



上智大学
SOPHIA UNIVERSITY

SOPHIA UNIVERSITY
FACULTY OF LIBERAL ARTS

APPLICATION PROCEDURE

Spring and Autumn Semester 2026

UNDERGRADUATE DEGREE STUDENTS

First-Year/Transfer (Third-year)

Sophia University
Admissions Office
7-1 Kioi-cho, Chiyoda-ku
Tokyo 102-8554, JAPAN
Tel: 81-3-3238-4018
Fax: 81-3-3238-3262
Email: admission-u-co@sophia.ac.jp

CONTENTS

I. Application and Admission Procedure	2
1. Academic Schedule	2
2. Number of Students to be Admitted	2
3. Qualifications	2
4. Application Procedure	3
5. Application Schedule	4
6. Application Fee	4
7. Application Documents	5
8. Screening	10
9. Notice of Results	10
10. Entrance Procedures for Successful Applicants	10
11. International Students Coming to Japan	11
II. Academic Information	11
1. Transfer of Credits and Residency Time	11
2. Early Graduation	12
III. Scholarships	12
IV. Housing	12
V. Other Information	12

Published by Admissions Office

Sophia University

7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan

Tel 81-3-3238-4018 Fax 81-3-3238-3262

May, 2025

<Admissions Policy>

For Sophia University Admissions Policy, please visit the website below:

<https://www.sophia.ac.jp/eng/admissions-and-aid/ap/>

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. APPLICATION AND ADMISSION PROCEDURE

1. ACADEMIC SCHEDULE: Date of entry into Sophia University

Spring Semester: April 1, 2026

Autumn Semester: September 21, 2026

2. NUMBER OF STUDENTS TO BE ADMITTED

(1) First-year student

Spring Semester: 60 students (totalled over the first and second applications)

Autumn Semester: 80 students (totalled over the first and second applications)

Total: 140 students

Note: For spring entry, a maximum of 46 students are also accepted by Recommendation Admission, other than the 60 described above.

(2) Transfer students (Third-year)

Spring Semester (first application only) : Limited Number

Autumn Semester (second application only) : Limited Number

Students entering as transfer students must meet the residence requirements for graduation.

(See **TRANSFER OF CREDITS AND RESIDENCY TIME**)

3. QUALIFICATIONS

(1) First-year students

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

- (1) Those who have completed, or are expected to complete, 12 years or more of formal education in Japanese schools accredited by the MEXT
- (2) Those who have completed, or are expected to complete, 12 years or more of formal education in foreign countries
- (3) Those who have completed, or are expected to complete, 12 years of education at foreign schools in Japan recognized by the MEXT
- (4) Those who hold, or are expected to hold, the International Baccalaureate Diploma, Baccalaureate, Abitur, International A-Levels, GCE A-levels or European Baccalaureate before entering Sophia University
- (5) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1), (2), (3) or (4) and will reach the age of 18 at the time of entrance to Sophia University

(2) Transfer students (Third-year)

Applicants who meet one or more of the following criteria may apply for entrance to the Faculty of Liberal Arts as a transfer student. Those who do not meet either of the following qualifications should apply as a first-year student.

- (1) Those who have completed, or are expected to complete, two full academic years at a bachelor's degree-conferring institution as a degree seeking student
- (2) Those who have completed, or are expected to complete an associate degree in Arts/Science

Note: Admitted applicants enroll as third-year students. However, it may take more than 2 years to complete the degree at Sophia University.

4. APPLICATION PROCEDURE

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

A. Prepare the following items:

- Application materials (see 7. APPLICATION DOCUMENTS)
- Digital face photo (color)
- PC



B. Create your “MyPage”

On the on-line application website, register the following to create your “MyPage.”

- Email address
- Face photo
- Basic information

For more information about the application website, refer to the guide on

<http://www.guide.52school.com/guidance/net-sophia-parallel/eng>

Note: Important information will be sent to the email address registered until your 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

- Choose the correct admissions type and enter all the required application information via STEP3 of your “MyPage.”
- Information can be input only during the correct online application period.



