



SOPHIA
UNIVERSITY

上智大学

APPLICATION PROCEDURE BOOKLET

Undergraduate Non-Degree Program

at Faculty of Liberal Arts (FLA) & Center for Language Education and Research (CLER)

Intake Periods	Spring and Autumn 2027
Programs Offered	<ul style="list-style-type: none">■ English Track (FLA)■ Japanese Intensive Track (CLER)

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

URL: https://adm.sophia.ac.jp/eng/admissions/ug_p/nd/

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Admissions Policy

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

<https://piloti.sophia.ac.jp/eng/academic/3policies/>

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

I. GENERAL INFORMATION FOR NON-DEGREE STUDENTS

1. Student Status

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

2. Tracks and Fields of Study

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

■ English Track

Students who intend to take classes from the following fields will enroll in the Faculty of Liberal Arts (FLA). All courses (except Japanese Language Regular Program) in this track are conducted in English.

- **Comparative Culture** (Art History/Visual Culture, Literature, Religion-Philosophy)
- **International Business and Economics**
- **Social Studies** (Anthropology-Sociology, History, Political Science)
- **Japanese Language Regular Program** for *a) beginners* of Japanese or *b) intermediate-advanced* level students who do **not** intend to take the below Japanese Language Intensive Program (JLIP). In this Japanese Language Regular Program, 100-minute classes meet four or five times a week. Students take placement test before course registration. English is occasionally used for instruction when necessary.

For the course's listings, please refer to the FLA website:

https://www.sophia.ac.jp/eng/academics/ug/ug_la/ug_la_liberalarts/

Note

- FLA core programs, Overview of Data Science (for degree-students) and language programs other than Japanese are not open to non-degree students.

■ Japanese Intensive Track

This track is for students who would like to take Japanese Language Intensive Program (JLIP). **JLIP is an intensive course for those who study Japanese as a foreign language.** In the JLIP, 100-minute classes meet twice a day (9:00 to 12:35) from Monday through Friday. English is occasionally used for instruction when necessary.

There are **three levels**, and the lowest level is for students who have reached a level N5 in Japanese Language Proficiency Test (日本語能力試験) or equivalent. **Those who have not reached this level cannot apply for this track.**

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

For Non-degree program course models, please refer to the CLER website.

<https://www.sophia-cler.jp/study/ja/lesson.html>

Notes

- Students enrolled in the Japanese Intensive Track must take only the "Intensive Japanese" course (8 credits). It is not possible to take courses offered by other faculties.
- Intensive Japanese 4, the advanced-level course, will be discontinued at the end of the 2026 academic year. Beginning in the 2027 academic year, students at the advanced level will enroll in the regular-track Japanese course (4 credits) and take additional Japanese courses appropriate to their proficiency level. Please note that the maximum number of credits students may take per semester is 12. For details regarding course options for non-degree students, please refer to the CLER website.

3. Accreditation

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

4. Academic Calendar

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

Spring Semester: Official enrollment date is April 1. Classes start in early April and end at the end of July.

Autumn Semester: Official enrollment date is September 21. Classes start in late September and end in late January.

5. Period of Study

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

6. Requirement for Enrollment

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

7. Others

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

II. ELIGIBILITY

Applicants who have completed at least one semester of a bachelor's or associate degree program as a regular student at the time of application may apply to Undergraduate Non-Degree Program of Sophia University.

Note

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

III. APPLICATION PROCEDURE

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

STEP A. Prepare the following items

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



STEP 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

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

Note:

Sophia will use the registered email address to send you important information until your enrollment. Make sure to use an email address which you will always be able to access even after leaving your current school.



STEP 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.



STEP D. Pay the application fee

- See **V. 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.

Note: Please note that payment of the application fee alone does not complete your application. You must proceed to the next step and submit all required documents to complete your application.



STEP E. Create an account on the Application Documents

Upload Website

- Application Documents Upload Website: <https://sophiaupload.jp/>
 - You are required to **create an account on the Application Documents Upload Website**.
- To do so, please use the same email address you used for the online application and the “Receipt Number” issued on the online application website.



