SOPHIA UNIVERSITY
上智大学

APPLICATION PROCEDURE BOOKLET

SPSF
SOPHIA PROGRAM FOR SUSTAINABLE FUTURES

Sophia Program for Sustainable Futures (SPSF)

Intake Period		Autumn 2027 *(September Entry Only)*	
Faculty	**Department**	**First-year Entry/ Degrees Offered**	**Third-Year Transfer Entry**
Faculty of Humanities	Journalism	BA in Journalism	Available
Faculty of Human Sciences	Education	BA in Education	Available
	Sociology	BA in Sociology	Available
Faculty of Economics	Economics	BA in Economics	Available
	Management	BA in Management	Available
Faculty of Global Studies	Global Studies	BA in International Relations BA in Area Studies	*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.

Sophia University
Admissions Office
7-1 Kioi-cho, Chiyoda-ku
Tokyo 102-8554, JAPAN
Tel: 81-3-3238-4018
Fax: 81-3-3238-3262
Email: admission-u-co@sophia.ac.jp
URL: https://spsf.sophia.ac.jp/

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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 (“Jochi Daigaku” in Japanese) was founded in 1913 by the Jesuits, a Catholic order renowned for excellence in education. From the beginning, the university founders stressed an internationally oriented curriculum and rigorous training in foreign languages. Sophia soon established itself as a leading institution for scholarship on foreign languages and literature in Japan. Today Sophia University is a major teaching and research university in the humanities, social sciences and natural sciences with students and faculty members encompassing dozens of nationalities. 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 SOPHIA PROGRAM FOR SUSTAINABLE FUTURES (SPSF)

SPSF, taught in English, offers bachelor’s degrees in **seven** fields of study: **Journalism, Education, Sociology, Economics, Management, International Relations, Area Studies**.

This program is implemented in six departments: the **Department of Education** and **Department of Sociology** in the Faculty of Human Sciences (2020); the **Department of Economics** in the Faculty of Economics (2020); the **Department of Global Studies** in the Faculty of Global Studies (2020); the **Department of Journalism** in the Faculty of Humanities (2021); and the **Department of Management** in the Faculty of Economics (2022).

As Sustainable Development Goals (SDGs) set by the UN, a wide range of global level issues related to war and conflicts, economic disparity, poverty, environment, education and more are required to be tackled by international communities. Against the backdrop of today’s rapidly globalizing world, society is witnessing an eruption of such global issues transcending nations and regions and complex, difficult issues where diverse value systems collide. SPSF aims to establish curricula to work on finding solutions to these new issues and foster students’ abilities to overcome them.

One of Sophia University’s strengths is that all of faculties are concentrated on one campus in central Tokyo. Taking advantage of that integrated framework, SPSF offers discipline-based classes where students can enhance their knowledge in their respective fields of study as well as interdisciplinary classes offered with the cooperation of the relevant departments. Cross-listed discipline-based classes are also open to students who wish to take courses in different departments that relate to their own curricula. Utilizing these classes, the SPSF program focuses on helping students learn perspectives and modes of thinking in both their own areas and different areas in hopes of nurturing sensitivity to diversity.

Prospective students will specify their desired field of study when applying, take courses in English in their respective specialties (Journalism, Education, Sociology, Economics, Management, International Relations, Area Studies), and work toward their bachelor’s degrees. The program is Sophia University’s third English-taught undergraduate program, following the Faculty of Liberal Arts and the English-taught program in the Faculty of Science and Technology. Like these existing offerings, the SPSF program is open to applicants from Japan and around the world.

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.

Academic Degrees

All degrees are accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT).

Faculty	Department	Degrees
Faculty of Humanities	Journalism	BA in Journalism
Faculty of Human Sciences	Education	BA in Education
	Sociology	BA in Sociology
Faculty of Economics	Economics	BA in Economics
	Management	BA in Management
Faculty of Global Studies	Global Studies	BA in International Relations BA in Area Studies *Students choose their major in sophomore year.*

III. APPLICATION AND ADMISSION PROCEDURE

1. OFFICIAL DATE OF ENROLLMENT

Autumn Semester: September 21, 2027

2. NUMBER OF STUDENTS ADMITTED

■ **First year Entry:** Limited number for each of the 6 departments

■ **Third-Year Transfer Entry:**

The following departments admit a limited number of transfer students in their third year: Journalism, Education, Sociology, Economics, Management.

Applications will be accepted only at the second application period (see **5. APPLICATION SCHEDULE**).

Students entering as transfer students must meet the residence requirements for graduation. (See **TRANSFER OF CREDITS AND RESIDENCY TIME**)

> **Note**
> Transfer admission is not available for the Department of Global Studies.

