SOPHIA UNIVERSITY
上智大学

APPLICATION PROCEDURE BOOKLET

DGTech Department of Digital Green Technology

Faculty of Science and Technology
Department of Digital Green Technology

Intake Periods	Spring and Autumn 2027
Degree Offered	BACHELOR OF ENGINEERING IN DIGITAL GREEN TECHNOLOGY **学士（工学）**
Type of entry	First-Year Entry **Transfer admission not available.*

This document screening-based admissions process is designed to attract students from a wide range of academic, cultural, and geographic backgrounds. Applicants are eligible to apply regardless of nationality or country of residence, provided they satisfy the admission requirements.

The selection process takes a holistic approach, evaluating applicants through a range of indicators, including, but not limited to, internationally recognized standardized qualifications, English language proficiency test results, essays that demonstrate critical thinking and intellectual curiosity, and letters of recommendation from educators or other individuals familiar with the applicant's academic potential. Through a comprehensive review of these application materials, the University assesses the knowledge, skills, critical thinking, judgment, communication abilities, and overall academic potential required for success in higher education.

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Tokyo 102-8554, JAPAN
Tel: 81-3-3238-3517
Fax: 81-3-3238-3262
Email: admission-u-co@sophia.ac.jp
URL: https://fst.sophia.ac.jp/en/department/dgtech

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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 (“上智大学” in Japanese) was founded in 1913 by the Jesuits, a Catholic order with a long tradition in education. Since its establishment, the University has emphasized an internationally oriented curriculum and foreign language education.
Sophia has 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, natural sciences, and engineering with students and faculty members encompassing dozens of nationalities. Sophia University has been selected as one of 37 universities to receive funding from the Ministry of Education, Culture, Sports, Science and Technology (MEXT) for internationalization effort called the “Top Global University Project.”

II. OVERVIEW OF THE DEPARTMENT OF DIGITAL GREEN TECHNOLOGY

In 2012, Sophia University’s Faculty of Science and Technology launched two English-medium programs—Green Science and Green Engineering—focused on the environment and sustainability. Since their establishment, these programs have offered education in science and technology with a focus on environmental and sustainability studies. Building on this foundation, Sophia University will establish the Department of Digital Green Technology in April 2027 to strengthen its English-medium science and technology education in response to growing global demand for sustainability and digital expertise.

The new department places data science and digital technologies at the core of its curriculum. The department also offers interdisciplinary education that integrates traditional fields of science and engineering—such as electrical and mechanical engineering—as well as biology and chemistry. Through this integrated approach, students will systematically examine the role of engineering in solving complex societal challenges. They will also study how digital technologies can accelerate sustainable transformation.

The curriculum is designed to cultivate the ability to apply data science across multiple domains, enabling students to develop innovative solutions beyond conventional disciplinary boundaries. Students will acquire a strong foundation in data science and programming—essential skills in modern science—along with advanced digital transformation (DX) technologies such as machine learning and artificial intelligence. Building on this digital foundation, they will study core subjects in electrical and mechanical engineering, biology, and chemistry that are critical to addressing environmental issues. They will then deepen their expertise through the exploration of cutting-edge Green Transformation (GX) technologies.

The department aims to nurture individuals with passion, leadership, and technical competence to confront global challenges such as carbon neutrality, resource recycling, and biodiversity conservation. By integrating digital technologies with sustainability-oriented engineering approaches, students will be prepared to lead transformative change in a data-driven society.

The department maintains small class sizes to encourage close interaction between students and faculty, fostering active engagement and personalized academic guidance. Furthermore, as the campus is home to strong liberal arts programs, students can complement their scientific and technological studies with courses in the humanities and social sciences. This broader academic exposure enables them to approach environmental issues from a broader interdisciplinary and international perspectives.

Residence Requirements

Residence requirements refer to the amount of time a student must be enrolled in the university. To graduate, a student, in principle, must be enrolled for a total of four years (eight semesters). The time spent on leave of absence or suspension from the university will not be counted as part of the residence requirement. A student’s total period of residence at the university may not exceed eight years, excluding the period of time spent on leave of absence from the university.