STEP F. Submit all the documents via the Application Documents

Upload Website

- Instructions for using this website are clearly explained on its top page. A detailed User Guide is also available at the following link: <https://adm.sophia.ac.jp/jpn/uploadsitemanual/>
- Any failure to follow the instructions provided, including not reviewing this guidance or uploading incorrect documents, may impact on your application. Please note that the applicant bears full responsibility for such issues.
- Please make sure to carefully review all the information you have entered before submitting. Once submitted, the information cannot be edited, and the university will not make any corrections on your behalf. After confirming that all information is correct, click the “Submit” button to finalize your submission. **Please note that if you upload all required documents but do not click the final “Submit” button, your application will not be screened.**
 - For more information about the submission method of each document, refer to **VI. APPLICATION DOCUMENTS**.
 - For the submission deadline, see the “Application documents submission deadline” on the next page.

IV. APPLICATION SCHEDULE

For Spring (April) 2027 Intake

Application Period (via MyPage)	September 28, 2026, 10:00 a.m. ~ October 16, 2026, 11:59 p.m. (JST)
Application Documents Submission Deadline	October 23, 2026, 11:59 p.m. (JST)
Notice of Results	November 16, 2026, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	December 11, 2026

For Autumn (September) 2027 Intake

Application Period (via MyPage)	February 26, 2027, 10:00 a.m. ~ March 19, 2027, 11:59 p.m. (JST)
Application Documents Submission Deadline	March 26, 2027, 11:59 p.m. (JST)
Notice of Results	April 19, 2027, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	May 21, 2027

Notes

- Date and time are based on Japan Standard Time.
- STEP D must be completed by the end of the “Application Period,” and STEP F must be completed by the “Application Documents Submission Deadline.”
- All application materials must be fully submitted via the Application Documents Upload Website by the specified submission deadline. **Late submissions will not be accepted under any circumstances.**

V. 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.
- **Application fee waivers are not offered.**

Notes

- 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.

VI. 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	<ul style="list-style-type: none"> ▪ Must be submitted by the applicant via the application documents upload website
B. Essay	Applicant	
C. Official Academic Transcript/Grade Report(s)	School	<ul style="list-style-type: none"> ▪ Must be submitted by the school via the application documents upload website. ▪ If submission via the website is not possible, submission from the school directly to the Admissions Office via email/ official school systems is accepted. If the school is unable to use the website, email, or an official school system, the documents may be sent directly from the school by post. ▪ 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.
D. Two Letters of Recommendation	Recommender	<ul style="list-style-type: none"> ▪ Must be submitted by the recommender via the application documents upload website.
E. Proof of Language Proficiency	Test institution	<ul style="list-style-type: none"> ▪ English test scores must be sent by the testing institution directly to the Admissions Office. ▪ Japanese test scores must be original certificates or copies certified by the applicant’s university. ▪ The applicant must also submit a copy/screenshot of their results certificate via the application documents upload website.
F. Standardized Test Scores (optional)	Test institution	<ul style="list-style-type: none"> ▪ Must be sent by the testing institution directly to the Admissions Office.
G. Photocopy of Passport	Applicant	<ul style="list-style-type: none"> ▪ Must be submitted by the applicant via the application documents upload website
H. Certificate of Health	Applicant	
I. Application Materials Checklist	Applicant	

Details concerning the Application Documents Upload Website

- Applicants who have completed the online application and paid the application fee via MyPage must submit all required documents through the Application Documents Upload Website:

<https://sophiaupload.jp/>

- To create an account on this website, use the same email address as your online application, along with the Receipt Number issued upon completing the application. Please note that your name, date of birth, and Receipt Number will also be required for document upload.

- Documents must be submitted by the Application Documents Submission Deadline, as indicated in the schedule.

- Only files in **PDF or JPG/PNG format** are accepted.

Make sure to follow the instructions shown on the website top page carefully. A step-by-step User Guide is also available here:

<https://adm.sophia.ac.jp/jpn/uploadsitemanual/>

- If you upload your documents but do not click the final "**Submit**" button, your application will not be screened.

