



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

APPLICATION PROCEDURE

Spring and Autumn Semester 2026

M.A., Ph.D.

Sophia University
Admissions Office
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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, social sciences and natural sciences with students and faculty members encompassing dozens of nationalities. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology – Japan (MEXT) through Center of Excellence and Attractive Graduate Education awards.

II. GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES OVERVIEW

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

1. INTERNATIONAL GRADUATE COURSE

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

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

2. DEGREES

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

3. RESIDENCE

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

4. CURRICULUM

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

III. APPLICATION AND ADMISSION PROCEDURE

1. ELIGIBILITY

M.A.

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

- (1) Those who have graduated, or are expected to graduate Japanese universities
- (2) Those who have completed, or are expected to complete, 16 years or more of formal education in foreign countries
- (3) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1) or (2) and will reach the age of 22 at the time of entrance to Sophia University

(4) Those who hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years or more for graduation

(5) Those who have been recognized by Sophia University as having qualifications equivalent to (1), (2), or (3) and will reach the age of 22 at the time of entrance to Sophia University

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

Ph.D.

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

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

2. NUMBER OF STUDENTS ADMITTED

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

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

3. APPLICATION PROCEDURE

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

A. Prepare the following 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 broadcast, read daily newspaper with aid of dictionary, write personal letters.
4. Able to understand college classes, read general books for an educated audience, write university reports
5. Native fluency in reading, writing, and speaking

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 will request some Ph.D. applicants to take an interview.

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 will request some Ph.D. applicants to take an interview.

* 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 <u>via the application documents upload website</u>
B. Research Proposal	Applicant	

C. Official Transcripts	University	Must be submitted by the school <u>via the application documents upload website</u>
D. Proof of Degree/Expected Degree	University	- If submission via the <u>website</u> is not possible, submission from the school directly to the Admissions Office via post/email is accepted. - If submission from the school is not possible, the applicant can submit the documents via post. In this case, the documents must be certified by a school official and be officially sealed in a school envelope.
E. Letters of Recommendation	Recommender	Must be submitted by the recommender <u>via the application documents upload website</u>
F. Proof of English Proficiency	Test institution	Must be sent by the testing institution directly to the Admissions Office.
G. A Copy of Thesis or a Significant Term Paper	Applicant	Must be submitted by the applicant <u>via the application documents upload website</u>
H. Photocopy of Passport	Applicant	
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 via the website is not possible)

① Email submission	
※	The applicant's school must send the digital files to admission-g-co@sophia.ac.jp , using their official institutional email address. <u>Digital documents sent by applicants are not accepted.</u>
※	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 GENV

② Postal shipping	
※	The applicant's school must send the original documents/certified copies to the address below. <u>Unsealed copies sent by applicants are not accepted.</u>
※	<u>For shipping inside Japan,</u> use the mailing label printed with Application Forms. <u>For shipping from overseas,</u> enclose the mailing label printed with Application Forms, and on the envelope, make sure to write:

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
PGPS 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 of arrival of application package, score reports or other materials.
- The application documents once submitted will not be returned.

A. Application Form (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. Research Proposal (use the form provided in the admissions page)

The “Research Theme” must be indicated on top of the research proposal.

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

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 students should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.
 - **Ph.D. applicants** currently in their final semester of a Master's program must submit an official document of expected graduation from their school or a letter from the thesis supervisor affirming both the expected date of the thesis defense and/or completion of all requirements for the master's degree. Such applicants should then submit either (a), (b) or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.
 - For current students and alumni of Sophia University, the university does not upload documents on behalf of applicants. Please use the [Certificate Issuance Service](#) to submit the documents (C&D).

E. Letter(s) of Recommendation (use the form provided in the admissions page)

M.A.

One letter of recommendation in English or in Japanese must be obtained from school official(s) of the school(s) attended by the applicant. 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 there are any questions regarding the submission of the recommendation letters, please contact the Admissions Office.

Admissions page: https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/ges/

Ph.D.

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

The documents must be submitted by the recommender via the [application documents upload website](#).

If there are any questions regarding the submission of the recommendation letters, please contact the Admissions Office.

Admissions page: https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/ges/

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 <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](#).

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*

M.A.

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

A copy of a Master's thesis must be provided. The document must be submitted by the applicant via the [application documents upload website](#).

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

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

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/ges/

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 all the documents submitted by the applicant. Sophia University will request Ph.D. applicants to take an interview during the screening process.

8. NOTICE OF RESULTS

Applicants can confirm their acceptance/rejection from “Admissions Decision” on their “MyPage” through the link

<<[<http://www.guide.52school.com/guidance/net-sophia-parallel/eng>](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 applications 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 “MyPage” through the link

<<[<http://www.guide.52school.com/guidance/net-sophia-parallel/eng>](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	303,000 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	624,400 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	258,500 yen (per semester)
Education Enhancement Fee	45,000 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (3 year period)	2,100 yen (once at matriculation)
Total Amount	535,600 yen

- 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 >

Items	Notes
Entrance Fee	• Entrance Fee is the price to guarantee a place in admission. • Entrance fees for the students who graduate or graduated from Sophia University (Undergraduate /Graduate Program) is as follows: - students who graduated from Sophia University within one year: full waiver - students who graduated from Sophia University over one year after graduation: half waiver • If you graduated from Sophia Junior College (now Sophia University Junior College Division) or Seibo College, please contact the Admissions Office (TEL : 81-3-3238-3517)
Semester Enrollment Fee	• 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. - 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	• Tuition Fee is the price paid for the educational services required to obtain a degree. • Tuition Fee is revised annually based on the rate of inflation.
Education Enhancement Fee	• Education Enhancement Fee is expenses for the maintenance and management of the education and research environment, as well as for maintenance enhancement for the future.
Premium for Personal Accident Insurance for Students Pursuing Education and Research	• "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. • The insurance period is two years for M.A. students and three years for Ph.D. students. • If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.

IV. ACADEMIC INFORMATION FOR M.A. DEGREE

TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

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

V. INTERNATIONAL STUDENTS COMING TO JAPAN

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

VI. SCHOLARSHIPS

Various types of scholarships and financial aid are available. There are some scholarships that the applicants can apply for at the time of admission application. Other scholarship applications must be submitted after entrance to Sophia 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 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-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

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.