Degree Conferred

The BACHELOR OF ENGINEERING IN DIGITAL GREEN TECHNOLOGY (Japanese Degree Title: 学士（工学）) is awarded to students who successfully complete the required number of credits according to the curriculum specified in the Bulletin of Information for the year in which they were admitted.
The degree is accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT).

III. APPLICATION AND ADMISSION PROCEDURE

1. OFFICIAL DATE OF ENROLLMENT

Spring Semester: April 1, 2027

Autumn Semester: September 21, 2027

2. MAXIMUM NUMBER OF STUDENTS ADMITTED

First year Entry:

Spring Intake	13 students	*Totaled across the First and Second Application Periods
Autumn Intake	25 students	*Totaled across the First and Second Applications Periods
Total	38 students	

Notes
- For the Spring intake, up to 12 additional students may be admitted through other types of recommendation-based admissions, in addition to the 13 students mentioned above.
- Transfer admission not available.
- Approximately half of the students admitted annually are expected to be international students.

3. ELIGIBILITY

First-year entry:

Applicants who meet one or more of the following criteria may apply for entrance to the Faculty of Science and Technology.

(1) Those who have completed, or are expected to complete, 12 years or more of formal education in Japanese schools accredited by the MEXT

(2) Those who have completed, or are expected to complete, 12 years or more of formal education outside Japan

(3) Those who have completed, or are expected to complete, 12 years of education at foreign schools in Japan recognized by the MEXT

(4) Those who hold, or are expected to hold, the International Baccalaureate Diploma, Baccalaureate, Abitur, International A-Levels, UK GCE A-levels or European Baccalaureate before entering Sophia University

(5) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1), (2), (3) or (4) and will reach the age of 18 at the time of entrance to Sophia University

4. APPLICATION PROCEDURE

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

STEP A. Prepare the following items

-Application materials (see **7. 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 of your “MyPage.”
- Information can be input only during the correct online application period.

STEP D. Pay the application fee

- See **6. 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 **7. APPLICATION DOCUMENTS.**
- For the submission deadline, see the “Application documents submission deadline” on the next page.

5. APPLICATION SCHEDULE

Multiple application periods are available. Applicants are advised to carefully confirm which application period applies to them.

For Spring (April) 2027 Intake

First Application Period	
Application Period (via MyPage)	September 1, 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	October 23, 2026, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	November 27, 2026

Second Application Period	*Eligibility is limited to applicants who hold a valid status of residence in Japan that remains valid until the time of enrollment.*
Application Period (via MyPage)	November 11, 2026, 10:00 a.m. ~ December 4, 2026, 11:59 p.m. (JST)
Application Documents Submission Deadline	December 11, 2026, 11:59 p.m. (JST)
Notice of Results	January 29, 2027, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	March 5, 2027

For Autumn (September) 2027 Intake

First Application Period	
Application Period (via MyPage)	November 11, 2026, 10:00 a.m. ~ December 4, 2026, 11:59 p.m. (JST)
Application Documents Submission Deadline	December 11, 2026, 11:59 p.m. (JST)
Notice of Results	February 5, 2027, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	April 9, 2027

Second Application Period	
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 4, 2027, 10:00 a.m. (JST)
Matriculation Deadline for Admitted Students	July 9, 2027

Notes

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

6. 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.

7. APPLICATION DOCUMENTS

Confirm the required application documents below and make sure to check details under each specific item on the following page.

Documents	Who should submit	How to submit
A. Application Forms	Applicant	▪ Must be submitted by the applicant **via the application documents upload website.**
B. Essay	Applicant	
C. Official Academic Transcript/Grade Report(s)	School	▪ Must be submitted by the school **via the application documents upload website.** ▪ If submission via the website is not possible, submission from the school directly to the Admissions Office via email/ official school systems is accepted. If the school is unable to use the website, email, or an official school system, the documents may be sent directly from the school by post. ▪ If submission from the school is not possible, the applicant can submit the documents via post. In this case, the documents must be certified by a school official and be officially sealed in a school envelope.
D. Certificate of Graduation/Expected Graduation	School	
E. Two Letters of Recommendation	Recommender	▪ Must be submitted by the recommender **via the application documents upload website.**
F. Standardized Test Scores	Test institution	▪ Must be sent by the testing institution directly to the Admissions Office.
G. Proof of English Proficiency	Test institution	▪ Must be sent by the testing institution directly to the Admissions Office. ▪ The applicant must also submit a copy/screenshot of their results certificate via the **application documents upload website.**
H. Photocopy of Passport	Applicant	▪ Must be submitted by the applicant **via the application documents upload website.**
I. Application Materials Checklist	Applicant	
J. Optional Supporting Documents Demonstrating Knowledge or Achievements related to Science and Technology	Test institution/ School	▪ Must be sent by the testing institution directly to the Admissions Office or submitted by the school via the application documents upload website.