Alternative submission methods other than application documents upload website (only accepted if digital submission of transcripts/certificates via the website is not possible):

Email submission/Submission via school official systems

- 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)** to "Name of the program". e.g.: **APPLICATION (123456) to the Non-Degree Program.**

- If your school uses an official system such as CSSD or Parchment for issuing or providing official documents, please request that the documents be sent directly to our email address: admission-u-co@sophia.ac.jp

Post

- The applicant's school 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
NON-DEGREE APPLICATION

or

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

Important Notes Regarding Application Documents

- 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. A copy of the original document in the original language must also be submitted along with the translation.

- The use of ChatGPT or any other generative AI tools, applications, websites when writing application documents is strictly forbidden.

- If any falsified documents, false statements, plagiarism or other misconduct are identified in the application materials, admission will be denied. If such matters are discovered after enrollment, the admission will be rescinded.

- Application documents will not be returned under any circumstances.

- If an original document cannot be reissued (e.g., a comment in school report handwritten by a teacher), a copy certified by the school official (Principal or Registrar) or Sophia University Admissions Office is acceptable.

- Due to the large volume of application materials being received, the Admissions Office is unable to respond to individual inquiries regarding the delivery or arrival status of application documents, score reports, or other documents. Applicants are kindly requested to refrain from contacting the office by phone or email for such matters and instead confirm the delivery status directly with the relevant test center, school, or recommender.

- If all required documents can be submitted online, there is no need to send any materials by post.

ITEM 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/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](#).

Notes

- 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.

ITEM B. Essay (use the form provided in the admissions page)

Please see the instructions below for details about length and topic. Both essays should be typed on the form provided in the 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/nd/ap/

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

■ English Track

The application essay should be approximately 500 words in length and written in English.

■ Japanese Intensive Track

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

ITEM C. Official Academic Transcript/Grade Report(s)

Official transcripts showing **all courses taken and grades received from the most recent academic institution attended (universities/colleges)** must be submitted.

The documents must be submitted by the university via the [application documents upload website](#). If submission via the website is not possible, submission from the university/college directly to the Admissions Office by email or through an official university/college system is accepted. If the university/college is unable to use the website, email, or an official system, the documents may be sent directly from the university/college by post. Electronic transcripts should be issued directly from the university/college to Sophia. **Digital transcripts sent from applicants are not 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 officially sealed in a school envelope. **Photocopies of the official documents are not accepted.**

ITEM D. Two Letters of Recommendation (use the form provided on the admissions page)

Letters of recommendation in English or in Japanese from **two** teachers 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. 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/ug_p/nd/ap/

ITEM E. Proof of Language Proficiency

Please arrange for the following test results to be delivered to Sophia by the Application Documents Submission Deadline indicated in **IV. APPLICATION SCHEDULE**.

Due to the large volume of application materials being received, the Admissions Office is unable to respond to individual inquiries regarding the delivery of score reports. Applicants are kindly requested to refrain from contacting the office by phone or email for such matters and instead confirm the delivery status directly with the relevant test center.

■ English Track

Applicants must prove their English proficiency by taking the TOEFL® iBT or the IELTS (Academic). The examination must have been taken within two years prior to the first day of the Application Period and the official score must be available by the last day of the Application Period indicated in **IV. APPLICATION SCHEDULE**.

TOEFL® iBT	<p>- 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 (Institution Code: 0819). For information about the TOEFL® and test registration, please refer to the following website.</p> <p>www.ets.org/toefl</p> <ul style="list-style-type: none"> - TOEFL®, please enter the Test Date Score during the online application. MyBest™ scores are NOT acceptable. - TOEFL® Home Edition, TOEFL ITP® and TOEFL® Essentials™ are NOT accepted. - In addition to the direct submission of the test scores by the test institution, the applicant must also submit a PDF file or screenshot of their result certificate such as Test Taker Score Report via the application documents upload website.
IELTS	<p>- 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. We only accept IELTS score sent by <i>e-delivery</i>. For information about the IELTS and test registration, please refer to the following website.</p> <p>www.ielts.org</p> <ul style="list-style-type: none"> - IELTS One Skill Retake is accepted. - IELTS Online and IELTS Indicator are NOT accepted. - In addition to the direct submission of the test scores by the test institution, the applicant must also submit a PDF file or screenshot of their result certificate such as Test Report Form with Test Report Form Number via the application documents upload website.
Waiver conditions	<p>- 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.</p> <p>- Additionally, TOEFL® or IELTS can also be waived if a student holds a C2 proficiency on Cambridge English Qualification (official test result submission is required).</p> <p>Only test center-based examinations (both paper-based and computer-based formats) are accepted. There is no restriction on the test date; however, the official score must be available by the last day of the Application Period indicated in IV. APPLICATION SCHEDULE. Applicants must arrange for the testing institution to send the official score report directly to Sophia University. In the memo section of the ITEM I. Application Materials Checklist, applicants must indicate either their Reference Number (8 or 12 digits) or their Verification Number (8 digits). In addition to the direct submission of the test scores by the testing institution, applicants must also upload a PDF file or a screenshot of their official result certificate via the online application documents upload website. For information about the Cambridge English Qualification and test registration, please refer to the following website.</p> <p>https://www.cambridgeenglish.org/exams-and-tests/qualifications/</p>

