may apply for entrance to the program.

- (1) Those who have graduated, or are expected to graduate Japanese universities
- (2) Those who have completed, or are expected to complete, 16 years or more of formal education in foreign countries

- (3) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1) or (2) and will reach the age of 22 at the time of entrance to Sophia University
- (4) Those who hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years or more for graduation
- (5) Those who have been recognized by Sophia University as having qualifications equivalent to (1), (2), or (3) and will reach the age of 22 at the time of entrance to Sophia University

Applicants must hold a Bachelor's degree or equivalent before entering the master's program. Those holding an undergraduate degree other than a Bachelor's degree should inquire at the Sophia Admissions Office in advance.

Ph.D.

Applicants must have, or are expected to obtain master's degree based upon a distinguished record of academic achievement. Prospective candidates must contact potential dissertation supervisors before submitting their application. Information about the disciplinary specialties and research interests of faculty members are available at the Graduate Program in Global Environmental Studies website: www.genv.sophia.ac.jp/english/

Applicants must hold a Master's degree before entering the doctoral program.

2. NUMBER OF STUDENTS ADMITTED

M.A. : 30 students (totaled over the Spring and Autumn applications)

Ph.D. : Maximum 10 students (totaled over the Spring and Autumn applications)

3. 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 "My Page."

-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 including the reference number will be sent to the email address registered until enrollment in Sophia. Make sure to use an email address which 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.

Guide for the online application

Applicants will be required to enter "SELF ASSESSMENT OF ABILITY" (in terms of language) with the following scales of 1-5.

1. -able to engage in simple daily conversation, read, elementary language texts, write simple sentences.
2. -competence for daily conversation, read, elementary language texts, write basic sentences
3. -able to follow TV news broadcast, read daily newspaper with aid of dictionary, write personal letters.
4. -able to understand college classes, read general books for an educated audience, write university reports
5. -native fluency in reading, writing and speaking

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

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

E. Submit all the application documents listed on **APPLICATION DOCUMENTS** to the Admissions Office of Sophia University.

Note: -Make sure to follow the instructions on how to submit each document.

-Test scores and official documents issued by institutions and referees must be sent directly to Sophia University.

-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.

-The Admissions Office will not respond to question in regards of arrival of application materials or score result.

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

4. APPLICATION SCHEDULE

For Spring (April) 2023 entry

Application Period (<u>on-line</u>)	August 24, 2022, 10:00 a.m. ~ September 14, 2022, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	September 21, 2022**
Notice of Results	November 18, 2022, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	December 16, 2022

For Ph.D. applicants: Sophia University may request some Ph.D. applicants to take an interview.

For Autumn (September) 2023 entry

Application Period (<u>on-line</u>)	March 15, 2023, 10:00 a.m. ~ April 5, 2023, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	April 12, 2023**
Notice of Results	June 16, 2023, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 14, 2023

For Ph.D. applicants: Sophia University may request some Ph.D. applicants to take an interview.

* Date and time are based on Japan Standard Time.

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

For reference, your reference number will be available on your "My Page" two weeks before the notice of results date.

5. APPLICATION FEE

35,000 yen (On-line payment handling fee of 990 yen will be charged in addition to the application fee.)

Please follow the guide on STEP 3 on "My Page" to complete the payment*.

For applicants residing in Japan, complete payment by one of the indicated methods: credit card, on-line banking, convenience stores, or 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 it is 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.

6. APPLICATION DOCUMENTS

The electronic data of the following documents (A to I) must reach Sophia Admissions Office by the deadline of submission. Late applications may be refused. TOEFL®/IELTS scores must be delivered directly to Sophia University from the testing service by the application deadline.

How and from Whom the Application Documents Should be Submitted

Make sure to check details of each document.

1. From Applicant (submit the following materials in electronic data only)

- A. Application Form
- B. Statement of Purpose
- G. A Copy of Graduation Thesis, Master's Thesis, Significant Term Paper, or Publications
- H. Photocopy of Passport
- I. Application Materials Checklist

2. From Institution / Referee (electronic data / hard copies accepted)

- C. Official University/College Transcript(s)
- D. Proof of Graduation
- F. Letter(s) of Recommendation

3. Each file must be titled:

"Name of the document (exactly as indicated in the procedure)" _ "Name of the applicant (LAST NAME, First Name)"
e.g.: A. Application Forms_AAAA, Bcde

4. Send electronic data to admission-g-co@sophia.ac.jp.

Title of the email must be: APPLICATION (online application registration number / 受付番号) to "Name of the program"
e.g.: APPLICATION (123456) to the M. A. in Global Environmental Studies

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.
- The application documents once submitted are not returnable.
- In case official documents are sent via the online service where the title of the file cannot be edited, make sure to let the Admissions Office know in the "I. Application Materials Checklist."

