



上智大学  
SOPHIA UNIVERSITY

SOPHIA UNIVERSITY  
GRADUATE PROGRAM IN GLOBAL STUDIES

**APPLICATION PROCEDURE**

Spring and Autumn Semester 2026

**Degree (M.A., Ph.D.) / Non-Degree Students**

Sophia University  
Admissions Office  
7-1 Kioi-cho, Chiyoda-ku  
Tokyo 102-8554, JAPAN  
Tel: 81-3-3238-3517  
Fax: 81-3-3238-3262  
Email: [admission-g-co@sophia.ac.jp](mailto:admission-g-co@sophia.ac.jp)  
URL: <https://dept.sophia.ac.jp/g/gs/en/>

# CONTENTS

|  |    |
|--|----|
| <b>I. Sophia University</b>                            | 2  |
| <b>II. Graduate Program in Global Studies Overview</b> | 2  |
| 1. Degrees   | 2  |
| 2. Categories of Students                              | 3  |
| 3. Residence   | 3  |
| 4. Curriculum  | 3  |
| <b>III. Application and Admission Procedure</b>        | 3  |
| 1. Eligibility   | 3  |
| 2. Maximum Number of Students Admitted                 | 4  |
| 3. Application Procedure                               | 5  |
| 4. Application Schedule                                | 6  |
| 5. Application Fee                                     | 6  |
| 6. Application Documents                               | 6  |
| 7. Screening   | 11 |
| 8. Notice of Results                                   | 11 |
| 9. Entrance Procedures for Successful Applicants       | 11 |
| <b>IV. Academic Information for M.A. Degree</b>        | 13 |
| 1. Transfer of Credit from Other Universities          | 13 |
| 2. Early Graduation                                    | 13 |
| <b>V. International Students Coming to Japan</b>       | 13 |
| <b>VI. Scholarships</b>                                | 13 |
| <b>VII. Housing</b>                                    | 14 |
| <b>VIII. Other Information</b>                         | 14 |

Published by the Admissions Office Sophia University  
7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan  
Tel 81-3-3238-3517  
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. 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 and social sciences with over 12,000 students, and over 500 full-time 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 PROGRAM IN GLOBAL STUDIES OVERVIEW

The GPGS, founded in April 2006 (formerly the Graduate Program in Comparative Culture from 1979 to 2005), builds on Sophia's traditional strengths in area studies to study globalization. It emphasizes inquiry into the contemporary world and its historical antecedents through a curriculum that combines the themes of interdisciplinary global studies, theories and methodologies of academic disciplines, and the language training and cross-cultural understandings of Japanese and area studies.

The approximately 30 faculty members in the GPGS have advanced degrees from leading universities around the world and are actively engaged in research and publication in their specializations. They represent many different disciplines, nationalities and cultural backgrounds, ensuring a diverse range of perspectives. A number of professors from other graduate programs in the university are also affiliated with the GPGS.

Every semester up to 15 applicants are admitted to pursue the M.A. degree, as well as up to three Ph.D. candidates. The size of the program is kept small to encourage close student-faculty interaction. Graduate students have access to the university's research facilities, while the location in central Tokyo provides easy access to such nearby resources as the National Diet Library.

### 1. DEGREES

The GPGS offers five degrees that are accredited by the MEXT.

**The M.A. in Global Studies (GS)** emphasizes the study of global issues from social science perspectives, focusing on global-local, systemic, and transnational processes. The degree prepares students for research and teaching positions in academia and think tanks, international organizations, as well as entry into doctoral programs.

**The M.A. in International Business and Development Studies (BD)** emphasizes the acquisition of analytical skills to deal with a range of contemporary global business and development problems that focus on Japan and Asia. It prepares students for careers in business firms and development organizations with and international orientation.

**The M.A. in Japanese Studies (JS)** enables an interdisciplinary approach to the study of both historical and contemporary aspects of Japanese history, literature, religion, art history, society, and culture. It prepares students for further study and research in doctoral programs or in positions that place a premium on knowledge about Japan.

**The Ph.D. in Global Studies (GS)** is designed for the advanced study of specific regions and locales in the context of global processes. It prepares students for academic posts in university, international and global studies programs, as well as research positions in institutions requiring advanced analysis of countries and regions in a global context.