Details concerning the Application Documents Upload Website

- Applicants who have completed the online application and paid the application fee via MyPage must submit all required documents through the Application Documents Upload Website:
https://sophiaupload.jp/
- To create an account on this website, use the same email address as your online application, along with the Receipt Number issued upon completing the application. Please note that your name, date of birth, and Receipt Number will also be required for document upload.
- Documents must be submitted by the Application Documents Submission Deadline, as indicated in the schedule.
- Only files in **PDF or JPG/PNG format** are accepted.
Make sure to follow the instructions shown on the website top page carefully. A step-by-step User Guide is also available here:
https://adm.sophia.ac.jp/jpn/uploadsitemanual/
- If you upload your documents but do not click the final **"Submit"** button, your application will not be screened.

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

Email submission/Submission via school official systems

- The applicant's school must send the digital files to admission-u-co@sophia.ac.jp, using their official institutional email address. **Digital documents sent by applicants are not accepted.** The title of the email must be: APPLICATION (Online Application Receipt Number) to "Name of the program". e.g.: APPLICATION (123456) to the DGTech.
- If your school uses an official system such as CSSD or Parchment for issuing or providing official documents, please request that the documents be sent directly to our email address: admission-u-co@sophia.ac.jp

Post

- The applicant's school must send the original documents/certified copies to the address below.
- Unsealed copies sent by applicants are not accepted.

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
DGTech 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
DGTech 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.

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, I, and J cannot be reused and must be submitted again as part of the new application.

Important Notes for Applicants who Are Also Applying to SPSF and FLA

- If you are applying to multiple programs, a separate Receipt Number will be issued for each application on MyPage. Please ensure that you upload a complete and separate set of application documents to the Upload Website for each Receipt Number.

-In detail, please make sure to upload the appropriate application forms and essays to the correct program.
Official transcripts and certificates of graduation (or expected graduation) must be uploaded separately for each application by the issuing school in case of submission via Upload Website.
Letters of recommendation must also be uploaded separately by each recommender for each application, using the correct format and addressed to the appropriate department or program.
Applicants are required to request the submission of standardized test scores and proof of English proficiency to Sophia University only once.

-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. 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.

ITEM A. Application Forms (3 pages)

Application forms should be filled out through the on-line application website:
https://www.guide.52school.com/guidance/net-sophia/eng
After paying the application fee, the forms must be downloaded (from STEP 4 of your MyPage) and submitted by the applicant via the application documents upload website.

Notes
- Application information entered on-line cannot be edited after application fee payment is complete. To change the information provided, modify it directly on the downloaded forms in red before submission.

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

Please see the instructions below for details about length and topic. This essay must be **clearly handwritten in English** using the form provided at the link below. After completing the essay, applicants are required to **scan the completed form and submit the scanned version** through the application documents upload website. If the essay does not fit on a single sheet, applicants may continue on a second sheet of the same form. In such cases, please scan and submit all pages.
Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/

The applicant should include the following in the essay (approximately 500 words):
- Explaining why the applicant wishes to study at Sophia University
- Their academic interests and how they relate to the Department of Digital Green Technology at the Faculty of Science and Technology of Sophia University.
- Their future goals and how the Department of Digital Green Technology will help achieve them.
- Specific aspects of the Department of Digital Green Technology such as research opportunities, curriculum, or faculty members, that attracted them.

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

An official transcript showing all courses taken and grades received that is available at the time of application in high school(s) including the date of graduation (or expected graduation) must be submitted. If an applicant has studied abroad during high school years, submission of the official transcript from the institution is also required.

