



## **Entrance Procedures for New Students in the Autumn Semester, 2023**

### **UNDERGRADUATE NON-DEGREE STUDENTS**

Congratulations on your acceptance to Sophia University! We would like to ask you to give careful attention to the following information. The procedures for matriculation require that you **1. enter the information online** and register your photo, **2. pay the fees** due prior to University entrance (入学手続金) and **3. submit all necessary documents**, as explained below, by the appointed deadlines.

- ◆ Failure to meet these deadlines will result in cancellation of your acceptance.
- ◆ No physical materials (including a letter of acceptance) will be sent to accepted students from the Admissions Office.

### **Checklist for Necessary Fees/Documents and Deadline**

<input type="checkbox"/> Fees Due Prior to University Entrance (see p.7)	Friday, May 26, 2023
<input type="checkbox"/> Student Records / Written Pledge, Consent for the Personal Information Management (学籍原簿・誓約書兼個人情報取り扱いに関する同意) (see p.8)	
<input type="checkbox"/> Documents related to Visa procedures (see p.11)	Thursday, April 27, 2023
<input type="checkbox"/> Residence Certificate (住民票の写し) (see p.8)	<b>Students with Japanese residence status:</b> Friday, May 26, 2023 <b>Students without residence status:</b> Wed., Sep. 20, 2023
<input type="checkbox"/> <u>Only for international students</u> Photocopy of Residence Card (see p.8)	

We will notify you in case the above documents didn't reach us by the deadline.

### **Information for after you complete the Entrance Procedures**

- Academic Schedule, Housing (see p.10)
- Letter of Admission (see p.11)
- Refund Policy (see p.12)


Note: Unavoidable circumstances due to COVID-19 may result in changes in the indicated schedule. Please note that in cases where any changes are made, the latest information is to be updated via email (to the address registered the time of application).

## 1. STEPS TO COMPLETE THE PROCEDURES


Log in to your MyPage (the online application portal) from below.

<https://exam-entry-sp.52school.com/sophia/my/session/create>


### 1. Click “Entrance Procedures.”




**Reference Number / Examinee Ticket**  
For applicants for the document screening admission, check your reference number.  
For applicants who have on-campus exams, download your examinee ticket.



**Admission Decision**  
Check the admission decision from here.



**Entrance Procedures**  
For accepted students to complete the necessary procedures for matriculation.



**Password Reset**  
You can reset your password for your MyPage.

Scroll down to the bottom on MyPage and Click “Entrance Procedures”  
(The button on the right “Entrance Procedures” is also available).

### 2. Choose your program to enroll in.

入試種別 / Type of Admissions

学科・専攻 / Department / Program

受験番号 / Reference Number

[Next](#)

Choose “Type of Admissions” and “Program,” enter your “Reference Number” (five digits) and click “Next.”

### 3. Download the booklet of “Entrance Procedures.”

**入学手続ガイド / Guide for Entrance Procedures**

入学手続要項等は [こちら](#) からご確認ください。  
オンライン手続きの操作方法については [こちら](#) からご確認ください。

Click [here](#) to download the booklet of “Entrance Procedures.”  
Click [here](#) for instructions how to use the portal.

Click “here” to download the “Entrance Procedures” booklet.

### 4. Fill in the required information.

**入学手続きメニュー / Entrance Procedures**

ステータス / Status

個人情報の登録を行ってください。  
Enter your personal information.

1 **未登録** / Unregistered **個人情報登録 / Register Personal Information**

締切日 / Matriculation Deadline

[手続きする](#) / Register

こちらから学生情報、保証人情報等の登録を行ってください。  
Enter information of the accepted student and a guarantor.

Click “Register” to enter your personal information.

-For the instructions and notes on the details of each field, refer to p.4.

-Part of the information here will be printed on the “Student Record/Written Pledge.”

## 5. Upload a face photo.

The photo will be on your student ID card.

2 未登録 / Unregistered 顔写真アップロード / Upload a Photo

締切日 / Matriculation Deadline

アップロード / Upload

こちらから顔写真のアップロードを行ってください。  
Upload your face photo from here.