**The Ph.D. in Japanese Studies (JS)** is designed for the advanced study of Japan in a transnational, regional and global context. Research and writing agendas emphasize methods and concepts from the disciplines of art history, cultural anthropology, literature, history, and religion.

## 2. CATEGORIES OF STUDENTS

### **A. Degree Student**

A degree student is one who is accepted as a candidate for a Master of Arts or Ph.D. degree from the GPGS. New students are admitted in both spring and autumn semesters.

### **B. Non-degree student**

Non-degree students are those who enroll for one year to take courses and obtain credits but do not intend to earn a degree from the GPGS. This category includes graduate students who are pursuing a graduate degree at another university and wish to come to Japan either to do research for their thesis or undertake related course work. Any student who wishes to change from non-degree to degree status must reapply for admission.

#### **Requirements for Maintaining Non-Degree Status**

A non-degree student must register for the equivalent of at least 10 hours of instruction per week. If the student does not register for a sufficient number of courses or fails to meet the deadline for the payment of tuition and fees, he/she will lose student status at the university.

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

### **C. Non-matriculated student (科目等履修生自由履修コース)**

Non-matriculated students are people of any nationality who wish to take one or more courses of their choice, up to 10 credits in one year, but do not intend to earn a degree from the GPGS. In order to be eligible for this status, the student must have already completed an undergraduate degree and hold a valid status of residence in Japan. For further information, please refer to: <https://piloti.sophia.ac.jp/eng/academic/non-matriculated/non-matriculated-info/>

## 3. RESIDENCE

According to MEXT regulations, the standard residence requirement is two full academic years for the M.A. degree, with the possibility of early graduation 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. degree, excluding time spent on leave of absence from the university.

## 4. CURRICULUM

The curriculum is organized by degree area. Students are also able to take courses outside their degree program. For details, please visit the GPGS webpage: <https://www.sophia.ac.jp/eng/gpgs/>

## 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 GPGS:

- (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 be expected to obtain a Master's degree based upon a distinguished record of academic achievement. Applicants should also have some background in the disciplines of art history, cultural anthropology, history, literature, political science, religion, and/or sociology through prior undergraduate and graduate education.

Prospective candidates are encouraged to 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 Studies webpage: <https://dept.sophia.ac.jp/g/gs/en/>

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

**2. MAXIMUM NUMBER OF STUDENTS ADMITTED****M.A.**

|                 |                            |                                   |
|-----------------|----------------------------|-----------------------------------|
| Spring Semester | <b>Degree:</b> 15 students | <b>Non-degree:</b> Limited number |
| Autumn Semester | <b>Degree:</b> 15 students | <b>Non-degree:</b> Limited number |

**Ph.D.**

|                            |                          |
|----------------------------|--------------------------|
| Spring and Autumn Semester | <b>Total:</b> 3 students |
|----------------------------|--------------------------|

### 3. APPLICATION PROCEDURE

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

#### A. Prepare the following items:

- Application materials (see 6. 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 5. 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.

##### **Reference for the language “SELF ASSESSMENT OF ABILITY” field**

Applicants should use the following scale when inputting their “SELF ASSESSMENT OF ABILITY” (in terms of language):

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 broadcasts, 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

**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 6. APPLICATION DOCUMENTS.
- For the submission deadline, see the “Application documents submission deadline” on the next page.

## 4. APPLICATION SCHEDULE

### For Spring (April) 2026 entry

|  |   |
|--|---|
| 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                            | November 12, 2025, 10:00 a.m. (JST*)                                |
| Matriculation Deadline for Admitted Students | December 2, 2025  |

For Ph.D. applicants:

Sophia University may request some Ph.D. applicants to take an interview. In such case, the applicants will be notified by the end of October and the interview will be conducted on one of the days of the following week.

### For Autumn (September) 2026 entry

|  |   |
|--|---|
| 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 10, 2026, 10:00 a.m. (JST*)                              |
| Matriculation Deadline for Admitted Students | July 1, 2026  |

For Ph.D. applicants:

Sophia University may request some Ph.D. applicants to take an interview. In such case, the applicants will be notified by the end of May, and the interview will be conducted on one of the days of the following week.