Applicants who have graduated (are expected to graduate) from Japanese high schools are required to submit official transcripts "調査書".

The documents 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 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**
> If an applicant has attended university, submission of the official university transcript(s) is recommended.

ITEM D. Certificate of Graduation (or expected graduation/early graduation)

Applicants whose transcripts do not show the dates of graduation (or expected graduation) are required to submit an official Certificate of Graduation (or expected graduation). Those who have graduated early, or have skipped a grade, should submit an official document issued by the school indicating this fact.

> **Note**
> Your school may also submit a photocopy of the high school diploma certified by a school official for this item. Please note that application documents will not be returned under any circumstances. Do not submit the original diploma.

The documents 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 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.

> **Notes**
> - If a transcript, or "調査書" has a (expected) graduation date, a certificate of (expected) graduation is not required.
> - Your school may use "Certificate of Graduation (or Expected Graduation)" form provided on the admissions page.
> Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/
> - Applicants who submit Certificate of Expected Graduation should then submit either an official Certificate of Graduation or photocopy of High School Diploma certified by a school official to the Sophia Admissions Office by March 31 for spring intake or September 20 for autumn intake. An applicant who does not submit this document in time could be denied enrollment.

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

Letters of recommendation in English or in Japanese from **two** teachers and/or officials of the school(s) attended by the applicant must be submitted. The recommender may also use their own format instead of the provided form. The documents must be submitted by the recommender via the application documents upload website.

Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/

ITEM F. Standardized Test Scores

All applicants are required to submit one or more of the following. Please make sure to carefully review the instructions for each standardized test score before submitting your application.

Standardized Tests	Subject Requirements
1) **SAT** scores	**Reading** & **Writing**, **Math**
2) **ACT** scores	**English**, **Mathematics**, **Reading**, **Science**
3) **EJU** scores	**Mathematics Course 2** and **at least two subjects from Science** (Physics, Chemistry and Biology)
4) **IB** (International Baccalaureate) **Diploma**	**HL of Math AA/AI** and **at least one subject from the following**: Physics HL, Chemistry HL, Biology HL
5) **GCE/International Advanced Level**	**Three** subjects, including **Math** and **at least one subject from the following**: Physics, Chemistry, Biology

*SAT/ACT *Superscores* are **NOT** accepted. In case applicants submit multiple test results, the highest scores obtained in a single test date will be used for the application.

1) SAT (Reading & Writing, Math) Scores

SAT (Reading & Writing, Math) scores must be taken not more than two years before the time of application and delivered directly to Sophia University from the College Board by the application material submission deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the last day of the Application Period indicated in 5. APPLICATION SCHEDULE, the application will be considered incomplete.

SAT *Superscores* are **NOT** accepted. In case applicants submit multiple test results, the highest scores obtained in a single test date will be used for the application.

Be sure to indicate our institution code number, **0819**, when registering for the test, to ensure that your official score is sent to Sophia University. The scores can be sent to Sophia prior to the application period. For information about SAT and test registration, please refer to the College Board official website:

www.collegeboard.org/

2) ACT (English, Mathematics, Reading, and Science) Scores

ACT scores (including English, Mathematics, Reading, and Science scores) must be taken not more than two years before the time of application and delivered directly to Sophia University from the ACT by the application material submission deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the last day of the Application Period indicated in 5. APPLICATION SCHEDULE, the application will be considered incomplete.

ACT *Superscores* are **NOT** accepted. In case applicants submit multiple test results, the highest scores obtained in a single test date will be used for the application.

Be sure to indicate our institution code number, **5575**, when registering for the test, to ensure that your official score is sent to Sophia University. The scores can be sent to Sophia prior to the application period. For Information about ACT and test registration, please refer to the ACT website:

www.actstudent.org/

> **Note**
> ACT Writing score is not necessary.

3) Scores of the Examination for Japanese University Admission for International Students (EJU)

Applicants who have taken EJU in 2025 and 2026 can apply with the test results of total **three** subjects. Subjects must include **Mathematics Course 2** and **at least two subjects from Science** (Physics, Chemistry and Biology)

The applicant must submit a scanned copy of their EJU admission ticket in PDF format via application documents upload website. Sophia University will verify the test results directly with the testing institution.