Click "Upload" to register your face photo.

Make sure to follow the instructions on p.7.

## 6-1. Confirm the amount of the deposit fees to complete the payment by the deadline.

3 未納 / Undeposited 入学手続きに必要な費用の納入 / Deposit the Fees

入学手続金締切日までに入学手続金の納入を完了することが必要です。  
※支払状況の更新については、本学承認後となります。  
The fees due prior to University entrance must be deposited by the matriculation deadline.  
Note: The status will be updated after University confirm the arrival of the deposit.

金額 / Amount	支払状況 / Status	入金日 / 支払期限 / deposited Date / Payment Deadline
-	-	-
-	-	-
-	-	-
¥856,650 (一括分納金 / Fees due prior to University entrance)	未入金 / Undeposited	支払期限 / Payment Deadline
-	-	-

手続きする / Register

To download the payment slip for Japanese banks, click "Register" to proceed.

For wire transfer from overseas, follow the instructions on p.7-8.

No need to click "Register" to proceed.

## 6-2. Download and print out the payment slip (inside Japan only).

支払方法選択 / Choose the Payment Method

支払いする納付金を選択してください。  
Choose the fees to deposit.  
[For Education(M.A. and Ph.D.) and TESOL (M.A.) Students]  
Fees due prior to University entrance must be paid in full or in installments. If you wish to pay in full, please choose "完納 (1年分)"; if you wish to pay in installments, please choose "分納 (半期分)".

分納 (半期分) / Fees due prior to University entrance (¥856,650)

納付金振込票 / Payment Slip (Inside Japan Only)

ダウンロード / Download

選択した納付金振込票をダウンロードして振込を行ってください。  
Download the payment slip to pay the fees at a bank (inside Japan only).  
For wire transfer from overseas, follow the instruction indicated in the booklet of "Entrance Procedures."

Choose the indicated option and click "Download" to print out the payment slip (inside Japan only).

Make sure to use the form to complete the payment in Japan (print it out in A4, landscape, and color).

-Bank name in Japanese will be printed on the slip. Refer to p. 8 for the bank's English name.

## 7. Download and print out the required documents to mail to the Admissions Office.

4 書類等出力 / Download / Print Documents

ダウンロード / Download

こちらから学籍原簿・誓約書、封筒貼付け用宛名のダウンロードが行えます。  
※春入学の新入生のしおりは、3月上旬よりこちらからダウンロードできます。  
※秋入学の新入生のしおりは、8月下旬よりこちらからダウンロードできます。  
Download necessary documents (Student Records / Written Pledge, Mailing Label, Event Calendar) from here.  
-For spring (April) entry, the event calendar will be available in the beginning of March.

書類等出力 / Download / Print Documents

入学手続きに必要な書類のダウンロードを行ってください。  
Download the necessary documents from below.

学籍原簿・誓約書 / Student Records / Written Pledge

学籍原簿・誓約書を印刷してください。  
Print out the Student Records / Written Pledge.

封筒貼付け用宛名 (大) / Mailing Label

封筒貼付け用宛名 (大) を印刷してください。  
Print out the Mailing Label.

封筒貼付け用宛名 (小)

封筒貼付け用宛名 (小) を印刷してください。  
Not required for students for English-taught programs.

Click "Download" to print out the required documents:

- "Student Records / Written Pledge, Consent for the Personal Information Management"
- "Mailing Label" (only for posting from inside of Japan)

-Make sure to print the documents in A4, portrait, and color.

-For shipping from overseas, enclose the "Mailing Label" in your packet.

## 入学手続に必要な書類の郵送（全員） / Mail the required documents to the Admissions Office.

入学手続締切日までに、「学籍原簿・誓約書兼個人情報の取扱いに関する同意書」および「住民票の写し」を郵送してください。  
※詳細は『入学手続要項』を参照してください。

Put your stamp and your guarantor's (for those who do not hold a Japanese nationality, a signature is acceptable) on the "Student Records / Written Pledge, Consent for the Personal Information Management" and mail it with the Residence Certificate (if already available) using the mailing label (if mailed from inside Japan only) glued on an envelope that is big enough not to fold the documents.