D. Pay the application fee

- See 6. APPLICATION FEE
- You can download your application forms and check your **Receipt Number** via STEP4 of your “MyPage.”
- Concerning the online application deadline, see the “Application period (via MyPage)” on the next page.

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



E. Submit all the documents via the Application Documents Upload Website

- Application Documents Upload Website: <https://sophiaupload.jp/>
- For more information about the submission method, refer to 7. APPLICATION DOCUMENTS.
- For the submission deadline, see the “Application documents submission deadline” on the next page.

5. APPLICATION SCHEDULE

For Spring 2026 entry (April)

① First application (First-year and transfer students)

Application Period (via MyPage)	August 20, 2025, 10:00 a.m. ~ September 10, 2025, 11:59 p.m. (JST*)
Application Documents Submission Deadline	September 17, 2025, 11:59 p.m. (JST*) **
Notice of Results	October 24, 2025, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	November 28, 2025

② Second application (Only first-year applicants who hold valid status of residence in Japan)

Application Period (via MyPage)	November 12, 2025, 10:00 a.m. ~ December 5, 2025, 11:59 p.m. (JST*)
Application Documents Submission Deadline	December 12, 2025, 11:59 p.m. (JST*) **
Notice of Results	January 30, 2026, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	March 6, 2026

* Date and time are based on Japan Standard Time.

**Application materials must be completely submitted via the application documents upload website by the submission deadline. Late applications will not be accepted.

For Autumn 2026 entry (September)

① First application (First-year students only)

Application Period (via MyPage)	November 12, 2025, 10:00 a.m. ~ December 5, 2025, 11:59 p.m. (JST*)
Application Documents Submission Deadline	December 12, 2025, 11:59 p.m. (JST*) **
Notice of Results	February 6, 2026, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	April 10, 2026

② Second application (First-year and transfer students)

Application Period (via MyPage)	March 11, 2026, 10:00 a.m. ~ April 1, 2026, 11:59 p.m. (JST*)
Application Documents Submission Deadline	April 8, 2026, 11:59 p.m. (JST*) **
Notice of Results	June 5, 2026, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 10, 2026

* Date and time are based on Japan Standard Time.

**Application materials must be completely submitted via the application documents upload website by the submission deadline. Late applications will not be accepted.

6. APPLICATION FEE

35,000 yen

On-line payment handling fee of 1,100 yen will be charged in addition to the application fee.

Please follow the guide on STEP 3 on “MyPage” to complete the payment*.

Applicants residing in Japan must complete the 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 must complete the 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, the 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 be completed.

7. APPLICATION DOCUMENTS

Confirm the required application documents below and make sure to check details under each specific item on the following page.

Documents	Who should submit	How to submit
A. Application Forms	Applicant	• Must be submitted by the applicant <u>via the application documents upload website</u>
B. Essay	Applicant	
C. Official Transcripts	School	• Must be submitted by the school/recommender <u>via the application documents upload website</u> • If submission via the <u>website</u> is not possible, submission from the school/recommender directly to the Admissions Office via post/email is accepted.
D. Certificate of Graduation/Expected Graduation	School	
E. Two Letters of Recommendation	Recommender	• If submission from the school/recommender is not possible, the applicant can submit the documents via post. In this case, the documents must be certified by a school official/recommender and be officially sealed in a school envelope.
F. Standardized Test Scores	Test institution	• Must be sent by the testing institution directly to the Admissions Office.
G. Proof of English Proficiency	Test institution	• Must be sent by the testing institution directly to the Admissions Office. • The applicant must also submit a copy/screenshot of their results certificate via the <u>application documents upload website</u> .
H. Photocopy of Passport	Applicant	• Must be submitted by the applicant <u>via the application documents upload website</u>
I. Application Materials Checklist	Applicant	

• Details concerning the application documents upload website

- ※ Applicants who paid the application fee and completed their application via the MyPage must submit the required documents via the application documents upload website. The applicant's name, date of birth and Receipt Number will be required to upload the documents.
- ※ Follow the detailed instructions shown on the system screen as you fill out and upload the materials.
- ※ Only documents in PDF and JPG/PNG formats are accepted.
- ※ The application documents upload website can be accessed via the link below:

Application documents upload website: <https://sophiaupload.jp/>

Alternative submission methods other than application documents upload website:

(only accepted if digital submission of transcripts/certificates/letters of recommendation via the website is not possible)

① Email submission

- ※ The applicant's school must send the digital files to admission-u-co@sophia.ac.jp, using their official institutional email address.
Digital documents sent by applicants are not accepted.
- ※ The title of the email must be: APPLICATION (Online Application Receipt Number / 受付番号) to "Name of the program"
e.g.: APPLICATION (123456) to the FLA

② Postal shipping

(only accepted if digital submission of transcripts/certificates/letters of recommendation via the website is not possible)

- ※ The applicant's school/recommender must send the original documents/certified copies to the address below. **Unsealed copies sent by applicants are not accepted.**

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
FLA 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
FLA 出願書類在中

- ※ For shipping inside Japan, use the mailing label printed with Application Forms.
- ※ For shipping from overseas, enclose the mailing label printed with Application Forms, and on the envelope, make sure to write:

▪ **For students who are applying to multiple departments/programs (SPSF, FST)**

- ※ All documents must be submitted via the application documents upload website with each receipt number.
However, the applicant only needs to request the submission of Standardized Test Scores and of the Proof of English Proficiency to Sophia University once.

Important notes:

- 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 use of ChatGPT or any other generative AI programs/applications/websites when writing application documents is strictly forbidden.
- 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 University Admissions Office is acceptable.
- Application information entered on-line cannot be edited after application fee payment is complete. To change the information provided, modify it directly on the downloaded PDF forms in red before submission.
- Check with the test center/school/recommender for the delivery status of your application documents. The Admissions Office will not respond to questions in regards of arrival of application documents, score reports or other materials.
- The application documents once submitted will not be returned.

A. Application Forms (3 pages)

Application forms should be filled out through the on-line application website <https://www.guide.52school.com/guidance/net-sophia-parallel/eng>

After paying the application fee, the forms must be downloaded (from STEP 4 of your MyPage) and submitted by the applicant via the application documents upload website.

B. Essay (use the form provided in the admissions page; essay must be typed)

The applicant must give the reasons for wishing to study at the Faculty of Liberal Arts of Sophia University. It should be approximately 500 words in length and typed in English in the provided form (link below). The document must be submitted by the applicant via the application documents upload website.

Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fla/w_h/

C. Official Transcripts

1. First-year students

An official transcript showing all courses taken and grades received in high school(s) including the date of graduation (or expected graduation) must be submitted. Applicants who have graduated (are expected to graduate) from Japanese high schools are required to submit official transcripts “調査書”. The documents must be submitted by the school via the application documents upload website. If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.

Note:

- If an applicant has attended university, submission of the official university transcript(s) is recommended.
- If an applicant has studied abroad during high school years, submission of the official transcript from the institution is recommended.

2. Transfer students

An official transcript showing courses taken and grades received from all academic institutions attended (universities/colleges) must be submitted. The documents must be submitted by the school via the application documents upload website. If this is not possible,

submission by the school directly to Sophia University via post/email is exceptionally accepted. The university/college transcript should clearly indicate that an applicant has completed/will complete two full academic years as a Bachelor's degree seeking student or has completed/will complete an associate degree at an institution before the date of entering Sophia University.

D. Certificate of Graduation (or expected graduation/early graduation)

1. First-year applicants:

Applicants whose transcripts do not show the dates of graduation (or expected graduation) are required to submit an official Certificate of Graduation (or expected graduation). Those who have graduated early, or have skipped a grade, should submit an official document issued by the school indicating this fact. The documents must be submitted by the school via the [application documents upload website](#). If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.

Note: If a transcript, or “調査書” has a (expected) graduation date, a certificate of (expected) graduation is not required.