5. In case only hard copies of the application materials are available, make sure to write the following address on the envelope:

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
GES (M.A. or Ph.D.) 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
地球環境学専攻国際環境コース
(M.A. または Ph.D.) 出願書類在中

A. Application Form (2 pages) ---from the Applicant via e-mail

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

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

Download and save forms in pdf format after application fee payment.

B. Statement of Purpose (use the form provided) ---from the Applicant via e-mail

"Research Theme" must be indicated on top of the statement of purpose.

The applicant must specify as precisely as possible the area of intended study and explain its relation to previous academic or career experiences. In addition, the applicant is required to describe the research plan intended to conduct at Sophia University. The statement of purpose should be written in English on one sheet of paper (provided form) and 500-750 words of length.

C. Official University/ College Transcript(s) ---from University/College

Official transcripts showing all undergraduate and graduate (if applicable) courses taken and grades received, including the list of courses you are currently attending, must be submitted.

Electronic transcripts should be issued directly from the university to Sophia.

In the case of submission by postal mail, the transcript(s) should be certified by a school official and be officially sealed in a school envelope. Photocopies are not accepted.

D. Proof of Graduation---from University/College

One of the following should be submitted via email from university/college or through postal mail if certified and officially sealed by a school official:

- (a) University/ college issued certificate of a degree or official letter (original copy).
- (b) Photocopy of degree diploma certified by a school official.
- (c) Transcript indicating degree received and date of conferral.

Ph.D. applicants must submit one of the above for master's degree.

- Note:
- M.A. applicants who have not completed their final semester at the time of application must submit as part of their application an official document from their school indicating their expected date of graduation. Such students should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.
 - Ph.D. applicants currently in their final semester of a master's program must submit an official document of expected graduation from their school or a letter from the thesis supervisor affirming both the expected date of the thesis defense and/or completion of all requirements for the master's degree. Such applicants should then submit either (a), (b) or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.

E. Proof of English Proficiency (TOEFL® or IELTS) ---from Testing Institution

Applicants whose native language is not English must submit an official score for the TOEFL® (including Special Home Edition) or the IELTS (Academic). These tests should be taken not more than two years before the time of application.

The official test score must be sent directly to Sophia University from each testing institution by the application deadline. The Examinee's Score Report that is sent to the applicant will not be accepted as official. When registering for these tests, be sure to indicate Sophia University to ensure that your official score 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®, enter your MyBest™ scores during the on-line application.
 - This requirement is waived for non-native applicants who have obtained a degree (bachelor's or master's degree) in the past from an institution where all courses were taught in English, and English is the official medium of instruction. The applicant should have studied in English for more than 2 years to obtain the degree. In such cases, an official document from their institution attesting to this is required.
 - If applicants have insufficient time to prepare the above official test scores, they may be able to substitute them with the scores of the tests performed in their own countries. For this issue, please ask for the Sophia Admissions Office prior to application.
 - If the English proficiency is not clearly confirmed by those documents, the applicants are required to have a direct interview via Skype or other means of communication.
 - TOEFL ITP®, TOEFL® Essentials™ and IELTS Indicator are not acceptable.

F. Letter(s) of Recommendation (use provided form) ---from Referee

M.A.

One letter of recommendation in English or in Japanese must be obtained from school official(s) of the school(s) attended by the applicant. Letter sent via e-mail directly from the referee to Sophia would be accepted.

If the letter will be submitted by postal mail, make sure that letter must be sealed in an envelope with the recommender's signature written across the seal.

Ph.D.

Three letters of recommendation in English or in Japanese must be obtained from three professors and/or officials of the school(s) attended by the applicant must be submitted. At least two letters should be from professors who have taught the applicant. Letter

sent via e-mail directly from the referee to Sophia would be accepted.

If the letter will be submitted by postal mail, make sure that letter must be sealed in an envelope with the recommender's signature written across the seal.

G. A Copy of a Thesis*---from the Applicant via e-mail

M.A.

A copy of a graduation thesis, honors thesis, or a significant term paper must be provided. The copy can be provided in English, Japanese or other languages. An extensive English summary (approx. 850 words) must also be attached.

Ph.D.

A copy of a Master's thesis must be provided.