- For details, please refer to "4. Documents" on p.8.

**The entrance procedures are complete!**  
Make sure the matriculation fees are deposited by the deadline.

## 8. Mail the remaining required documents to the Admissions Office.

Make sure to mail the remaining documents (if applicable: Residence Certificate, Photocopy of Residence Card) by their designated deadline.

## 2. INSTRUCTIONS TO FILL IN THE INFORMATION AND UPLOAD A PHOTO

### A. Filling Information

Write your name exactly as explained below.

**Japanese:** Name in Japanese as on your *Koseki* (戸籍).

**Non-Japanese:** Name in alphabet as on your passport (write in block capital letters).

**Dual Nationality Holder:** See "For Dual Nationality Holders" on p.9.

Information of Accepted Student		Instructions
NATIONALITY		Choose your nationality from the list.
NAME	SURNAME • GIVEN NAME • (MIDDLE NAME)  IN KANJI	<b>Japanese:</b> Write your name <u>in kanji from your Koseki / 戸籍 (jyuminhyo 住民票).</u>  -This section is limited to <i>kanji</i> registered in Shift JIS (JIS2004). -If your name contains <i>kanji</i> that is not in JIS, choose another character that is the most similar to yours.  <b>Non-Japanese:</b> Not required.
	SURNAME • GIVEN NAME • (MIDDLE NAME) IN KATAKANA	Write your name in <i>katakana</i> in full-width character.
	SURNAME • GIVEN NAME • (MIDDLE NAME) IN ALPHABET	Write your name in alphabet in upper case, half-width character.
NAME containing rare kanji  Only for Japanese	姓、名	上記の「本人氏名」欄に入力できない漢字があった場合はチェック後、該当漢字を入力してください。 ※本項目に入力可能な漢字であっても本学で使用できない漢字がありますので予めご承知おきください。
GENDER		Choose "Male" or "Female."

Information of Accepted Student		Instructions
BIRTH YEAR • MONTH • DAY		Use A.D.
NAME YOU INTEND TO USE AT SOPHIA		<b>Japanese:</b> Kanji <b>Non-Japanese nationals:</b> Alphabet Note: Also refer to P.9 if you're a dual national holder.
DUAL CITIZENSHIP		Dual nationality holders of Japan and another country: Check the box <u>if you prefer your name to be registered in alphabet.</u> Note: See P.9 "For Dual Nationality Holders."
ADDRESS CATEGORY		Choose "IN JAPAN." If you don't reside in Japan and have not decided the address in Japan, choose "OVERSEAS," which allows you to leave the address sections blank.
POSTAL CODE		Enter a 7-digit number without hyphens. Click "Look up the address" button to put the matching address in "ADDRESS 1" field.
ADDRESS 1		Enter the address (excluding the prefecture) where you will be living after you enroll in Sophia. If it is not decided yet, write your current address in Japan (overseas address is not required). Put the address after the street number in "ADDRESS 2."
ADDRESS 2		
TELEPHONE NUMBER		Enter your phone number without hyphens including the city code. Ex) 0311111111
MOBILE PHONE NUMBER		Enter your phone number without hyphens. Ex) 0801111111
Do you have a valid status of residency in Japan?		Choose "Yes" or No. For Japanese, choose "No."
RESIDENCE STATUS		Choose one from the list.
(PERIOD OF STAY) DATE OF START		Enter the date on your residence card.
(PERIOD OF STAY) DATE OF EXPIRATION		
RESIDENCE CARD NUMBER		Enter the combination of numbers and alphabets on your residence card.
WORKING EXPERIENCE		Choose your working experience from the list. - Please enter only if you are working, retired or homemaker. If you are mainly a student, don't enter this option.
WORKING EXPERIENCE (COUNTRY, NAME OF THE COMPANY)		Please enter only if you are employed. Ex) USA, ABC Corp.