3. ELIGIBILITY

■ **First year Entry:**

Applicants who meet one or more of the following criteria may apply for entrance to the SPSF:

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

■ **Third-Year Transfer Entry:**

Applicants who meet one or more of the following criteria may apply for entrance to the Departments of Journalism, Education, Sociology, Economics, Management of the SPSF as a transfer student. Those who do not meet either of the following qualifications should apply as a first-year student.

(1) Those who have completed, or are expected to complete, two full academic years at a bachelor's degree-conferring institution as a degree seeking student

(2) Those who have completed, or are expected to complete an associate degree in Arts/Science

Notes

- Admitted applicants enroll as third-year students. However, it may take more than 2 years to complete the degree at Sophia University.
- Applicants from three-year colleges outside Japan that are authorized to confer associate degrees are eligible to apply. However, applications with Associate Degree of Applied Science are not accepted. Moreover, applications from vocational school professional programs/specialized training college (専修学校) are not accepted.

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 outside SPSF, 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.

- If you are a first-year entry applicant applying to multiple departments within SPSF, you may select multiple departments within a single application in My Page. Only one Receipt Number will be issued. Please use this same Receipt Number to create a single set of application documents on the Upload Website. Accordingly, you only need to submit separate essays for each program you apply to. Only two letters of recommendation addressed to the SPSF program are required. All other application documents should also be submitted as a single set.

- Third-Year Transfer applicants applying to multiple departments within SPSF should contact us for instructions.

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.

First Application Period (*First-year Entry Only*)

Application Period (via MyPage)	November 11, 2026, 10:00 a.m. ~ December 4, 2026, 11:59 p.m.
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 *(For Both First-year Entry and Third-year Transfer Entry)*

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	

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

Important Notes for Applicants who are also Applying to FLA or FST

- 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.

Important Notes for Applicants who are Multiple Departments within SPSF

- If you are a first-year entry applicant applying to multiple departments within SPSF, you may select multiple departments within a single application in My Page. Only one Receipt Number will be issued. Please use this same Receipt Number to create a single set of application documents on the Upload Website.

- Accordingly, you only need to submit separate essays for each program you apply to. Only two letters of recommendation addressed to the SPSF program are required. All other application documents should also be submitted as a single set. Applicants are required to request the submission of standardized test scores and proof of English proficiency to Sophia University only once.

- Third-Year Transfer applicants applying to multiple departments within SPSF should contact us for instructions.

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. Essay should be typed in English on the form provided in the link below. The document must be submitted by the applicant via the application documents upload website.
Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/spsf/w_h/

■ Journalism, Education, Sociology, Economics, Management

In the application essay, the applicant must give the reasons for wishing to study at the chosen field of their intended department in SPSF. It should be approximately 500 words in length and typed in English on the provided form.

■ Global Studies

Please outline your vision for studying in the SPSF Global Studies Program in approximately 500 words (excluding book references) in English. Describe the topic or issue you wish to explore, explain why it interests you, and what you hope to learn through this program, mentioning up to three books and/or other sources of information you have consulted on the topic.

Note
- If the applicant applies for multiple departments, different essays should be submitted for each department.

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

■ First-year entry:

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.

■ Third-Year Transfer Entry:

Official transcripts showing all courses taken and grades received from all academic institutions attended (universities/colleges) must be submitted. High school transcripts are not required. The university/college transcript should clearly indicate that an applicant has completed/will complete two full academic years as a Bachelor's degree seeking student or has completed/will complete an associate degree at an institution before the date of entering Sophia University. 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.
The documents must be submitted by the university/college via the application documents upload website. If submission via the website is not possible, submission from the university/college directly to the Admissions Office by email or through an official university/college system is accepted. If the university/college is unable to use the website, email, or an official system, the documents may be sent directly from the university/college by post. Electronic transcripts should be issued directly from the university/college to Sophia. Digital transcripts sent from applicants are not accepted. If submission from the school is not possible, the applicant can submit the documents via post. In this case, the documents must be certified by a school official and officially sealed in a school envelope. Photocopies of the official documents are not accepted.

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

■ First-year entry:

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 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 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/spsf/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 September 20 for autumn intake. An applicant who does not submit this document in time could be denied enrollment.

