



SOPHIA
UNIVERSITY
上智大学

APPLICATION PROCEDURE BOOKLET

Green Science and Engineering Division,

Graduate Program in Science and Technology

Programs Offered	Intake Periods
■ Master's Program: M.S. in Green Science and Engineering	Autumn 2027 <i>*No Spring intake for the Master's program.</i>
■ Doctoral Program: Ph.D. in Green Science and Engineering	Spring 2027 Autumn 2027

Sophia University
Admissions Office

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

Tel: 81-3-3238-3517

Fax: 81-3-3238-3262

Email: admission-g-co@sophia.ac.jp

URL: <https://fst.sophia.ac.jp/en/graduate/igp>

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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. 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. Today, Sophia University is a major teaching and research university in arts and 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 PROGRAM IN SCIENCE AND TECHNOLOGY (GPST)

Our graduate program was established in 1966 to provide advanced professional education for students in science and engineering. Since then, it has developed into one of the major science and engineering programs in Japan, with numerous active and well-funded research projects. We address both the quest to understand the basic working of nature and the desire to put this understanding to practical use. Another important objective is to educate scientists and engineers with a broad perspective, capable of working in the international arena. The program consists of nine divisions, including the Green Science and Engineering Division.

1. DIVISIONS

The graduate program consists of the following nine divisions.

- | | | |
|---------------------------|---|----------------------------------|
| 1) Mechanical Engineering | 2) Electrical and Electronics Engineering | 3) Applied Chemistry |
| 4) Chemistry | 5) Mathematics | 6) Physics |
| 7) Biological Science | 8) Information Science | 9) Green Science and Engineering |

2. GREEN SCIENCE AND ENGINEERING DIVISION

The Green Science and Engineering Division was established in September 2013. It occupies a special position among the nine divisions. First, the entire educational program, including lectures and research guidance, is conducted in English. In addition, emphasis is given to environment and sustainability-related studies, which are vital to the future of mankind. To foster cross-disciplinary education, faculty members from the other eight divisions will be involved in teaching and research guidance. At the same time, by joining the research group of the faculty member of their choice, students can receive research guidance and pursue advanced education for thesis research.

3. DEGREES

The following degrees will be awarded after the completion of each program. They are all accredited by the Japanese Ministry of Education, Culture, Sports, Science, and Technology (MEXT).

Master of Science in Green Science and Engineering

Doctor of Philosophy in Green Science and Engineering

4. RESIDENCE

As determined by MEXT, the standard residence requirement is two full academic years (four semesters) for the M.S. degree, with the possibility of early graduation. For the Ph.D. degree the requirement is three full academic years (six semesters). The maximum time allowed to complete all the requirements for the M.S. degree is four full academic years and for Ph.D. degree is five full academic years, excluding the period of time spent on leave of absence from the university.

5. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

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

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 GPST:

- (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 Master's degree based upon a distinguished record of academic achievement.

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

2. NUMBER OF STUDENTS TO BE ADMITTED

■ Master's Program:

20 students (Autumn Intake only. No Spring intake for the Master's program)

■ Doctoral Program:

3 students (Totaled across the Spring and Autumn Intakes)

3. APPLICATION PROCEDURE

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

STEP A. Contact a prospective supervisor

*For detailed instructions on how to make contact, please refer to ITEM A of section 6. APPLICATION DOCUMENTS in this booklet.

■ Master's Program:

Prospective candidates must indicate the name(s) of **one to three** faculty members as his/her desired academic supervisor, contact at least one potential supervisor before submitting their application and choose his/her intended area of study in their statement of purpose. Information about the disciplinary specialties and research interests of faculty members are available on the following websites.

Graduate Program in Science and Technology website: <https://fst.sophia.ac.jp/en/graduate/igp>

List of Thesis Advisors: www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst.html

■ Doctoral Program:

Prospective candidates must contact a potential dissertation supervisor before submitting their application and choose his/her intended area of study in their statement of purpose. Information about the disciplinary specialties and research interests of faculty members are available on the following websites.