Information of Guarantor		Instructions
COUNTRY WHERE GUARANTOR RESIDES		Choose a country (if the guarantor lives outside Japan).
NAME OF GUARANTOR	SURNAME • GIVEN NAME (MIDDLE NAME)  OF GUARANTOR	<b>Japanese:</b> Write your guarantor's name <u>in kanji from the Koseki/戸籍 (jyuminhyo/住民票).</u>  <b>Non-Japanese:</b> Not required.  If his/her name contains <i>kanji</i> that does not show here, choose another character that is the most similar to his/hers.  All students are required to have a guarantor. University sends important notices regarding academic affairs and school newsletters to the guarantor's address, or may contact the guarantor in a state of emergency. A guarantor should be in order of priority as below: 1. One of the parents who lives in Japan. 2. A person who lives in Japan and earns his/her living independently. 3. A person who lives in foreign country. (This option is only for Non-Japanese students.) Some of the documents will not be sent to the guarantor living outside Japan.
	CHECK IF THE GUARANTOR DOES NOT HAVE NAME IN KANJI	Check the box if applicable.
	SURNAME • GIVEN NAME (MIDDLE NAME) OF GUARANTOR IN KATAKANA	Write the guarantor's name in <i>katakana</i> in full-width character.
	SURNAME • GIVEN NAME (MIDDLE NAME) OF GUARANTOR IN ALPHABET	Write your guarantor's name in alphabet in upper case, half-width character.
	RELATIONSHIP WITH ACCEPTED STUDENT	Choose an applicable option.

TELEPHONE NUMBER OF GUARANTOR	Enter his/her phone number without hyphens including the city code. Ex) 0311111111 -If the guarantor lives outside Japan, put the entire number including the country code without hyphens. -University might contact this number in case of emergency.
Information of Guarantor	Instructions
EMAIL OF GUARANTOR	
THE ADDRESS OF THE GUARANTOR IS DIFFERENT FROM THE ONE OF YOURS	Choose "YES" or "NO."
THE GUARANTOR LIVES	Choose "IN JAPAN" or "OVERSEAS." Only students who don't hold Japanese nationality may have a guarantor living abroad.
POSTAL CODE OF GUARANTOR	Enter a 7-digit number without hyphens. Click "Look up the address" button to put the matching address in "ADDRESS OF GUARANTOR 1." If the guarantor lives outside Japan, enter the postal code of that country.
PREFECTURE OF GUARANTOR'S ADDRESS	Choose one from the list.
ADDRESS OF GUARANTOR 1	Enter the address (excluding the prefecture). Put the address after the street number in "ADDRESS OF GUARANTOR 2." -If a guarantor lives outside Japan, enter the overseas address in alphabet.
ADDRESS OF GUARANTOR 2	-University may send important notices regarding tuition fees, academic affairs and school newsletters to guarantor's address. Some documents will not be sent to the guarantor living outside Japan.
OCCUPATION	Optional
PHONE NUMBER OF OCCUPATION	
Information of Education Background	Instructions
PROGRAM	Choose "Undergraduate" or "Graduate."
HIGH SCHOOL GRADUATION YEAR • MONTH	Enter the year and the month of your high school (expected) graduation.
LOCATION OF HIGH SCHOOL	Choose the prefecture where your high school is located. -If your high school is located outside Japan, choose "Other."
TYPE OF HIGH SCHOOL	Choose "Japanese National," "Japanese Public," "Japanese Private," "Overseas," or "Others."
NAME OF HIGH SCHOOL	Enter the name of your high school you graduated, or will graduate from. -For Japanese school, write in Japanese. -For foreign school, write in alphabet.
UNIVERSITY GRADUATION YEAR • MONTH	If you've attended a university, please enter the university (expected) graduation (withdrawal) year and month.
LOCATION OF UNIVERSITY	Choose the prefecture where your university is located. -If your university is located outside Japan, choose "Other."
TYPE OF UNIVERSITY	Choose "Japanese National," "Japanese Public," "Japanese Private," "Overseas," or "Others."
NAME OF UNIVERSITY	Enter the name of the university you attended.
FACULTY OF UNIVERSITY	Enter the faculty of the university you attended.
DEPARTMENT OF UNIVERSITY	Enter the department of the university you attended.
STATUS OF LEAVING UNIVERSITY	Choose either "GRADUATED" or "WITHDREW."
CHECK IF YOU CURRENTLY WORK FULL TIME	Optional
Information of Family	Instructions
FAMILY 1 RELATIONSHIP (FATHER) NAME • AGE • OCCUPATION OR ENROLLED SCHOOL	These fields are optional.
FAMILY 2 RELATIONSHIP (MOTHER) NAME • AGE • OCCUPATION OR ENROLLED SCHOOL	
FAMILY 3~10 RELATIONSHIP NAME • AGE • OCCUPATION OR ENROLLED SCHOOL	