> **Note**
> - The examination language of EJU can be either English or Japanese.
> - The November 2026 EJU scores can only be used for the second application period of Autumn (September) 2027 Intake.

4) International Baccalaureate (IB) Diploma

Sophia University requires a **FULL IB Diploma** (six subjects). An IB Certificate is not acceptable. Subjects have to include the following

two: **(1) HL of Math AA/AI** and **(2) at least one subject from the following: Physics HL, Chemistry HL, Biology HL**. *Only HL subjects are accepted. SL of Math AA/AI cannot be used as a substitute for other subjects.*

■ IB Diploma Holders:

An electronic "Transcript of Results" must be sent directly to Sophia University from the International Baccalaureate Organization (IBO) by the application materials submission deadline. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

■ IB Diploma Candidates:

Applicants whose IB Diploma has not been issued by the application deadline are required to submit predicted grades. Request your IB Diploma programme coordinator to issue IB predicted grades by using the designated form provided on the admissions page (International Baccalaureate Predicted Grades Report Form). The school may also use their own format instead of the provided form.
Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/
The documents must be submitted by the school via the application documents upload website. If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.
IB Diploma candidates must also make prior arrangements through their IB Diploma programme coordinator for an electronic "Transcript of Results" to be sent to Sophia University from IBO. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

Note

Applicants admitted on the basis of predicted IB grades will receive a conditional offer. Admission will be confirmed only upon submission of the final IB Diploma results by the designated deadline. If the applicant fails to obtain the full IB Diploma or does not meet the minimum total score set individually at the time of the offer, the admission will be revoked.

Applicants for Spring Intake Second Application Period and Autumn Intake First Application Period

- Applicants who apply with IB 2026 November Exam Sessions should request the “Transcript of Results” to be sent to Sophia University from the IBO by Friday, December 18, 2026.The applicants will be screened with their final results and the acceptance will not be conditional.
- In case applicants request for the Remark (EUR), make sure to inform the Admissions Office immediately.

5) UK GCE/International Advanced Level

Sophia University requires **UK GCE/International A-levels** in **three** subjects, including **Math** and **at least one subject from the following**: **Physics, Chemistry, Biology**. A-levels must be offered by Cambridge International Examinations, Oxford International AQA Examinations, Pearson Edexcel, or Learning Resource Network. Moreover, Applicants using Singapore GCE A Level results must submit **at least three H2 subjects**, including **Mathematics** and **at least one of the Science subjects** (Physics, Chemistry or Biology).

■ UK GCE/International A-level Holders

An official results certificate must be sent directly to Sophia University **from the exam board** by the application material submission deadline (electronic certificates are accepted). For further information on how to request the testing institution to send a certificate to Sophia University, please refer to the website of each institution.
Alternatively, the applicant’s high school may submit an official results certificate via the application documents upload website.

■ UK GCE/International A-level Candidates

Applicants whose final results have not been issued by the application deadline are required to submit predicted grades. Request the school to issue UK GCE/International A-level predicted grades by using the designated form provided on the admissions page (UK GCE/International A-level Predicted Grades Report Form). The school may also use their own format instead of the provided form.
Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/
The documents must be submitted by the school via the application documents upload website. If this is not possible, submission by the school directly to Sophia University via post/email is exceptionally accepted.

Note

Students who have not received their final UK GCE/International A-Level results at the time of application will be granted a conditional acceptance from Sophia University. The conditional offer will be based on students' predicted grades and, if available, their UK GCE/International AS-Level grades. Students will only be admitted to Sophia University if they achieve the grades outlined in the conditional offer at the UK GCE/International A-Levels. Students will be advised of the grades they must achieve to be admitted to Sophia at the time of receiving a conditional acceptance, e.g. two UK GCE/International A-Levels at grade B or above.
The applicant must submit the official results certificate by the designated deadline, or the applicant's acceptance will be cancelled.

ITEM G. Proof of English Proficiency (TOEFL® Test Date Score or IELTS Score)

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 5. 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

- TOEFL®, please enter the Test Date Score during the online application. MyBest™ scores are not acceptable.
- TOEFL® Home Edition, TOEFL ITP® and TOEFL® Essentials™ are NOT accepted.
- In addition to the direct submission of the test scores by the test institution, the applicant must also submit a PDF file or screenshot of their result certificate such as Test Taker Score Report via the application documents upload website.

