

SOPHIA UNIVERSITY
GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES
INTERNATIONAL GRADUATE COURSE
IN GLOBAL ENVIRONMENTAL STUDIES

上智大学 地球環境学研究科
地球環境学専攻(国際環境コース)

APPLICATION PROCEDURE

Spring and Autumn Semester 2018

2018年春学期・秋学期 募集要項

M.A. Ph.D.

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

I. SOPHIA UNIVERSITY

Sophia University was founded in 1913 by the Jesuits, a Catholic order renowned for excellence in education. From the beginning, the university founders stressed an internationally oriented curriculum and rigorous training in foreign languages. Sophia soon established itself as a leading institution for scholarship on foreign languages and literature in Japan. Today Sophia University is a major teaching and research university in the humanities, social sciences and natural sciences with 13,800 students and a teaching staff of 1,400 members, encompassing dozens of nationalities. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology - Japan (MEXT) through Center of Excellence and Attractive Graduate Education awards.

II. GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES OVERVIEW

The school was established in 2005 to focus specifically on environmental problems, an area which we consider as one of the greatest challenges facing humanity today. The curriculum combines social and natural sciences, in recognition of the fact that effective environmental studies spans a number of scholastic disciplines including law, policy, administration, economics, population, energy, and engineering. The school is devoted to fostering graduates able to serve effectively as business persons, professionals, consultants or scholars in the area of environmental protection, conservation and sustainability.

1. International Graduate Course

International Graduate Course provides educational programs for students who intended to obtain degrees in English. No knowledge or proficiency in Japanese is needed as all seminars, lectures and guidance are conducted in English.

The curriculum consists of three fields, Economics and Business Administration for the Environment, Law and Policies and Sociology for the Environment and Science and Engineering for the Environment. One of the strategies of this course is to enhance the capacity of students to contribute to the solving of current environmental issues through a variety of practical and discipline specific programs. Moreover, we intend to collaborate with the Graduate School of Science and Technology and the Graduate School of Economics so as to create an integrated and interdisciplinary curriculum.

2. DEGREES

The GSGES (Graduate School of Global Environmental Studies) offers two degrees: M.A. and Ph.D. - both of which are accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Both the M.A. and Ph.D. degrees focus on the study of environmental issues and processes from both social science and natural science perspectives.

3. RESIDENCE

According to MEXT regulation, the standard residence requirement is two full academic years for the M.A. degree and three full academic years for the Ph.D. degree. The maximum time allowed to complete all the requirements is four full academic years for the M.A. degrees and five full academic years for the Ph.D. degrees, excluding time spent on leave of absence from the university.

4. CURRICULUM

Whether in the natural sciences or humanities, students are free to choose classes suited to their interests, background and future career aspirations from a wide range of courses covering diverse aspects of global environment issues. For details, please visit the GSGES website at <http://www.genv.sophia.ac.jp/english/>

III. APPLICATION AND ADMISSION PROCEDURE

1. ELIGIBILITY

M.A.

Applicants who meet one or more of the following criteria may apply for entrance to the program.

- (1) Those who have graduated, or are expected to graduate Japanese universities
- (2) Those who have completed, or are expected to complete, 16 years or more of formal education in foreign countries

- (3) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1) or (2) and will reach the age of 22 at the time of entrance to Sophia University
- (4) Those who hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years or more for graduation
- (5) Those who have been recognized by Sophia University as having qualifications equivalent to (1), (2), or (3)

Applicants must hold a Bachelor's degree or equivalent at the time of matriculation. Those holding an undergraduate degree other than a Bachelor's degree should inquire at the Sophia Admissions Office in advance.

Ph.D.

Applicants must have, or are expected to obtain master's degree based upon a distinguished record of academic achievement. Prospective candidates must contact potential dissertation supervisors before submitting their application. Information about the disciplinary specialties and research interests of faculty members are available at the Graduate Program in Global Environmental Studies website: <http://www.genv.sophia.ac.jp/index.html>.

Applicants must hold a Master's degree at the time of matriculation.

2. NUMBER OF STUDENTS ADMITTED

M.A. : 30 students (totalled over the Spring and Autumn applications)

Ph.D. : Maximum 10 students (totalled over the Spring and Autumn applications)

3. APPLICATION PROCEDURE

Application is accepted through the following steps.

- ① Register for the on-line application system: <https://sophia.applyjapan.com>
- ② Make sure to include all your application information together with the required written essay in your on-line application
- ③ Pay the application fee and submit your application on-line
- ④ Mail the printed application forms and other application materials to the Sophia Admissions Office

4. APPLICATION SCHEDULE

For Spring (April) 2018 entry

① First application (M.A. and Ph.D.)

Application Period (<u>on-line</u>)	September 1 through September 22, 2017, 23:59 (JST*)
Application Materials Receipt Deadline	September 29, 2017**
Notice of Results on the Sophia Website	November 9, 2017, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	November 30, 2017

For Ph.D. applicants: Sophia University may request some Ph.D. applicants to take an interview.