2. Transfer applicants:

Transfer applicants who have completed or are expected to complete an associate degree in Arts/Science must submit a certificate of (expected) associate degree. The documents must be submitted by the school via the [application documents upload website](#). If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.

E. Two Letters of Recommendation (use the form provided in the admissions page)

Letters of recommendation from two teachers and/or officials of the most recent school(s) attended by the applicant must be submitted. The recommender may also use their own format instead of the provided form.

The documents must be submitted by the recommender via the [application documents upload website](#). If this is not possible, submission by the recommender directly to Sophia University via post is exceptionally accepted.

In case of submission via post, each letter must be either in Japanese or English sealed in a separate envelope with the recommender's signature/stamp, or official school stamp across the seal.

Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fla/w_h/

F. Standardized Test Scores for First-year/Transfer Applicants

All first-year and transfer applicants are required to submit one or more of the following:

- | | |
|--|-------------|
| 1) SAT (Reading & Writing, Math) scores | <code:0819> |
| 2) ACT (English, Mathematics, Reading, Science and Writing) scores | <code:5575> |
| 3) IB (International Baccalaureate) Diploma | |
| 4) GCE Advanced Level (Three subjects) | |

※SAT/ACT Superscores are NOT accepted. In case applicants submit multiple test results, the highest scores obtained in a single test date will be used for the application.

For transfer and first-year applicants who have been pursuing a career for at least two years,

- Transfer applicants who are currently enrolled in a degree program (Bachelor/Associate) must submit at least one set of SAT/ACT scores or IB/GCE A-levels grades. However, these need not necessarily have been obtained within the past two years (both the new SAT scores and the pre-March 2016 SAT scores are acceptable, but a combination of the new SAT scores and the pre-March 2016 SAT scores cannot be accepted).

- The following applicants are exempt from the requirement to submit SAT/ACT scores or IB/GCE A-levels grades:

- 1) First-year applicants who have been pursuing a career for at least two years after graduation from high school.
- 2) Transfer applicants who have not been enrolled in a degree program in the last two years.

For both 1) and 2), in lieu of SAT/ACT scores or IB/GCE A-levels grades, the above applicants must submit an additional essay (500 words) that describes any career/ life experiences relevant to their admission.

1) SAT (Reading & Writing, Math) Scores

SAT scores must be taken not more than two years before the time of application, and delivered directly to Sophia University from the College Board by the application material submission deadline. **SAT Superscores are NOT accepted. In case applicants submit multiple test results, the highest scores obtained in a single test date will be used for the application.** If the official scores are not input in the online application and submitted to the Admissions Office by the application deadline, the application will be considered incomplete. Be sure to indicate our institution code number, **0819**, when registering for the test, to ensure that your

official score is sent to Sophia University. The scores can be sent to Sophia prior to the application period. For information about SAT and test registration, please refer to the College Board official website: www.collegeboard.org/

Note:

- Applicants who have completed, or are expected to complete, two full academic years as degree seeking students at a bachelor's degree/associate degree-conferring institution may submit scores which were taken more than two years before. Sophia University will accept both the new SAT scores and the pre-March 2016 SAT scores. However, a combination of the new SAT scores and the pre-March 2016 SAT scores cannot be accepted.

2) ACT (English, Mathematics, Reading, Science and Writing) scores

ACT scores (including Science and Writing scores) must be taken not more than two years before the time of application, and delivered directly to Sophia University from the ACT by the application material submission deadline. **ACT Superscores are NOT accepted. In case applicants submit multiple test results, the highest scores obtained in a single test date will be used for the application.** If the official scores are not input in the online application and submitted to the Admissions Office by the application deadline, the application will be considered incomplete. Be sure to indicate our institution code number, **5575**, when registering for the test, to ensure that your official score is sent to Sophia University. The scores can be sent to Sophia prior to the application period. For Information about ACT and test registration, please refer to the ACT website: www.actstudent.org/

Note:

- Applicants who have completed, or are expected to complete, two full academic years at a bachelor's degree/associate degree-conferring institution as degree seeking students may submit scores which were taken more than two years before.

