



**SOPHIA**  
**UNIVERSITY**

上智大学

# APPLICATION PROCEDURE BOOKLET

**Graduate Program in Global Environmental Studies,  
Graduate School of Global Environmental Studies**

**Intake Periods**

Spring and Autumn 2027

**Programs Offered**

■ **Master's Program:**  
M.A. in Environmental Studies  
■ **Doctoral Program:**  
Ph.D. in Environmental Studies

**Sophia University**

**Admissions Office**

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Tokyo 102-8554, JAPAN

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Fax: 81-3-3238-3262

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URL: <https://genv.sophia.ac.jp/en/>

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## **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 GENV (Graduate School of Global Environmental Studies) offers two degrees: **M.A. in Environmental Studies** and **Ph.D. in Environmental Studies** – 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 GENV website:

<https://genv.sophia.ac.jp/en/>

## III. APPLICATION AND ADMISSION PROCEDURE

### 1. ELIGIBILITY

#### ■ Master's Program:

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.

#### ■ Doctoral Program:

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/](http://www.genv.sophia.ac.jp/english/)

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

### 2. NUMBER OF STUDENTS ADMITTED

#### ■ Master's Program:

30 students (totalled across the Spring and Autumn intakes)

#### ■ Doctoral Program:

Maximum 10 students (totalled across the Spring and Autumn intakes)

### 3. APPLICATION PROCEDURE

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

#### STEP A. Prepare the following items

- Application materials (see 6. 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:**

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.



#### STEP C. Enter all the required application information

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

**Note: 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



#### STEP 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.

**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.
- **If you are applying to multiple programs, a separate Receipt Number will be issued for each application. Please make sure to create a separate set of application documents on the Upload Website for each Receipt Number.**



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

## 4. APPLICATION SCHEDULE

### For Spring (April) 2027 Intake

Application Period (via MyPage)	August 19, 2026, 10:00 a.m. ~ September 9, 2026, 11:59 p.m. (JST)
Application Documents Submission Deadline	September 16, 2026, 11:59 p.m. (JST)
Notice of Results	November 11, 2026, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	December 1, 2026

Sophia University may request certain M.A. and Ph.D. applicants to have an interview during the screening process.

### For Autumn (September) 2027 Intake

Application Period (via MyPage)	March 10, 2027, 10:00 a.m. ~ March 31, 2027, 11:59 p.m. (JST)
Application Documents Submission Deadline	April 7, 2027, 11:59 p.m. (JST)
Notice of Results	June 9, 2027, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	June 30, 2027

Sophia University may request certain M.A. and Ph.D. applicants to have an interview during the screening process.

#### Note:

- 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.**

## 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.
- **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.

## 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	<ul style="list-style-type: none"> <li>Must be submitted by the applicant <b>via the application documents upload website</b></li> </ul>
B. Research Proposal	Applicant	
C. Official Transcripts	University	<ul style="list-style-type: none"> <li>Must be submitted by the school <b>via the application documents upload website</b></li> <li>If submission via the website is not possible, submission from the school directly to the Admissions Office via <b>email/school official systems</b> 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.</li> <li>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.</li> </ul>
D. Proof of Degree/Expected Degree	University	
E. Letters of Recommendation	Recommender	<ul style="list-style-type: none"> <li>Must be submitted by the recommender <b>via the application documents upload website</b></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>via the application documents upload website</b></li> </ul>
H. Photocopy of Passport	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-g-co@sophia.ac.jp](mailto:admission-g-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 GENV.**
- If your school has 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-g-co@sophia.ac.jp](mailto:admission-g-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**  
**GENV M.A. (or Ph. D.) APPLICATION**

or

102-8554 東京都千代田区紀尾井町7-1  
上智大学入学センター  
地球環境学専攻 M.A (または Ph.D.) 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.
- For current students and alumni of Sophia University, please use our Certificate Issuance Service to submit documents C and D: <https://piloti.sophia.ac.jp/eng/academicrecords/certificate/>

### Important Notes For Applicants Who Intend to Reapply to Sophia University

- Applicants who were not accepted in a previous application may reapply in subsequent application periods, either for the same program or for a different program.
- Applicants who intend to reuse previously submitted documents may reuse ITEM C, D, F, G, and H. When reusing these documents, applicants must clearly specify the following information in the memo section of the Application Documents Checklist:
- The name of the program previously applied to
  - The application period (year and intake)
  - The relevant receipt number(s)
  - The document(s) they wish to reuse
- Please note that ITEM A, B, E, and I cannot be reused and must be submitted again as part of the new application.

## ITEM A. Application Forms (2 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](#).

### Note

- 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. Research Proposal (use the form provided)

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

The applicant is required to describe the research plan intended to be conducted at Sophia University. The research proposal must be written in English using the provided form and should be between 500 and 750 words in length, excluding bibliography. 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/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/ges/)

## ITEM C. Official University/College Academic Transcript/Grade Report(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. If your transcript/grade reports includes courses transferred from study abroad or another institution (e.g., through exchange programs or transfer), and the grades are shown only as Pass/Fail, you are required to submit the original transcript showing the detailed grades (e.g., A, B, C, F, etc.) from the institution where the courses were originally taken.