\* 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.

## 5. 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 some time to be completed.

## 6. 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 <a href="#"><u>via the application documents upload website</u></a> |
| B. Essays            | Applicant         |  |

|   |                  |   |
|---|------------------|---|
| C. Official Transcripts   | University       | <ul style="list-style-type: none"> <li>• Must be submitted by the school/recommender <b><u>via the application documents upload website</u></b></li> </ul>  |
| D. Proof of Degree/Expected Degree  | University       | <ul style="list-style-type: none"> <li>• If submission via the <b><u>website</u></b> is not possible, submission from the school/recommender directly to the Admissions Office via post/email is accepted.</li> </ul>   |
| E. Letters of Recommendation  | Recommender      | <ul style="list-style-type: none"> <li>• 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.</li> </ul> |
| F. Proof of English Proficiency   | Test institution | <ul style="list-style-type: none"> <li>• Must be sent by the testing institution directly to the Admissions Office.</li> </ul>  |
| G. A Copy of Thesis or a Significant Term Paper   | Applicant        | <ul style="list-style-type: none"> <li>• Must be submitted by the applicant <b><u>via the application documents upload website</u></b></li> </ul>   |
| H. Photocopy of Passport  | Applicant        |   |
| I. Application Materials Checklist  | Applicant        |   |
| J. Proof of Japanese Language Proficiency (optional only for M.A. in Japanese Studies applicants) | Applicant        |   |
| K. Certificate of Health (only Non-degree applicants)   | Applicant        |   |

| ▪ Details concerning the application documents upload website   |
|---|
| <ul style="list-style-type: none"> <li>※ <u>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.</u></li> <li>※ Follow the detailed instructions shown on the system screen as you fill out and upload the materials.</li> <li>※ <u>Only documents in PDF and JPG/PNG formats are accepted.</u></li> <li>※ <u>The application documents upload website can be accessed via the link below:</u></li> </ul> <p style="text-align: center;"><b>Application documents upload website: <a href="https://sophiaupload.jp/">https://sophiaupload.jp/</a></b></p> |

#### 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  |
|---|
| <ul style="list-style-type: none"> <li>※ The applicant's school must send the digital files to <a href="mailto:admission-g-co@sophia.ac.jp">admission-g-co@sophia.ac.jp</a>, using their official institutional email address. <b><u>Digital documents sent by applicants are not accepted.</u></b></li> <li>※ The title of the email must be: APPLICATION (Online Application Receipt Number / 受付番号) to "Name of the program"<br/>e.g.: APPLICATION (123456) to the GPGS</li> </ul>                |
| ② Postal shipping   |
| <ul style="list-style-type: none"> <li>※ The applicant's school/recommender must send the original documents/certified copies to the address below. <b><u>Unsealed copies sent by applicants are not accepted.</u></b></li> <li>※ <b><u>For shipping inside Japan,</u></b> use the mailing label printed with Application Forms.</li> <li>※ <b><u>For shipping from overseas,</u></b> enclose the mailing label printed with Application Forms, and on the envelope, make sure to write:</li> </ul> |



**SOPHIA UNIVERSITY ADMISSIONS OFFICE**  
**7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN**  
**GPGS 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  
グローバル社会専攻 M.A (または Ph.D.) 出願書類在中

**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 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 to arrival of application package, score reports or other materials.
- The application documents once submitted will not be returned.

**A. Application Forms (2 pages)**

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

<http://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(s)**

**Indicate the intended degree program you're applying for on top of the essay.** The documents must be submitted by the applicant via the [application documents upload website](#).

**M.A. Statement of Purpose**

Please address the following in an essay (1,000 words maximum including bibliography):

- why you have chosen to apply for the MA at Sophia University GPGS.
- your preparation (i.e., academic background, work experience, etc.) for the degree (GS, BD, or JS) that you are applying to.
- your plan of study / research in the GPGS.
- how obtaining the MA degree fits into your career plans.
- your Japanese language ability (only if applying to the JS MA).