3) International Baccalaureate (IB) Diploma

Sophia University requires a FULL IB Diploma (six subjects). An IB Certificate is not acceptable.

IB Diploma holders

An electronic "Transcript of Results" must be sent directly to Sophia University from the International Baccalaureate Organization (IBO) by the application materials submission deadline. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

IB Diploma candidates

Applicants whose IB Diploma has not been issued by the application deadline are required to submit predicted grades. Request your IB Diploma programme coordinator to issue IB predicted grades by using the designated form (International Baccalaureate Predicted Grades Report Form). The documents must be submitted by the school via the [application documents upload website](#). If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.

IB Diploma candidates must also make prior arrangements through their IB Diploma programme coordinator for an electronic "Transcript of Results" to be sent to Sophia University from IBO. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

Note:

- Even though an applicant may have been accepted to Sophia University on the basis of his/her IB predicted grades, if he/she is not able to obtain a full IB diploma or does not submit the IB diploma results by the designated deadline, the applicant's acceptance will be cancelled.
- An applicant's acceptance is conditional when he or she is accepted to Sophia University on the basis of predicted IB grades. The applicant's acceptance will therefore be cancelled if his/her final IB total score is lower than the minimum standard set for each applicant.

Applicants for Spring second period and Autumn first period

Applicants who apply with IB November, 2025 session should request the "Transcript of Results" to be sent to Sophia University from the IBO **by Friday, January 9, 2026**. The applicants will be screened with their final results and the acceptance will not be conditional.

In case applicants request for the Remark (EUR), make sure to inform the Admissions Office immediately.

4) GCE Advanced Level

Sophia University requires GCE A-levels in three subjects. Applicants using Singapore GCE A Level results must submit at least three H2 subjects.

GCE A-level holders

An official results certificate must be sent directly to Sophia University **from the exam board** by the application material submission deadline (electronic certificates are accepted). For further information on how to request the testing institution to send a certificate to Sophia University, please refer to the website of each institution.

Alternatively, the applicant's high school may submit an official results certificate via the [application documents upload website](#).

GCE A-level candidates

Applicants whose final results have not been issued by the application deadline are required to submit predicted grades. Request the school to issue GCE A-level predicted grades by using the designated form (GCE A-level Predicted Grades Report Form). The documents must be submitted by the school via the [application documents upload website](#). If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.

Note:

- Students who have not received their final A-Level results at the time of application will be granted a conditional acceptance from Sophia University. The conditional offer will be based on students' predicted grades and, if available, their AS-Level grades. Students will only be admitted to Sophia University if they achieve the grades outlined in the conditional offer at the A-Levels. Students will be advised of the grades they must achieve to be admitted to Sophia at the time of receiving a conditional acceptance, e.g. two A-Levels at grade B or above.
- The applicant must submit the official results certificate by the designated deadline, or the applicant's acceptance will be cancelled.

G. Proof of English Proficiency (TOEFL® Test Date Score or IELTS Score)

Applicants must prove their English proficiency by taking the TOEFL® or the IELTS (Academic). The exam should be taken no more than two years before the time of application. **TOEFL® Home Edition and IELTS Online scores are NOT accepted.**

Scores must be submitted following the instructions below.

1. TOEFL: Applicants should request the official test score to be delivered directly to Sophia from the testing institution. When registering for the tests, be sure to indicate Sophia University and ensure that your official score is sent to Sophia University. For information about the TOEFL® and test registration, please refer to the following website.

TOEFL®: www.ets.org/toefl <code:0819>

2. IELTS: Applicants should request the official test score to be delivered directly to Sophia from the testing institution. When registering for the tests, be sure to indicate Sophia University and ensure that your official score is sent to Sophia University. For information about the IELTS and test registration, please refer to the following website.

IELTS: www.ielts.org <digital results certificate only>

In addition to the direct submission of the test scores by the test institution, the applicant must also submit a copy/screenshot of their results certificate via the [application documents upload website](#).