■ IELTS:

- 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.

Note

- TOEFL® or IELTS can be waived if a student has studied at least five years out of the last six years in an institution where English is the primary medium of instruction. The Admissions Office will confirm the fulfillment of this condition by checking the submitted transcripts and the applicant's educational background.

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

This document is required to check your full name. The document must be submitted by the applicant via the application documents upload website.

Notes

-Those who have dual nationalities, please submit a photocopy of passport for the nationality other than Japan.

-If you do not have a passport, please submit a photocopy of your ID.

ITEM I. Application Materials Checklist (use the form provided on the admissions page)

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

Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/

ITEM J. Optional Supporting Documents Demonstrating Knowledge or Achievements related to Science and Technology

This item is **NOT** a required application document. Applicants may submit one or more of the following documents **if available**. **Please note that documents/scores not listed below or not submitted in accordance with the instructions below will not be accepted.** Moreover, submission of these documents does not guarantee admission acceptance, as all applications are evaluated through a comprehensive review of all above items.

Options	
1) **AP** scores	At least one subject from the following: **Calculus, Statistics, Physics, Chemistry, Biology**
2) **IB** Subject scores	At least one subject from the following: **HL of Math AA/AI, Physics HL, Chemistry HL, Biology HL**
3) **Achievements/Result of Contests in Science and Technology Fields**	

Option 1: AP scores

Sophia University only accepts AP scores from at least one of the following subjects: **Calculus, Statistics, Physics, Chemistry, Biology.**

The official score must be available by the last day of the Application Period indicated in 5. APPLICATION SCHEDULE. In addition, the scores must be sent directly to Sophia University from the College Board by the Application Documents Submission Deadline indicated in 5. APPLICATION SCHEDULE. If the official scores are **NOT** entered in the online application and received by the Admissions Office by the Application Documents Submission Deadline, they will **NOT** be considered during the screening process.

Be sure to indicate our institution code number, **0819**, so that your official AP scores are sent to Sophia University. Scores may be sent to Sophia University prior to the application period.

For more information about AP, please refer to the official website of the College Board.

www.collegeboard.org/

Option 2: IB Subject scores ***Please note this Option 2 is intended for applicants whose IB scores do not satisfy the IB Diploma requirements specified in Item F and who therefore choose not to submit their IB scores under Item F.**

Sophia University only accepts IB scores from at least one of the following subjects: **HL of Math AA/AI, Physics HL, Chemistry HL, Biology HL.** *Only HL subjects are accepted.*

■ IB Diploma/Certificate Holders:

An electronic "Transcript of Results" must be sent directly to Sophia University from the International Baccalaureate Organization (IBO) by the application materials submission deadline. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

■ IB Diploma/Certificate Candidates:

Applicants whose IB Diploma/Certificate has not been issued by the application deadline are required to submit predicted grades. Request your IB programme coordinator to issue IB predicted grades by using the designated form provided on the admissions page (International Baccalaureate Predicted Grades Report Form). The school may also use their own format instead of the provided form.
Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/

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

Note

Applicants who submit predicted IB grades may receive a conditional offer of admission. Admission will be confirmed only upon submission of the final IB Diploma/Certificate results by the designated deadline. If an applicant fails to obtain the full IB Diploma/Certificate, does not receive the required results in certain subjects, or does not meet the minimum total score specified at the time of the offer, the offer of admission may be revoked.

Applicants for Spring Intake Second Application Period and Autumn Intake First Application Period

- Applicants who apply with IB 2026 November Exam Sessions should request the “Transcript of Results” to be sent to Sophia University from the IBO by Friday, December 18, 2026.
- In case applicants request for the Remark (EUR), make sure to inform the Admissions Office immediately.

Option 3: Achievements/Results of Contests in Science and Technology Fields

Applicants may submit documents demonstrating achievements in contests related to science and technology fields. Eligible fields include science and technology disciplines such as mathematics, physics, chemistry, biology, information technology and related areas. Only contests held at a broad level—such as state/provincial, prefectural, national, or international competitions—will be considered.