**Ph.D.** Applicants must submit 2 kinds of essays as follows:

**(1) Statement of Academic Background and Professional Plan**

Please write an essay that addresses the following (500 words maximum):

- your academic background for the PhD (GS or JS) to which you are applying.
- your competency in languages other than English, especially those you intend to use in researching and writing your dissertation.
- why you have chosen to pursue the PhD at Sophia University.
- how the PhD from Sophia University fits into your career plans.

**(2) Research Statement**

Please describe the research project you wish to pursue for your dissertation (1,000 words maximum, excluding bibliography):

- the question or hypothesis that you intend to explore.
- how your project will expand existing knowledge on the topic.
- the research method(s) you will use, and your competency in them.
- short bibliography.

### C. Official University/College Transcript(s)

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. The documents must be submitted by the university via the application documents upload website. If this is not possible, submission by the university directly to Sophia University via post/email is exceptionally accepted.

Electronic transcripts should be issued directly from the university/college to Sophia. **Digital transcripts sent from applicants are not accepted.**

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 Degree/Expected Degree

One of the following documents should be submitted by the university/college:

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

The documents must be submitted by the university via the application documents upload website. If this is not possible, submission by the university directly to Sophia University via post/email is exceptionally accepted.

Electronic transcripts should be issued directly from the university/college to Sophia. **Digital transcripts sent from applicants are not accepted.**

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.**

### **Ph.D. applicants must submit one of the above for their Master's degree(s).**

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 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.

- 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. Three Letters of Recommendation (use provided form in the admissions page)

Letters of recommendation in English or in Japanese from **three** professors and/or officials of the school(s) attended by the applicant must be submitted. The recommender may also use their own format instead of the provided form. At least two letters should be from professors who have taught the applicant. 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/graduate\\_p/english\\_g2/gs/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gs/)

### F. Proof of English Proficiency (TOEFL® or IELTS)

Applicants must prove their English proficiency by taking the TOEFL® iBT or the IELTS (Academic). The exam should have been taken no more than two years before the time of application. **TOEFL® Home Edition and IELTS Online 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](http://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](http://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](#).

- Note:
- For TOEFL®, enter your MyBest™ scores during the on-line application.
  - For MA applicants: 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 sent to the Admissions Office from their institution attesting to this is required.
  - For PhD applicants: This requirement is waived for non-native applicants who have obtained a 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 sent to the Admissions Office 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 Zoom or other means of communication.
  - TOEFL ITP®, TOEFL® Essentials™ and IELTS Indicator are not acceptable.

### **G. A Copy of Graduation Thesis, Master's Thesis, Honors Thesis, or a Significant Term Paper\***

(required for degree applicants only)

#### **M.A.**

The copy should be in English. If the copy is written in a language other than English, an extensive English summary of around 1000 words should be submitted together with the thesis in its original language. The subject of the writing sample does not necessarily have to match the field of study that the applicant is planning to major at Sophia. The document must be submitted by the applicant via the [application documents upload website](#).

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

#### **Ph.D.**

Applicants who do not have a Master's thesis should submit three papers that he/she wrote during their Master's candidacy. If the thesis/papers are in a language other than English, a detailed summary(s) in English should be included. The summary(s) should include the main argument and conclusion, research methods and analytic techniques employed, and descriptions of each chapter/ section. The document must be submitted by the applicant via the [application documents upload website](#).

### **H. Photocopy of Passport (for those who hold a nationality other than Japan)**

This document is required to check your 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 page)**

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/graduate\\_p/english\\_g2/gs/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gs/)

## **J. Proof of Japanese Language Proficiency (optional only for M.A. in Japanese Studies applicants)**

Japanese Studies applicants are encouraged to submit results of Japanese language proficiency tests (optional). The document must be submitted by the applicant via the application documents upload website.

## **K. Certificate of Health (only Non-degree applicants, use the form provided in the admissions page)**

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. The document must be submitted by the applicant via the application documents upload website.

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gs/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gs/)

### **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.

## **7. SCREENING**

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

Sophia University may request some 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 "MyPage" through the URL

<< <http://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 people access the results at the same time.
- The registered email address and password will be required to log into the "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.