■ Third-Year Transfer Entry:

Transfer applicants who have completed or are expected to complete an associate degree in Arts/Science must submit a certificate of (expected) associate degree. The documents must be submitted by the university/college via the application documents upload website. If submission via the website is not possible, submission from the university/college directly to the Admissions Office by email or through an official university/college system is accepted. If the university/college is unable to use the website, email, or an official system, the documents may be sent directly from the university/college by post. Electronic certificates should be issued directly from the university/college to Sophia. Electronic transcripts should be issued directly from the university/college to Sophia. Digital certificates sent from applicants are not accepted. If submission from the school is not possible, the applicant can submit the documents via post. In this case, the documents must be certified by a school official and officially sealed in a school envelope. Photocopies of the official documents are not accepted.

Note
- For third-year transfer applicants who have completed, or are expected to complete, two full academic years at a bachelor's degree-conferring institution as a degree seeking student, submission of a certificate of (expected) graduation is not required.

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.
If there are any questions regarding the submission of the recommendation letters, please contact the Admissions Office.
Admissions page: https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/spsf/w_h/

Note
- If the applicant applies for multiple departments, only two letters of recommendation addressed to the SPSF program are required. Letters should not be prepared separately for each department.

ITEM F. Standardized Test Scores

All first-year and third-year transfer 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.

1) SAT (Reading & Writing, Math) scores
2) ACT (English, Mathematics, Reading, Science and *WRITING*) scores
3) IB (International Baccalaureate) Diploma
4) UK GCE/International Advanced Level (Three subjects)

*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.

For third-year transfer applicants
- Third-year Transfer applicants who are currently enrolled in a degree program (Bachelor/Associate) must submit at least one set of SAT/ACT scores or IB/A-levels grades. However, these need not necessarily have been obtained within the past two years.

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/

> **Note**
> Third-year Transfer applicants who are currently enrolled in a degree program (Bachelor/Associate) may submit SAT scores which were taken more than two years before.

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

ACT scores (including Science and ***WRITING*** 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**
> Third-year Transfer applicants who are currently enrolled in a degree program (Bachelor/Associate) may submit ACT scores which were taken more than two years before.

3) International Baccalaureate (IB) Diploma

Sophia University requires a **FULL IB Diploma** (six subjects). An IB Certificate is not acceptable.

■ 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/spsf/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 standard set individually at the time of the offer, the admission will be revoked.

Applicants for 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.

4) UK GCE/International Advanced Level

Sophia University requires **UK GCE A-levels or International A-levels in three subjects**. A-levels must be offered by Cambridge International Examinations, Oxford International AQA Examinations, Pearson Edexcel, or Learning Resource Network.
Applicants using **Singapore-Cambridge GCE Advanced Level** results must submit at least **three H2 subjects**.

■ 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 A-level predicted grades by using the designated form provided on the admissions page (UK GCE 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/spsf/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 admitted on the basis of predicted UK GCE/International A-Level grades will receive a conditional offer. Admission will be confirmed only upon submission of the final UK GCE/International A-Level results by the designated deadline. If the applicant does not meet the minimum standard set individually at the time of the offer, the admission will be revoked.

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/spsf/w_h/

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 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

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (Per semester)
Tuition Fee	586,000 yen (Per semester)
Education Enhancement Fee	105,000 yen (Per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (Once at matriculation, for first-year students: 4-year period) 1,400 yen (Once at matriculation, for transfer students: 2-year period)
Total fees for first-year students	**923,650 yen**
Total fees for transfer students	**922,400 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. 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.
Premium for Personal Accident Insurance for Students Pursuing	・"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.

Education and Research	・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. ACADEMIC INFORMATION

1. TRANSFER OF CREDITS AND RESIDENCY TIME

Students who have studied at other universities before entering Sophia University may be eligible to transfer credits and residency time with an approval from the department/university. There are two categories for transferring credits and residency.

A. Transfer of Credits and Residency Time for Students Admitted as Transfer Students:

As a general rule, a transfer student must have completed at least two years of university/college work as a regular student at another institution before entering Sophia. A transfer student may transfer a two-year period of time in residence at their previous university/college. Acceptance as a third-year student does not necessarily mean that the student will automatically graduate in two years. The number of credits to be transferred should not exceed half of the required number of credits for graduation. Application for transfer of credits should be made within three months of entering Sophia University. The syllabus of each subject must be attached with the application.

B. Transfer of Credits Earned before Entering as First-year students:

Students who have earned credits at another university before entering as a first-year student may transfer up to 30 credits. Students using this system may transfer credits, but not residency time. Application for transfer of credits should be made within three months of entering Sophia University. The syllabus of each subject must be attached with the application.

2. EARLY GRADUATION (not applicable for transfer students)

SPSF students of the following departments can apply for early graduation in six or seven semesters, provided certain requirements are met: Education, Sociology, Economics, Management, Global Studies.

V. 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/

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 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
First Application Period	December 23, 2026
Second Application Period	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)