Graduate Program in Science and Technology website: https://www.sophia.ac.jp/eng/academics/g/g_st/g_st_green/

List of Thesis Advisors: www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst.html

Note: Students who are currently attending Sophia University are exempted from contacting a potential supervisor.



STEP B. Prepare the following items

- Application materials (see 6. APPLICATION DOCUMENTS)
- Digital face photo (color)
- PC



STEP C. 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 D. 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.

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 E. 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 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 (*Doctoral Program only. No Spring intake for the Master's program*)

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

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

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"> Must be submitted by the applicant via the application documents upload website
B. Statement of Purpose	Applicant	
C. Official Transcripts	University	<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/school official 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. Proof of Degree/Expected Degree	University	
E. Letters of Recommendation	Recommender	<ul style="list-style-type: none"> Must be submitted by the recommender via the application documents upload website
F. Proof of English Proficiency	Test institution	<ul style="list-style-type: none"> Must be sent by the testing institution directly to the Admissions Office.
G. A Copy of Thesis or a Significant Term Paper (optional)	Applicant	<ul style="list-style-type: none"> Must be submitted by the applicant via the application documents upload website
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, 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 GPST**.
- 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-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
GPST M.S. (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
理工学研究科理工学専攻グリーンサイエンス・エンジニアリング領域
M.S. (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.

Notes for Applicants Who Are Currently Sophia University Students

- Students who are currently enrolled at Sophia University are not required to contact a prospective supervisor.
- For Items C and D, please use the Certificate Issuance Service to submit the required documents. Details can be found at the following link. Documents should be sent directly to admission-g-co@sophia.ac.jp
<https://piloti.sophia.ac.jp/eng/academicrecords/certificate/>
- For Item E, only one letter of recommendation is required for applicants who are expected to graduate from the Sophia University Faculty of Science and Technology or expected to obtain a Master's degree in Green Science and Engineering awarded by Sophia University.
- For Item F, students enrolled in our English-taught bachelor's degree programs are exempt from submitting this requirement when applying to the Master of Science in Green Science and Engineering. Similarly, students enrolled in our English-taught graduate degree programs are exempt when applying to the Doctor of Philosophy in Green Science and Engineering.
- Instructions for all other items are the same as those provided below for general applicants.

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](#).

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.

Instruction regarding Contact Potential Supervisors (M.S. and Ph.D.)

Prospective students (both M.S. and Ph.D.) must contact a potential dissertation supervisor before submitting their application. Information about the disciplinary specialties and research interests of faculty members is available in the "List of Thesis Advisors for 2027 Entry" on the site below:

https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst/

Additional information about the faculty members' area of research can also be found here:

Sophia's education and research Information Database: <https://redb.cc.sophia.ac.jp/?lang=en>

■ When to Contact

Contact must be made at least 10 days before the application start date. After that, we will not forward inquiries to faculty members.

■ What to Send

-Send an email to the graduate school office: f-scitec@sophia.ac.jp

With:

-Your CV

-A short research proposal (1 page max.)

Please indicate your program of interest (M.S. or Ph.D.), and the year and semester you wish to apply.

■ Whom to Contact

-Clearly state the full name(s) of the faculty member(s) you wish to contact.

-If you are listing more than one professor, please clearly indicate your order of preference.

■ Important Notes

-Please do not include other contents other than contacting potential supervisors in your email.

-For information on scholarships:

Scholarships that Students may apply for before entering Sophia University

https://piloti.sophia.ac.jp/eng/scholarships1/scholarship_e0005/

Japan Africa Dream Scholarship (JADS) Program

<https://piloti.sophia.ac.jp/eng/studyabroad/jads/>

MEXT Embassy Recommendation Scholarship

<https://piloti.sophia.ac.jp/eng/studyabroad/mext/>

Please note that Sophia University does NOT accept applications for the following MEXT scholarships:

Monbukagakusho (MEXT) Scholarship [University Recommendation] Top Global University

Monbukagakusho (MEXT) Scholarship [Kokunai Saiyo]

-For questions related to application, please contact: admission-g-co@sophia.ac.jp

ITEM B. Statement of Purpose (use the form provided on the admissions page)

The applicant must specify as precisely as possible the area of intended study and its relation to previous academic experiment or career experience. It should be 500-750 words in length and written in English.