■ Japanese Intensive Track

Applicants should prove their Japanese **and** English proficiency level by submitting the test results/report as follows.

Japanese proficiency requirement	<p>Applicants should submit both of the following:</p> <ul style="list-style-type: none"> - A report detailing the applicant's previous experience in studying Japanese, as well as relevant background information such as their history of residence, language(s) used at home, and any prior contact with the Japanese language. This report should be typed on the second page of the ITEM B Essay, using the designated form provided on the admissions page. <p>Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/nd/ap/</p> <ul style="list-style-type: none"> - Applicants are required to submit the results of at least one of the following two Japanese proficiency tests: <ol style="list-style-type: none"> (1) Japanese Language Proficiency Test (日本語能力試験) N5 level or higher (2) J.TEST F level or higher (The J.TEST, Test of Practical Japanese - IP score report 「成績表 随時試験プログラム - IP」 is NOT acceptable.)
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Notes

- Those who have not reached one of the above level of Japanese cannot apply for this track.
- Only original certificates or copies certified by the applicant's university are accepted.

<p>English proficiency requirement</p>	<p>Applicants who do not qualify for a waiver of the English proficiency requirement must submit the results of at least one of the following three English proficiency tests that meet the minimum requirements.</p> <p>A TOEFL® iBT score of 72 or higher (0–120 scale), or a score of 4 or higher (1–6 scale)</p> <ul style="list-style-type: none"> - 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 (Institution Code: 0819). For information about the TOEFL® and test registration, please refer to the following website. www.ets.org/toefl - TOEFL®, please enter the Test Date Score during the online application. MyBest™ scores are NOT acceptable. - TOEFL® Home Edition, TOEFL ITP® and TOEFL® Essentials™ are NOT accepted. - In addition to the direct submission of the test scores by the test institution, the applicant must also submit a PDF file or screenshot of their result certificate such as Test Taker Score Report via the application documents upload website.
	<p>IELTS score of 5.5 or higher</p> <ul style="list-style-type: none"> - 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. We only accept IELTS score sent by <i>e-delivery</i>. For information about the IELTS and test registration, please refer to the following website. www.ielts.org - IELTS One Skill Retake is accepted. - IELTS Online and IELTS Indicator are NOT accepted. - In addition to the direct submission of the test scores by the test institution, the applicant must also submit a PDF file or screenshot of their result certificate such as Test Report Form with Test Report Form Number via the application documents upload website.
	<p>TOEIC® score of L&R 785 or higher</p> <ul style="list-style-type: none"> - Applicants must submit their scores through the Score Direct Reporting Service. (Sophia University code: 00031501) - In addition to the direct submission of the test scores by the test institution, the applicant must also submit a PDF file or screenshot of their result via the application documents upload website.
<p>Waiver conditions</p>	<p>Submission of English proficiency scores is waived in any of the following cases:</p> <ul style="list-style-type: none"> - If the student holds the N2 in Japanese Language Proficiency Test (日本語能力試験) or higher, or has 600 points or higher on the J.TEST A-C level (Official test result submission is required. Only original certificates or copies certified by the applicant's university are accepted.). Only the J.TEST Certificate of Ability 「(レベル)認定証」 is acceptable. The J.TEST, Test of Practical Japanese - IP score report 「成績表 随時試験プログラム - IP」 is not acceptable. - 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. - If a student holds a C2 proficiency on Cambridge English Qualification (official test result submission is required). Only test center-based examinations (both paper-based and computer-based formats) are accepted. There is no restriction on the test date; however, the official score must be available by the last day of the Application Period indicated in IV. APPLICATION SCHEDULE. Applicants must arrange for the testing institution to send the official score report directly to Sophia University. In the memo section of the ITEM I. Application Materials Checklist, applicants must indicate either their Reference Number (8 or 12 digits) or their Verification Number (8 digits). In addition to the direct submission of the test scores by the testing institution, applicants must also upload a PDF file or a screenshot of their official result certificate via the online application documents upload website. For