② Second application (only for Ph.D. applicants who hold valid status of residence in Japan)

Application Period (<u>on-line</u>)	December 1 through December 27, 2017, 23:59 (JST*)
Application Materials Receipt Deadline	January 5, 2018**
Notice of Results on the Sophia Website	February 22, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	March 9, 2018

For Ph.D. applicants: Sophia University may request some Ph.D. applicants to take an interview.

* Date and time are based on Japan Standard Time.

**Application materials must reach Sophia Admissions Office by the deadline. Late applications may be refused.

Note: Applicants will receive a notice of reference number within four weeks after the application deadline.

For Autumn (September) 2018 entry

① First application (M.A. and Ph.D.)

Application Period (on-line)	April 9 through April 30, 2018, 23:59 (JST*)
Application Materials Receipt Deadline	May 7, 2018**
Notice of Results on the Sophia Website	June 19, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 6, 2018

For Ph.D. applicants: Sophia University may request some Ph.D. applicants to take an interview.

② Second application (only for Ph.D. applicants who hold valid status of residence in Japan)

Application Period (on-line)	June 1 through July 2, 2018, 23:59 (JST*)
Application Materials Receipt Deadline	July 3, 2018**
Notice of Results on the Sophia Website	July 26, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	August 6, 2018

For Ph.D. applicants: Sophia University may request some Ph.D. applicants to take an interview.

* Date and time are based on Japan Standard Time.

**Application materials must reach Sophia Admissions Office by the deadline. Late applications may be refused.

Note: Applicants will receive a notice of reference number within four weeks after the application deadline.

5. APPLICATION FEE

35,000 yen

Payment should be made by credit card or through Chinapay or PayPal services, during the last stage of online application during the application period. Payment must be completed by 23:59(JST) of each application deadline. After the deadline, application will not be accepted. The application fee is non-refundable once it is paid.

*On-line application usage fee of 500 yen will be charged in addition to the application fee.

6. APPLICATION DOCUMENTS

The following documents (A to G) except the official scores of TOEFL/IELTS should be enclosed in an envelope and sent by express registered mail or international courier service. They must reach Sophia Admissions Office by the deadline of submission. Late applications may be refused. TOEFL/IELTS scores must be delivered directly to Sophia University from the testing service by the application deadline. On the envelope, please make sure to write:

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

or

102-8554 東京都千代田区紀尾井町7-1
上智大学入学センター
地球環境学専攻国際環境コース 出願書類在中

Note: • 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.

• The application documents once submitted are not returnable.

A. Application form & Statement of purpose (2 pages)

Application forms should be filled out through the web application system (<https://sophia.applyjapan.com/>) and printed out after the application fee payment. In the statement of purpose, the applicant must specify as precisely as possible the area of intended study and its relation to previous academic or career experience. The statement of purpose should be 500-750 words in length and written in English.

B. Official university/college transcript(s)

Official transcripts showing all undergraduate and graduate (if applicable) courses taken and grades received, including the list of courses you are currently attending, must be submitted. The transcript(s) should be certified by a school official and be officially sealed in a school envelope. Photocopies are not accepted.

C. Proof of graduation

Applicants should submit one of the following:

- (a) University/college issued graduation certificate or official letter (original copy).
- (b) Photocopy of diploma certified by a school official.
- (c) Transcript indicating degree received and date of conferral.

Ph.D. Applicants must submit one of the above for master's degree.

Note:

- M.A. applicants who have not completed their final semester at the time of application must submit as part of their application an official document from their school indicating their expected date of graduation. Such students should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.
- Ph.D. applicants currently in their final semester of a master's program must submit an official document of expected graduation from their school or a letter from the thesis supervisor affirming both the expected date of the thesis defence and/or completion of all requirements for the master's degree. Such applicants should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.

D. Proof of English proficiency (TOEFL or IELTS)

Applicants whose native language is not English must submit an official score for the TOEFL (Test of English as a Foreign Language) or the IELTS (Academic). These tests should be taken not more than two years before the time of application.

The official test score must be sent directly to Sophia University from each testing institution by the application deadline. The Examinee's Score Report that is sent to the applicant will not be accepted as official. When registering for these tests, be sure to indicate Sophia University to ensure that your official score is sent to Sophia University. For TOEFL, Sophia's institution code is **0819**. For information about TOEFL and IELTS and test registration, please refer to the following websites.

TOEFL <English Testing Service> : <http://www.ets.org/toefl>

IELTS <International English Language Testing System> : <http://www.ielts.org>

Note:

- This requirement is waived for non-native applicants who have obtained a degree from an institution where all their courses were taught in English, and English is the official medium of instruction. In such cases, an official document from their institution attesting to this is required.
- If applicants have insufficient time to prepare the above official test scores, they may be able to substitute them with the scores of the tests performed in their own countries. For this issue, please ask for the Sophia Admissions Office prior to application.
- If the English proficiency is not clearly confirmed by those documents, the applicants are required to have a direct interview via Skype or other means of communication.
- TOEFL ITP is not acceptable.