Waiver conditions for score submission:

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. The Admissions Office will confirm the fulfillment of this condition by checking the submitted transcripts and the applicant's educational background. Additionally, TOEFL® or IELTS can be also be waived if a student holds a C2 proficiency on Cambridge English Qualification (official test result submission is required).

Note:

- For TOEFL®, please enter the Test Date Score during the online application. MyBest™ scores are not acceptable.
- TOEFL ITP®, TOEFL® Essentials™, IELTS Indicator scores are not acceptable.
- Scores including IELTS One Skill Retake are acceptable.

H. Photocopy of Passport (for those who hold nationality other than Japanese)

This document is to check the applicant's full name. The document must be submitted by the applicant via the [application documents upload website](#).

- Those who have dual nationalities, please submit a photocopy of passport for the nationality other than Japan.
- If you do not have a passport, please submit a photocopy of your ID.

I. Application Materials Checklist (use the form provided in the admissions office)

Check the items submitted as the application documents. The document must be submitted by the applicant via the [application documents upload website](#).

Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fla/w_h/

For applicants who intend to reapply to Sophia University:

An applicant who has not been accepted in a previous application may reapply for the subsequent application periods, for the same or different programs. These applicants may reuse documents C to H in their new application and must specify such documents in the Application Documents Checklist. Documents A, B and I **cannot** be reused and must be submitted again.

Medical attention

While medical certification is not required at this time, any applicant with physical conditions that might require special attention when undertaking university work should notify the Sophia Admissions Office in writing before the application period.

8. SCREENING

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

9. NOTICE OF RESULTS

Applicants can confirm their results from “Admissions Decision” on “MyPage” through the link

<https://www.guide.52school.com/guidance/net-sophia-parallel/eng>

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

Note: •Servers may be slow if too many applicants try to simultaneously access it.

•The email address registered and 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.

10. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS

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

<https://www.guide.52school.com/guidance/net-sophia-parallel/eng>

A. 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 “Entrance Procedures” booklet.

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 document (Student Record/Pledge).

4. Complete the payment of the fees and post mail the required documents by the matriculation deadline.

The 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 or year. The exact amount of the fees will be decided in September 2025 and notified to accepted students. For your reference, the fees due prior to University entrance in the academic year 2025 are as follows:

The fees due prior to university entrance 2025

Entrance Fee	200,000 yen (Once at matriculation)
Semester Enrollment Fee	30,000 yen (Per semester)
Tuition Fee	571,000 yen (Per semester)
Education Enhancement Fee	129,000 yen (Per semester), see Note c
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (Once at matriculation, for first-year students: 4-year period) 1,400 yen (Once at matriculation, for transfer students: 2-year period)
Total fees for first-year students	932,650 yen
Total fees for transfer students	931,400 yen

Notes:

- a. Students are kindly requested to pay the alumni association fee (40,000 yen) in the final year.
- b. 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 guide for "Entrance Procedures."
- c. The fee for Orientation Day (24,000 yen) is included in the "Education Enhancement Fee".

< 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.
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 checkup, Health and Wellbeing Center, Counseling Services, certificate issuance, 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	<ul style="list-style-type: none"> 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	<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 students are required to join the insurance upon enrollment. Accidents during education and research activities are those that occur during regular classes (physical education, etc.), University events (Orientation Day, etc.), extracurricular activities (of which the university should be notified in advance), while commuting to and from university, or while in university facilities. The insurance period is four years for first year students, and two years for transfer students. If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.

11. 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 status. 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 (equal to 6 classes) per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

II. ACADEMIC INFORMATION

1. TRANSFER OF CREDITS AND RESIDENCY TIME

Students who have studied at other universities before entering Sophia University may be eligible to transfer credits after consultation with the Chair or the student's Area Coordinator. Application for transfer of credits should be made within three months of entering Sophia University. The syllabus of each subject must be attached with the application.

There are two categories for transferring credits and residency.

A. Transfer of Credits and Residency Time for Students Admitted as Transfer Students:

As a general rule, a transfer student must have completed at least two years of university/college work as a regular student at another institution before entering Sophia.

