

# 2017 Application Procedures

## Sophia University New Students Scholarship Sophia University Benefactors' Scholarships (Adachi) (for privately-financed international students)

Sophia University New Students Scholarship is intended to contribute to develop human resources by supporting students whose first choice of school is Sophia University and who had excellent grades but who would find it difficult to study here due to financial hardship.

### **✘ To applicants from South-east Asia and African countries**

Students who apply for Sophia University New Students Scholarship and who come from South-east Asia and African countries, will automatically be considered as applicants for Sophia Benefactors' Scholarships (Adachi).

**If you do not wish to apply for** Sophia Benefactors' Scholarships (Adachi), please express your intention when submitting your application.

Countries applicable:

Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thai, Viet Nam, Algeria, Egypt, Sudan, Tunisia, Morocco, Libya, Ghana, Cape Verde, Gambia, Guinea, Guinea-Bissau, Cote d'Ivoire, Sierra Leone, Senegal, Togo, Nigeria, Niger, Burkina Faso, Benin, Mali, Mauritania, Liberia, Gabon, Cameroon, Republic of Congo, Democratic Republic of the Congo, San Tome and Principe, Equatorial Guinea, Chad, Central African Republic, Uganda, Ethiopia, Eritrea, Kenya, Comoros, Djibouti, Seychelles, Somalia, Tanzania, Burundi, Rwanda, Madagascar, Mozambique, Angola, Zambia, Zimbabwe, Swaziland, Namibia, Botswana, Malawi, Republic of South Africa, Mauritius, Lesotho.

**Scholarship will be not be granted for both programs; you will be selected for either one of** Sophia University New Students Scholarship or Sophia Benefactors' Scholarships (Adachi)

### Eligible students

Students applying to 2017 Sophia University Undergraduate/Graduate Course (English Course) entrance examination **who are expected to obtain visa status "college student"** and who meet the above requirements.

- Faculty of Liberal Arts
- Faculty of Science and Technology Green Science and Engineering Course
- Graduate School of Global Studies Graduate program in Global Studies
- Graduate School of Global Environmental Studies International Graduate Course
- Graduate School of Science and Technology Graduate program in Green Science and Technology

### Scholarship Amount

Selections are made based on "Sophia University Scholarship Regulations" and one of the following scholarship amounts will be awarded to successful applicants:

#### • Sophia University New Students Scholarship

- ① amount equal to full tuition (annual)
- ② amount equal to half tuition(annual)
- ③ amount equal to one-third tuition (annual)

#### • Sophia Benefactors' Scholarships (Adachi)

Amount equal to full tuition and education enhancement fee

Note: In the case of students from the Faculty of Liberal Arts, the maximum grant per term is as follows.

	Full Tuition	Half Tuition	One-third Tuition
Maximum grant	16 Credits	8 Credits	6 Credits

## Scholarship period

Students who enter in spring: from April 2017 to March 2018

Students who enter in autumn: from September 2017 to August 2018

## Application Period

Same as the deadline for admission application. Application for the scholarship after the deadline is not accepted.

Applications are submitted with the student's application for enrolment. Therefore, applications cannot be made after entering Sophia University.

## Application documents

### ① Sophia University New Students Scholarship / Sophia University Benefactors' Scholarships (Adachi) Application Form (for privately-funded international students)

#### ② Transcript of records

- Applicants for Undergraduate Programs: official transcript of records issued by High school graduated from (or currently enrolled in) (no photocopies accepted)
- Applicants for Master's Programs: official transcript of records issued by school graduated from (or currently enrolled in) (no photocopies accepted)
- Applicants for Doctoral Programs: official transcript of records issued by Master's Program of university graduated from (or currently enrolled in) (no photocopies accepted)
- ※ If your previous school is located overseas and issues only one official transcript, you can present the original document and submit the photocopy.

#### ③ Income certificates of family members or financial supporter other than family members

- Certificates of income of **both father and mother**
- If married, income certificate of the spouse is also required.
- If you have a financial supporter, income certificate of the financial supporter must be submitted.  
(e.g. if your grandparents are paying your tuition and sending allowances ⇒ income certificate of your grandparents is also required)

<If your parents (financial supporter) **live overseas**, submit the following:

- 1) Income certificate (photocopy accepted) issued by the country for **2015 income (January to December 2015)**

※ if they are **unemployed** and do not have any income, submit documents to prove this.

#### \* Submission of income certificate of People's Republic of China...

Submit **both** income certificate issued by the company (photocopy accepted) and individual income tax payment certificate (photocopy accepted) issued by government.

\* The applicant should translate the documents into Japanese or English and attach them to the documents.