information about the Cambridge English Qualification and test registration, please refer to the following website.

<https://www.cambridgeenglish.org/exams-and-tests/qualifications/>

ITEM F. Standardized Test Scores (optional)

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

1) SAT Scores

SAT scores should be delivered directly to Sophia University from the College Board by the application material submission deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the last day of the Application Period indicated in IV. APPLICATION SCHEDULE, the score will not be considered.

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/

2) ACT Scores

ACT scores should be delivered directly to Sophia University from the ACT by the application material submission deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the last day of the Application Period indicated in IV. APPLICATION SCHEDULE, the score will not be considered.

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/

3) International Baccalaureate (IB) Diploma

A FULL IB Diploma (six subjects) is required. An IB Certificate is not acceptable. The official scores should be input in the online application. 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.

ITEM G. Photocopy of Passport (for those who hold 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](#).

Notes

- 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.

ITEM H. Certificate of Health (use the form provided in the admissions page)

A medical certificate completed **within the previous 6 months**, signed by a practicing physician and indicated that the applicant is physically fit to attend university and do the required academic work, must be submitted. Applicants must visit a physician and **have all sections of the form completed and signed**. 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/nd/ap/

Note

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

ITEM I. Application Materials Checklist (use the form provided on 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/ug_p/nd/ap/

VII. SCREENING

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

VIII. NOTICE OF RESULTS

Applicants can confirm their acceptance/rejection from “Admissions Decision” on “MyPage” from 10:00 a.m. (JST) on the results announcement date (see **APPLICATION SCHEDULE**).

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

Notes

- The server may experience delays if many users access the results simultaneously.
- 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.

IX. ENTRANCE PROCEDURES

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

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

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 ensure 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 2026 and notified to accepted students. For your reference, the fees due prior to University entrance in the academic year 2026 are as follows:

Fees due prior to university entrance 2026

	English Track	Japanese Intensive Track
Program Fee	616,000 yen (per semester)	308,000 yen (per semester)
Education Enhancement Fee	105,000 yen (per semester)	105,000 yen (per semester)
Total	721,000 yen	413,000 yen

Notes

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

Notes for each item

Items	Notes
Program Fee	• Program Fee is the price paid for the educational services.
Education Enhancement Fee	• Education Enhancement Fee is expenses for the maintenance and management of the education and research environment, as well as for maintenance enhancement for the future.

X. STATUS OF RESIDENCE FOR INTERNATIONAL STUDENTS COMING TO JAPAN

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

Notes

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

XI. NATIONAL HEALTH INSURANCE

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

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

XII. HOUSING

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

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

XIII. REFUND OF THE APPLICATION FEE

If you meet any of the conditions listed below "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 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.
- (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. Required Documents for Refund Request of Application Fee

- (1) Refund of Application Fee (Word file)

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

- The format of above 2 documents can be found at the bottom of this page:

<https://adm.sophia.ac.jp/jpn/private/refund/>

- You can fill out the "Refund of Application Fee (Word file)" digitally or print the document, fill in the required information.

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

3. Request for Refund of Application Fee Submission Deadline

Application Period	Request Deadline
April Entry	December 23, 2026
September Entry	March 31, 2027

Note: Please refer to the bottom of this page for the formats of the above two documents.

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:

-Applicant's Name

-Program and Application Period

-Receipt Number(s)