Submission of these documents must be made through the applicant's current or recently attended high school via the application documents upload website. The school must recognize that the applicant has achieved outstanding results in the relevant field and recommend the results to Sophia University.

The following documents must be submitted:

■ **Official documentation of the contest results certified by the school** (scanned copy)

Documents printed in languages other than English or Japanese must be translated into English or Japanese 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 together with the translation.

■ **A description of the contest written by the school**, either in English or Japanese, explaining its overview and significance, using the designated form provided on the admissions page. The submitted documents must clearly indicate the name of the contest, the level of the competition, the year, and the applicant's result or ranking. If the contest was conducted as a team competition, the applicant's role or contribution to the team must be clearly indicated by the school.

Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/dgtech/w_h/

Important Notes

- Submissions must be made **through the applicant's high school**. Documents submitted directly by the applicant or by institutions other than the applicant's school will not be accepted.
- Achievements in **fields unrelated to DGTech**, such as sports, cultural activities, or other non-science fields, will not be accepted.
- Documents that do not meet the above requirements will not be accepted or considered in screening process.

> **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.

8. SCREENING

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

9. 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.

10. 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 below fee information for the Department of Digital Green Technology reflects the exact amount for the 2027 academic year:

Fees due prior to university entrance 2027

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (Per semester)
Tuition Fee	696,000 yen (Per semester)
Education Enhancement Fee	170,000 yen (Per semester)
Laboratory Fee	42,000 yen (Per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (Once at matriculation)
Total fees for first-year students	**1,140,650 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. Details will be announced on Entrance Procedures Booklet.

Notes for each item

Items	Notes
Entrance Fee	・Entrance Fee is the price to guarantee a place in admission.
Semester Enrollment Fee	・Semester Enrollment Fee is the basic cost of enrollment (enrollment guarantee fee and enrollment management fee). ・In the case of authorized interruption of study, only the enrollment fee needs to be paid. ・The following services are available while you are on an authorized absence of study. - University services (medical checkup, Health and Wellbeing Center, Counseling Services, certificate issuance, etc.) - ICT services (email, portal sites for students, etc.) - Facilities (library, PC rooms, etc.)
Tuition Fee	・Tuition Fee is the price paid for the educational services required to obtain a degree. ・Tuition Fee is revised annually based on the rate of inflation.
Education Enhancement Fee	・Education Enhancement Fee is expenses for the maintenance and management of the education and research environment, as well as for maintenance enhancement for the future.
Laboratory Fee	・Laboratory Fee is expenses for experiments and practical training in educational and research activities. ・Laboratory Fee is revised annually based on the rate of inflation.
Premium for Personal Accident Insurance for Students Pursuing Education and Research	・"Premium for Personal Accident Insurance for Students Pursuing Education and Research" is a measure of compensation and relief for bodily injury caused by a sudden and unexpected external accident that may occur during educational and research activities in Japan or abroad. All Sophia students are required to join the insurance upon enrollment. Accidents during education and research activities are those that occur during regular classes (physical education, etc.), University events (Orientation Day, etc.), 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 four years for first year students, and two years for transfer students. ・If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.

11. 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 status. 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 (equal to 6 classes) per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

IV. SCHOLARSHIPS

Various types of scholarships and financial aid are available. There are some scholarships that the applicants can apply for at the time of admission application. Other scholarship applications must be submitted after entrance to Sophia University. For more information and the application forms, please refer to the following website.
https://piloti.sophia.ac.jp/eng/scholarships1/

V. 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/

VI. 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 at the bottom of this page:
https://adm.sophia.ac.jp/jpn/private/refund/
- You can fill out the "Refund of Application Fee (Word file)" digitally or print the document, fill in the required information.
- Please fill out the "Notification Sheet for Remittance (overseas account) (PDF file)" digitally, in PDF format only. **Do not convert it to other formats.**

3. Request for Refund of Application Fee Submission Deadline

Application Period	Request Deadline
April Entry	December 23, 2026
September Entry	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-u-co@sophia.ac.jp
Subject: Request for Refund of Application Fee
Message:
-Applicant's Name
-Program and Application Period
-Receipt Number(s)