## B. PHOTO

The photo you register here will be used for your student ID and for other purposes during your enrollment in Sophia University. Take a photo at a photo booth or other similar services with a plain background in either white, blue or gray. A photo from your own camera / smartphone / tablet would also be acceptable as long as it fulfills the conditions below.

- In color (Black and white is not acceptable).
- Taken within the last three months from admissions application.
- No other obstacles or persons but the accepted student in it.
- Shoulders up, Facing the camera, correct head position.
- No hats, no shadows, plain background.
- Not photoshopped.
- Format must be either of jpg / png / gif with the file size of less than 3 MB / 5,000 px.

## 3. FEES

The deadline for payment of the fees is **Friday, May 26 2023**.

Payment should be made by bank transfer to Sophia University's account in Japanese currency.

### Payment in Japan:

Please download and print out the **"Payment Slip"** in A4 size, color and pay the fees at a bank counter. Payment through Automatic Teller Machine (ATM) or internet banking is not acceptable.

### Payment from overseas:

Follow the "PAYMENT INSTRUCTION FROM OVERSEAS" below.

The fees due prior to University entrance are in principle not refundable. However, if the student decides not to enter Sophia University and follows the refund procedures on p.12 "REFUND POLICY," part of the paid fees can be refunded.

The status on MyPage will change to **"Deposited"** on the day following the date when Sophia University confirms the fee payment.

## FEES DUE PRIOR TO UNIVERSITY ENTRANCE FOR NON-DEGREE PROGRAM

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.

	English Track (Liberal Arts)	Japanese Intensive Track A	Note
Program Fee	¥ 569,000	¥285,000	Per semester
Education Enhancement Fee	¥ 105,000	¥105,000	
<b>Total Fees for Non-Degree Students</b>	<b>¥ 674,000</b>	<b>¥390,000</b>	Per Semester

### < Notes for each item >

Items	Notes
Program Fee	• Program Fee is the price paid for the educational services
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.



## INSTRUCTIONS FOR PAYMENT FROM OVERSEAS

If you are going to remit the necessary fees from abroad, please remit the money by wire transfer using the name of the student entering Sophia to the following account by the payment deadline. After the remittance, please notify the Admissions Office via email (to [admission-u-co@sophia.ac.jp](mailto:admission-u-co@sophia.ac.jp)) that you have completed the wire transfer from overseas by the matriculation deadline.

Please use the information below to complete your payment.

1. 送金金額 / Remittance Fee	<b>English Track: ¥677,000 (¥674,000+¥3,000*)</b> <b>Japanese Intensive Track A: ¥393,000 (390,000+¥3,000*)</b>
2. 口座名 / Payee's Name	上智大学 / Sophia University
3. 送金者 / Remitter's Name	合格者学生氏名 / Admitted Student's Name
送金者が学生本人と異なる場合は、学生氏名を送金情報に含めてください。 Please indicate the student's name if the remitter is not the student himself / herself.	
4. 住所 / Address	東京都千代田区紀尾井町7-1 / 7-1 Kioi-cho, Chiyoda-ku, Tokyo
5. 口座番号 / Bank Account	0889015
6. スウィフトコード / Swift Code	BOTKJPJT
7. 口座所在銀行 / Payee's Bank	三菱UFJ銀行四谷支店 / MUFG Bank, Ltd., Yotsuya Branch, Tokyo
8. 銀行所在地 / Bank Address	〒160-0004 東京都新宿区四谷1-6-1 1-6-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004 Japan