<Documents to be submitted if parents (including financial supporter) live in Japan>

- 1) Residence certificate for all family members living in Japan 【the original】 · · · issued by municipal office  
⇒ residence certificate of applicant and all family members living in Japan; must show the head of household and the relationship of family members to the head of household.  
..... submit the following documents 2) to 4) for each of the family members listed on the residence certificate(including the applicant) .....
- 2) 2016 Income Certificate(for income of 2015) 【the original】 · · · issued by municipal office  
⇒ if you have income: 【taxation certificate】 , if you have no income: 【tax exemption certificate】 will be issued.

- 3) 2015 Withholding Tax Statement (applies to salaried employee only) 【photocopy accepted】 · · · issued by the company  
⇒ self-employed persons do not need to submit this.
- 4) 2015 Income Tax Return (applies only to income other than salary) 【photocopy accepted】  
⇒ if you only have salary income, you do not need to submit this.  
\* If unemployed, submit document 2) only.  
\* **if you have a sibling who is a student**, you do not need to submit documents 2) to 4). Submit a **certificate of enrollment**. (certificate of enrollment of the applicant is not required)

**【Applicants who live in japan at present must submit below documents】**

- ④ Documents of part-time job wages
- submit wage slip (photocopy) for the past 3 months issued by the part-time job employer
  - if you work part-time for more than one employer, submit wage slips from all the employers
  - If you cannot submit wage slip, submit job contract(photocopy), withholding tax slip, copy of your bank passbook etc.
  - If you cannot submit any of the above, wage slip, job contract (photocopy), withholding tax slip or bank passbook, submit a statement of circumstances explaining the reasons for not submitting the documents, and attach paper written by the employer certifying your wages for the past 3 months (format not specified)
- ⑤ Copy of rental agreement
- submit the rental agreement; check that the agreement has not expired and the address, amount of rent, full name are stated accurately.
  - If the name of the applicant does not appear as the contractor on the agreement, submit a statement of circumstances written by the applicant and the person whose name appears on the agreement (format not specified)
  - If you are sharing the room and the rent with roommates, you must ask all your roommates to write a statement of circumstances (format not specified)
- ⑥ Document certifying the amount of allowances sent from parents or financial supporter.
- If you are receiving allowances from your family or other financial supporter, submit document showing the amount of allowances · · · proof of overseas remittance, copy of bank passbook, etc.

**Fill in forms as follows:**

- ① The applicant must fill in the Application Form by PC or using ballpoint.
- ② Print the Application Form double-sided to submit; do not submit the two pages separately.
- ③ If there are any deficiencies or false statement in the application documents, you will lose eligibility. If any false statement is detected after you have been selected as recipient, you may be asked to return the scholarship grant; pay attention to provide accurate information.
- ④ Documents submitted for scholarship application shall not be used for any purposes other than scholarships of Sophia University
- ⑤ Documents submitted for application will not be returned.

**Selection**

Selection will be based on Application Form, Report on Living Condition, grades, scores of entrance examination.

### Selection results notification

Successful applicants will receive the selection result notification and a bank transfer form for tuition with the scholarship amount deducted. These forms will be sent enclosed with the documents for matriculation. Notification to the unsuccessful applicants will also be sent enclosed with the documents for matriculation.

### Payment methods of fees for matriculation

Scholarship applicants should check their selection result on the notification enclosed with the documents for matriculation and pay the appropriate amount of fees. Successful applicants will receive a bank transfer form on which the scholarship amount is deducted from the tuition; use the deducted tuition bank transfer form and pay appropriately. Unsuccessful applicants will receive a bank transfer form for the full tuition; use the full tuition bank transfer form and pay appropriately

### Other points to note

If you become a recipient of scholarship, please note the following:

- You may not be eligible to apply for some of the other 2016 Sophia University scholarships.
- New Students Scholarship/Adachi Scholarship is offered for one year only. Students who wish to apply for scholarships with tuition deduction must apply for “Sophia University Tuition Support Scholarships/Sophia Benefactor’s Scholarship (Adachi) for currently enrolled students”in succeeding years. To apply for 2017 Sophia University Tuition Support Scholarships, you must apply in early December 2016.

Please make sure that you have to submit all your documents regarding scholarships to **Center for Student Affairs** separated from the documents sent to Admissions Office. **Under no circumstances will application documents be accepted if they are not delivered to Center for Students Affairs.**

### Submit application to: For more information, contact:

Section for Financial Support, Center for Student Affairs, Sophia University (1F, Bldg. 2)  
7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554  
TEL 03 (3238) 3523

#### 《Office hours》

9:30 am to 11:30 am; 12:30 pm to 5:00 pm

[Winter recess] Thursday, December 29, 2016 to Wednesday, January 4, 2017

Offices are closed during the recess and Sat., Sun., and national holidays

For other university holidays, check on University Website.