Applicants who do not have a Master's thesis should submit three papers that he or she wrote during their Master's candidacy. If the thesis/papers are in a language other than English, a detailed summary(s) (approx. 850 words) in English should be included. The summary(s) should include main arguments and conclusions, research methods and analytic techniques employed, and description of each chapter/section.

*A significant term paper or writing sample is also acceptable in case students did not write a graduation thesis.

H. Photocopy of Passport (for those who hold a nationality other than Japan) ---from the Applicant via e-mail

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.

I. Application Materials Checklist (use the form provided) ---from the Applicant via e-mail

Check the items you enclose in your application.

*Medical attention

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.

7. SCREENING

Decision on acceptance or rejection will be made based on screening of the documents submitted by the applicant. If successful, Sophia University request Ph.D. applicants to take an interview during the screening process.

8. NOTICE OF RESULTS

Applicants can confirm their acceptance/rejection from "Admissions Decision" on "My Page" 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 password will be required to log into "My Page."
- No physical materials will be sent to applicants from the Sophia Admissions Office. A letter of acceptance can be printed out from "My Page."
- 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.

9. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS

For details, please refer to the booklet of "Entrance Procedures" available on "My Page" through

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

A. Payment of Tuition Fees 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 “My Page” 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.

The exact amount of the fees will be decided in September 2022 and notified to accepted students. For reference, the fees due prior to university entrance in the academic year 2022 were as follows;

The fees due prior to university entrance 2022- M.A. students

Entrance Fee	200,000 yen (once at matriculation.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	295,500 yen (per semester)
Education Enhancement Fee	90,000 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (2 year period)	1,400 yen (once at matriculation)
Total Amount	616,900 yen

The fees due prior to university entrance 2022- Ph.D. students

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	258,500 yen (per semester)
Education Enhancement Fee	45,000 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (3 year period)	2,100 yen (once at matriculation)
Total Amount	535,600 yen

Note: The fees due prior to university entrance are not refundable. However, if a student notifies Sophia University of his/her intention not to attend by the appointed deadline, these fees, with the exception of the Entrance Fee and a handling charge, may be refunded. For details, please refer to the “Entrance Procedures” leaflet.

<Notes for each item>

Items	Notes
Entrance Fee	<ul style="list-style-type: none"> • Entrance Fee is the price to guarantee a place in admission. • Entrance fees for the students who graduate or graduated from Sophia University (Undergraduate /Graduate Program) is as follows: <ul style="list-style-type: none"> - students who graduated from Sophia University within one year: full waiver - students who graduated from Sophia University over one year after graduation: 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.
Premium for Personal Accident Insurance for Students Pursuing Education and Research	<p>· "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.</p> <p>Accidents during education and research activities are 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.</p> <p>· The insurance period is two years for M.A. students and three years for Ph.D. students.</p> <p>· If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.</p>

B. Tuition fee payment for the Subsequent Semesters

From the second semester on, tuition fee payment will be made on semester basis.

Approximate Rate of Tuition & Fees - Second semester on

	M.A. students	Ph.D. students
Semester Enrollment Fee	30,000 yen	30,000 yen
Tuition Fee	295,500 yen	258,500 yen
Education Enhancement Fee	90,000 yen	45,000 yen
Total Amount	415,500 yen	333,500 yen

IV. ACADEMIC INFORMATION FOR M.A. DEGREES

TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

The GSGES can accept up to 10 credits transferred from a student's previous work as a graduate student. Transfer of such credit must be approved by the GSGES faculty.

V. INTERNATIONAL STUDENTS COMING TO JAPAN

Students coming from abroad to study at Sophia University must have a college student status of residence or any other appropriate status of residence such as a 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 class time per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

VI. SCHOLARSHIPS

Various types of scholarships and financial aid are available. There are some scholarships that the applicants can apply for at the time of admission application. Other scholarship applications must be submitted after entrance to the University. For more information and the application forms, please refer to the following webpage.

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

VII. 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>

VIII. OTHER INFORMATION

1. 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 insurance premium must be paid, but it can be reduced by declaring you have no income. Please ask directly about the details to 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.)

2. PERSONAL ACCIDENT INSURANCE FOR STUDENTS PURSUING EDUCATION AND RESEARCH

All degree students and exchange students must be affiliated with this insurance plan. This will cover physical injuries a student suffers during educational and research activities at the university (during the regular curriculum, school events, extracurricular activities reported to the university, and while the insured is within the school facilities for reasons other than the above-mentioned) and during commuting to school.