## **9. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS**

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

<< <http://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 the "Entrance Procedures" link 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/Written 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. 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:

#### Fees due prior to university entrance 2025 - M.A. degree students

|  |                                     |
|--|-------------------------------------|
| Entrance Fee   | 200,000 yen (once at matriculation) |
| Semester Enrollment Fee  | 30,000 yen (per semester)           |
| Tuition Fee  | 246,000 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   | 567,400 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 "Entrance Procedures" leaflet.

#### Fees due prior to university entrance 2025 - Ph.D. students

|  |                                     |
|--|-------------------------------------|
| Entrance Fee   | 200,000 yen (once at matriculation) |
| Semester Enrollment Fee  | 30,000 yen (per semester)           |
| Tuition Fee  | 225,500 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   | 502,600 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 "Entrance Procedures" leaflet.

#### < Notes for each item for Degree Students >

| Items                     | Notes  |
|---------------------------|--|
| Entrance Fee              | <ul style="list-style-type: none"> <li>Entrance Fee is the price to guarantee a place in admission.</li> <li>Entrance fees for the students who graduate or graduated from Sophia University (Undergraduate /Graduate Program) is as follows: <ul style="list-style-type: none"> <li>students who graduated from Sophia University within one year: full waiver</li> <li>students who graduated from Sophia University over one year after graduation: half waiver</li> </ul> </li> <li>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)</li> </ul> |
| Semester Enrollment Fee   | <ul style="list-style-type: none"> <li>Semester Enrollment Fee is the basic cost of enrollment (enrollment guarantee fee and enrollment management fee).</li> <li>In the case of authorized interruption of study, only the enrollment fee needs to be paid.</li> <li>The following services are available while you are on an authorized absence of study. <ul style="list-style-type: none"> <li>University services (medical checkup, Health and Wellbeing Center, Counseling Services, certificate issuance, etc.)</li> <li>ICT services (email, portal sites for students, etc.)</li> <li>Facilities (library, PC rooms, etc.)</li> </ul> </li> </ul>                   |
| Tuition Fee               | <ul style="list-style-type: none"> <li>Tuition Fee is the price paid for the educational services required to obtain a degree.</li> <li>Tuition Fee is revised annually based on the rate of inflation.</li> </ul>   |
| Education Enhancement Fee | <ul style="list-style-type: none"> <li>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.</li> </ul>   |

|  |   |
|--|---|
| Premium for Personal Accident Insurance for Students Pursuing Education and Research | <ul style="list-style-type: none"> <li>• “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, extracurricular activities (of which the university should be notified in advance), while commuting to and from university, or while in university facilities.</li> <li>• The insurance period is two years for M.A. students and three years for Ph.D. students.</li> <li>• If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.</li> </ul> |
|--|---|

### Fees due prior to university entrance 2025 - Non-degree students

|                           |                            |
|---------------------------|----------------------------|
| Program Fee               | 276,000 yen (per semester) |
| Education Enhancement Fee | 90,000 yen (per semester)  |
| Total Amount              | 366,000 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 for Non-Degree Students >

| 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. |

## IV. ACADEMIC INFORMATION FOR M.A. DEGREE

### 1. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

The GPGS 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 GPGS faculty.

### 2. EARLY GRADUATION

Students who wish to graduate early (i.e. in 2 to 3 semesters) can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following:

A. Submit an “Application for Early Graduation” form.

B. Complete at least 30 credits of courses from the GPGS curriculum by the time of graduation.

C. Complete all requirements for either the M.A. credit track or M.A. thesis track.

“Application for Early Graduation” forms are available in the GPGS office. They should be submitted to the office by the last day of course adjustment period in the semester that the student intends to graduate. The faculty will review the application.

## 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. FINANCIAL ASSISTANCE FOR DEGREE STUDENTS

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 website.

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

## VII. 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/>

## 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 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 via email or via post to the Admissions Office.

(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-g-co@sophia.ac.jp](mailto:admission-g-co@sophia.ac.jp)

### 3. Request for Refund of Application Fee Submission Deadline

| Application Period | Request Deadline  |
|--------------------|-------------------|
| April Entry        | December 22, 2025 |
| September Entry    | 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-g-co@sophia.ac.jp](mailto:admission-g-co@sophia.ac.jp)

Subject: Request for Refund of Application Fee

Message:

1. Applicant's Name
2. Graduate Program (Master's or Ph.D.), 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.