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

Make sure to indicate your intended area of study from the list below.

- | | | | |
|---------------------------|---|-----------------------|------------------------|
| 1) Mechanical Engineering | 2) Electrical and Electronics Engineering | 3) Applied Chemistry | 4) Chemistry |
| 5) Mathematics | 6) Physics | 7) Biological Science | 8) Information Science |

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

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. **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 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. **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 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. Three Letters of Recommendation (use provided form provided)

Letters of recommendation in English or in Japanese from **three** professors and/or officials of the school(s) attended by the applicant must be submitted. The recommender may also use their own format instead of the provided form. At least two letters should be from professors who have taught the applicant. The documents must be submitted by the recommender via the [application documents upload website](#).

If 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/gs/

Notes

■ **Master's Program:** Applicants who are expected to graduate from the Faculty of Science and Technology of Sophia University need only one letter of recommendation.

■ **Doctoral Program:** Applicants who are expected to obtain a Master's degree in Green Science and Engineering awarded by Sophia University need only one letter of recommendation.

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

- 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

- 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.

ITEM G. A Copy of Graduation Thesis, Master's Thesis, Significant Term Paper, or Publications (optional)

■ Master's Program:

Submission of the applicant's graduation thesis, term paper, or publications, if you have any, is recommended. The copy should be in English, Japanese, or other languages with an extensive English summary. The document must be submitted by the applicant via the [application documents upload website](#).

■ Doctoral Program:

Submission of the applicant's master's thesis, term paper, or publications, if you have any, is recommended. The copy should be in English, Japanese, or other languages with an extensive English summary. 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](#).

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

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 the documents submitted by the applicant. Sophia University may request certain applicants to doctoral programs to take an online 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.S. degree students

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	499,000 yen (per semester)
Education Enhancement Fee	130,000 yen (per semester)
Laboratory and Research Fee	69,000 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	929,400 yen

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	250,500 yen (per semester)
Education Enhancement Fee	65,000 yen (per semester)
Laboratory and Research Fee	65,250 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	612,850 yen

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 regarding Fees

Items	Notes
Entrance Fee	<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">• Semester Enrollment Fee is the basic cost of enrollment (enrollment guarantee fee and enrollment management fee).• In the case of authorized interruption of study, only the enrollment fee needs to be paid.• The following services are available while you are on an authorized absence of study.<ul style="list-style-type: none">- University services (medical checkup, Health and Wellbeing Center, Counseling Services, certificate issuance, etc.)- ICT services (email, portal sites for students, etc.)- Facilities (library, PC rooms, etc.)
Tuition Fee	<ul style="list-style-type: none">• Tuition Fee is the price paid for the educational services required to obtain a degree.• Tuition Fee is revised annually based on the rate of inflation.
Education Enhancement Fee	<ul style="list-style-type: none">• Education Enhancement Fee is expenses for the maintenance and management of the education and research environment, as well as for maintenance enhancement for the future.
Laboratory and Research Fee	<ul style="list-style-type: none">• Laboratory and Research Fee is expenses for experiments and practical training in educational and research activities.• Laboratory and Research Fee is revised annually based on the rate of inflation.
Premium for Personal Accident Insurance for Students Pursuing Education and Research	<ul style="list-style-type: none">• "Premium for Personal Accident Insurance for Students Pursuing Education and Research" is a measure of compensation and relief for bodily injury caused by a sudden and unexpected external accident that may occur during educational and research activities in Japan or abroad. All Sophia students are required to join the insurance upon enrollment. Accidents during education and research activities are those that occur during regular classes (physical education, etc.), University events, 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. INTERNATIONAL STUDENTS COMING TO JAPAN

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

V. 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/>

VI. 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/>

VII. 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.**

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

Subject: Request for Refund of Application Fee

Message:

-Applicant's Name

-Graduate Program (Master's or Ph.D.) and Application Period

-Receipt Number(s)