E. Letter(s) of recommendation (use forms provided)

M.A.

One letter of recommendation must be obtained from school official(s) of the school(s) attended by the applicant. The letter must be sealed in an envelope with the recommender's signature written across the seal.

Ph.D.

Three letters of recommendation must be obtained from three professors and/or officials of the school(s) attended by the applicant must be submitted. At least two letters should be from professors who have taught the applicant. Each letter must be sealed in a separate envelope with the recommender's signature written across the seal.

F. A copy of a thesis

M.A.

A copy of a graduation thesis, honors thesis, or a significant term paper must be provided.

The copy can be provided in English, Japanese or other languages. An extensive English summary (approx. 850 words) must also be attached.

Ph.D.

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

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

G. Application Materials Checklist (use the form provided)

Check the items you enclose in your application.

*Medical attention

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

7. SCREENING

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

If successful, Sophia University request Ph.D. applicants to take an interview during the screening process.

8. NOTICE OF RESULTS

Applicants can confirm their acceptance/rejection through the Sophia official website below from 10:00 a.m. (JST) on the results-notice date(See **APPLICATION SCHEDULE**).

http://www.sophia.ac.jp/eng/e_top

For the accepted applicants, an acceptance letter and documents for matriculation will be sent out.

Note: ▪ 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.
- If the acceptance letter has not reached you within one week after the results-notice date, successful applicants are requested to inquire at the Sophia Admissions Office.

9. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS

A. Payment of tuition fees and submission of necessary forms

To secure admission, a newly admitted student must pay the fees listed below prior to university entrance and submit the necessary forms to the Sophia Admissions Office by the matriculation deadline (See **APPLICATION SCHEDULE**).

The exact amount of the fees will be decided in July 2017 and notified to accepted students with a letter of acceptance. For your reference, the fees due prior to university entrance in the academic year 2017 were as follows;

The fees due prior to university entrance 2017- M.A. students

Entrance Fee	200,000 yen (once at matriculation. See note b.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	295,500 yen (per semester. See note a.)
Education Enhancement Fee	90,000 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (2 year period)	1,400 yen (once at matriculation)
Total Amount	616,900 yen

The fees due prior to university entrance 2017- Ph.D. students

Entrance Fee	200,000 yen (once at matriculation. See note b.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	258,500 yen (per semester. See note a.)
Education Enhancement Fee	45,000 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (3 year period)	2,100 yen (once at matriculation)
Total Amount	535,600 yen

Note: a. Tuition Fee is revised annually based on the rate of inflation.

b. (For students who enroll in Spring 2017)

Students who graduate from Sophia University in March 2017 or September 2016 will not be charged Entrance Fee.

Students who graduated from Sophia University before March 2016 will be charged a half of Entrance Fee.

(For students who enroll in Autumn 2017)

Students who graduate from Sophia University in September 2017 or March 2017 will not be charged Entrance Fee.

Students who graduated from Sophia University before September 2016 will be charged a half of Entrance Fee.

c. 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, with the exception of the Entrance Fee and a handling charge, may be refunded. For details, please refer to the "Entrance Procedures" leaflet.

B. Tuition fee payment for the subsequent semesters

From the second semester on, tuition fee payment will be made semester basis.

Approximate Rate of Tuition & Fees - Second semester on

	M.A. students	Ph.D. students
Semester Enrollment Fee	30,000 yen	30,000 yen
Tuition Fee	295,500 yen	258,500 yen
Education Enhancement Fee	90,000 yen	45,000 yen
Total Amount	415,500 yen	333,500 yen

IV. ACADEMIC INFORMATION FOR M.A. DEGREES

TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

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

V. INTERNATIONAL STUDENTS COMING TO JAPAN

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

VI. FINANCIAL ASSISTANCE

Various types of scholarships and financial aid are available. Scholarships that can be applied at the time of admission application are:

- 1) New Students Scholarship: The grant varies from one-third to the full amount of the tuition fee for the first year.
- 2) Adachi Scholarship for students from Southeast Asia and Africa: Equivalent to the full tuition and education enhancement fee for the first year.

The application forms for those scholarships are available from <http://www.sophia.ac.jp/eng/financial/scholarships/>.

Other scholarships are also available after entrance to the University. For more information, please refer to the above website.

VII. HOUSING

Sophia University has several off-campus dormitories and offers affiliated housing options. For more information, please refer to the following website. <http://www.sophia.ac.jp/eng/studentlife/housinginfo>

VIII. OTHER INFORMATION

1. NATIONAL HEALTH INSURANCE

International students who will stay in Japan for more than three months are required to join this insurance system. The procedures are carried out at the local ward/city office. The insurance premium (approx. JPY 20,000 per year) must be paid. However, by declaring you have no income, it will be reduced. Please ask directly about the details to 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 and exchange 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.