Transfer students may transfer up to 62 credits from their previous institution, and up to 30 credits from exchange/non-degree study at Sophia before entering as transfer students. If transfer students wish to transfer additional credits earned through study abroad after they have entered the FLA, up to 30 credits may be transferred. However, the total number of credits transferred to the FLA may not exceed 74 credits. For example, a student who transferred 62 credits from their previous institution may transfer no more than 12 credits from Sophia's study abroad program ($62+12=74$ credits).

Transfer students may transfer a two-year period of time in residence at their previous university/college. Acceptance as a third-year student does not necessarily mean that the student will automatically graduate in two years.

B. Transfer of Credits Earned before Entering as First-year students:

Students who have earned credits at another university, or from exchange/non-degree study at Sophia before entering as first-year students may transfer up to 30 credits for each case. If students wish to transfer additional credits earned through study abroad after they have entered the FLA, up to 30 credits may be transferred. However, the total number of credits transferred to the FLA may not exceed 74 credits. Students using this system may transfer credits, but not residency time.

2. EARLY GRADUATION (not applicable for transfer students)

To qualify for early graduation, a student must complete at least three years (six semesters) of study, fulfill all credit requirements for graduation, and have a cumulative GPA of 3.50 or above. The application will be reviewed by the FLA faculty, and the final approval for early graduation will be granted by the president.

III. 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 Sophia University. For more information and the application forms, please refer to the following website.

<https://piloti.sophia.ac.jp/eng/scholarships1/>

IV. HOUSING

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

<https://piloti.sophia.ac.jp/eng/housing/>

V. 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 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).

2. PERSONAL ACCIDENT INSURANCE FOR STUDENTS PURSUING EDUCATION AND RESEARCH

All degree 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.

3. REFUND OF THE APPLICATION FEE

If you meet any of the conditions listed under "1. Reasons for Refund of Application Fee" and submit the request for refund of application fee within the specified period, the application fee will be refunded to your designated account (the online payment handling fee of 1,100 yen is not refundable).

Refund requests made after the request for refund of application fee submission deadline will NOT be accepted. Please note that it may take about 1 to 2 months for the refund to be processed after the request is received.

1. Reasons for Refund of Application Fee

(1) The application fee was paid, but the application documents were not submitted to the Admissions Office via the [application documents upload website](#).

(2) The application fee was paid and the application documents were submitted, but the application was not accepted due to lack of eligibility to apply. (In this case, the Admissions Office will notify applicants via email.)

※Cancellation of the application due to personal reasons after submitting the application documents is not allowed.

2. How to Obtain the Refund of Application Fee

Required Documents:

(1) Refund of Application Fee (Word file)

Download link: [Click Here](#)

(2) Notification Sheet for Remittance (overseas account) (PDF file) (Only required if you wish to receive the refund using an overseas account)

Download link: [Click Here](#)

You can fill out the "Refund of Application Fee (Word file)" digitally or print the document, fill in the required information by hand and scan the completed document.

Please fill out the "Notification Sheet for Remittance (overseas account) (PDF file)" digitally, in PDF format only. **Do not convert it to other formats.**

If you cannot download the forms, please request them via the following email address: admission-u-co@sophia.ac.jp

3. Request for Refund of Application Fee Submission Deadline

Application Period	Request Deadline
April Entry (1st application and 2nd application), September Entry (1st application)	December 22, 2025
September Entry (2nd application)	April 30, 2026

Please note that refunds will not be processed if the request is submitted after the deadlines above.

4. How to Submit the Request for Refund of Application Fee

Enter all required information in the "Refund of Application Fee" (and in the "Notification Sheet for Remittance (overseas account)" file, if necessary) and send it as an attachment to the following email address. **Only submissions via email are accepted.**

Email Address: admission-u-co@sophia.ac.jp

Subject: Request for Refund of Application Fee

Message:

1. Applicant's Name 2. Faculty, Department and Application Period 3. Receipt Number(s)

You will receive a reply within 5 business days after the email is received. If you do not receive a confirmation from the Admissions Office within 5 business days, please contact us again.