**Applicants to doctoral programs are also required to submit their undergraduate transcripts/grade reports.**

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 school directly to the Admissions Office by email or through an official school system is exceptionally 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. Electronic transcripts should be issued directly from the school 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.**

### Note for applicants who graduated from universities in mainland China

- Applicants must arrange for their academic transcript to be sent directly from the China Higher Education Student Information and Career Center (CHSI) to Sophia University via electronic verification report email. Only documents sent directly from CHSI will be accepted. For this item, please request the system to send us the “**Verification Report of China Higher Education Student’s Academic Transcript**” is sent to [admission-g-co@sophia.ac.jp](mailto:admission-g-co@sophia.ac.jp) by the Application Documents Submission Deadline indicated in 4. APPLICATION SCHEDULE.

- As it may take time from application to issuance, please allow sufficient time and complete the procedures well in advance. Moreover, forwarding the electronic verification report email received by the applicant will not be accepted.

- Applicants who are currently enrolled at universities in mainland China should follow the instructions above.

## ITEM D. Proof of Degree/Expected Degree

### ■ Master’s Program:

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

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

### ■ Doctoral Program:

Applicants must submit one of the above for their Master’s degree(s).

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 school directly to the Admissions Office by email or through an official school system is exceptionally 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. Electronic transcripts should be issued directly from the school to Sophia. **Digital certificates 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 certificates are not accepted.**

#### Notes

-Applicants to **Master's Program** 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.

-Applicants to **Doctoral Program** currently in their final semester of a Master's program must submit an official document of expected graduation from their school. If submission of such official document of expected graduation is not possible, please submit 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.

#### Note for applicants who graduated from universities in mainland China

- Applicants must arrange for their academic transcript to be sent directly from the China Higher Education Student Information and Career Center (CHSI) to Sophia University via electronic verification report email. Only documents sent directly from CHSI will be accepted. For this item, please request the system to send us the "**Online Verification Report of Higher Education Degree Certificate**" is sent to [admission-g-co@sophia.ac.jp](mailto:admission-g-co@sophia.ac.jp) by the Application Documents Submission Deadline indicated in 4. APPLICATION SCHEDULE.

- As it may take time from application to issuance, please allow sufficient time and complete the procedures well in advance. Moreover, forwarding the electronic verification report email received by the applicant will not be accepted.

- Applicants who are currently enrolled at universities in mainland China should follow the instructions above.

### ITEM E. Letters of Recommendation (use provided form provided)

#### ■ Master's Program:

**ONE** letter of recommendation in English or in Japanese must be obtained from faculty member(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.

Form of letter can be found at our Admissions page: [https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/ges/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/ges/)

#### ■ Doctoral Program:

**THREE** letters of recommendation in English or in Japanese must be obtained from three faculty member(s) 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.

Form of letter can be found at our Admissions page: [https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/ges/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/ges/)

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

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 4. APPLICATION SCHEDULE.

Scores must be submitted following the instructions below.

#### ■ 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 (**Institution Code: 0819**). For information about the TOEFL® and test registration, please refer to the following website.

[www.ets.org/toefl](http://www.ets.org/toefl)

- For TOEFL® , enter your MyBest™ scores during the on-line application.
- 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:**

- 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 *e-delivery*. For information about the IELTS and test registration, please refer to the following website.

[www.ielts.org](http://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](#).

**Notes**

• **Master's Program:** 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.

• **Doctoral Program:** 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.

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

■ **Master's Program:**

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.

■ **Doctoral Program:**

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

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

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

**ITEM 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](#).

**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 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](#).

**Notes**

**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 may request certain M.A. and Ph.D. applicants to have an interview during the screening process. The interview will be recorded for screening and administrative purposes.

## 8. 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.

## 9. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS

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

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 - M.A. degree students

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	311,000 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)
<b>Total Amount</b>	<b>632,400 yen</b>

**Notes**

- Students are kindly requested to pay the alumni association fee (40,000 yen) in the final year.
- 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, except for the Entrance Fee and a handling charge, may be refunded. For details, please refer to the "Entrance Procedures" booklet.

**Fees due prior to university entrance 2026 - 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)
<b>Total Amount</b>	<b>535,600 yen</b>

**Notes**

- Students are kindly requested to pay the alumni association fee (40,000 yen) in the final year.
- 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, except for the Entrance Fee and a handling charge, may be refunded. For details, please refer to the "Entrance Procedures" booklet.

**Notes for each item for Degree Students**

Items	Notes
<b>Entrance Fee</b>	<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>
<b>Semester Enrollment Fee</b>	<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>
<b>Tuition Fee</b>	<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>
<b>Education Enhancement Fee</b>	<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>
<b>Premium for Personal Accident Insurance for Students Pursuing Education and Research</b>	<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>

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

### **1. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES**

The GENV 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 GENV faculty.

### **2. EARLY GRADUATION**

Students who wish to graduate in 2 or 3 semesters can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following requirements:

- A. Submit an "Early Graduation Request" form to the Graduate School Office during the registration period in the semester they wish to graduate.
- B. Complete the required credits of courses from the GENV curriculum by the time of graduation and obtain a GPA of 3.8 or higher.
- C. Complete all the requirements and have M.A. thesis or research paper evaluated as "A".

## **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. 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 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 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 on the following 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 Intake	December 23, 2026
September Intake	April 28, 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.**

<p><b>Email Address:</b> <a href="mailto:admission-g-co@sophia.ac.jp">admission-g-co@sophia.ac.jp</a></p> <p><b>Subject:</b> Request for Refund of Application Fee</p> <p><b>Message:</b></p> <ul style="list-style-type: none"><li>-Applicant's Name</li><li>-Graduate Program (Master's or Ph.D.) and Application Period</li><li>-Receipt Number(s)</li></ul>
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