\*Note: Please pay all commissions, charges and expenses incurred by the bank (inside and outside Japan) in connection with this remittance. (Your payment from overseas is usually remitted to our account through other banks in Japan. At that time you will be charged about ¥3,000. Therefore, please add this extra bank handling fee when you remit your payment. If there is a surplus due to overseas remittances, the excess amount will be refunded to the student. Note that if the surplus is less than 3,000 yen, refund can only be made to a domestic account in Japan. In this case, refund made by overseas remittance is not possible. )

\*注: 全ての送金手数料は、各自負担してください。海外からの送金は直接本学口座に送金されずに日本国内の他銀行を経由して入金されます。その際、手数料がおよそ 3,000 円かかりますので、入学手続金にその額を加えて送金してください。海外送金により入学手続に必要な費用に余剰が発生した場合には、返金いたします。但し、余剰の金額が 3,000 円以下の場合、日本の国内口座への返金のみとなります。海外送金による返金はいたしませんので、予めご了承ください。

## 4. DOCUMENTS

It is necessary to mail the following documents to the Admissions Office by the appointed deadlines.  
For shipping inside Japan, please use the mailing label available on the online Entrance Procedures.

The status on MyPage changes to "Documents have been received" a few days after the Admissions Office confirms their arrival. You'll be notified if there are any issues with the documents.

The following items must be submitted by **Friday, May 26, 2023.**

If you are unable to obtain the items 2-3 by the above deadline, please submit them by **Wednesday, Sep. 20, 2023.**

### 1. STUDENT RECORDS / WRITTEN PLEDGE, CONSENT FOR THE PERSONAL INFORMATION MANAGEMENT (学籍原簿・誓約書兼個人情報の取り扱いに関する同意)

Download and print it out in A4 size, color from the on-line Entrance Procedures and stamp a seal each of a student and of a guarantor (see the next section for instructions).

### 2. RESIDENCE CERTIFICATE ISSUED IN JAPAN (住民票)

This certificate can be obtained on request at the municipal office in Japan, after registering there. There may be a processing fee, depending on the office. The form for international students must show Nationality, Status of residence, Period of stay, and Resident card number (Please note that the individual number must be hidden).

Note: Notification of Resident Record Code (住民票コード通知票) is not acceptable.

### 3. PHOTOCOPY OF RESIDENCE CARD IN JAPAN [For international students]

Please submit a photocopy of your residence card (both sides).



## 5. INSTRUCTIONS FOR FILLING IN THE STUDENT RECORDS / WRITTEN PLEDGE, CONSENT FOR THE PERSONAL INFORMATION MANAGEMENT

- (1) Print it out in A4 size, portrait, color.
- (2) The information printed on the form cannot be changed.
- (3) If you have a school history other than what's printed on the form, fill in the section of "Other School History."
- (4) The name in kanji for Japanese nationals, the name in alphabet for non-Japanese nationals will be printed on University official documents.
- (5) Make sure that the "WRITTEN PLEDGE, CONSENT FOR THE PERSONAL INFORMATION MANAGEMENT" is stamped/signed with your stamp/signature as well as the guarantor's seal/signature (a signature is acceptable only for a non-Japanese). The two stamps must be different.

### For Dual Nationality Holders (Japan and another country): Official Name at Sophia University

In principle, Sophia University will register the name of a student holding dual nationality by their name that is written on their *koseki* 戸籍 (also the name on *iyuminhyo* 住民票), and they will be registered as a Japanese national at Sophia. However, it would also be acceptable if a student prefers to use the name that is written on one's foreign passport instead of *koseki*.

#### How to register your foreign name

- (1) Submit a photocopy of your foreign passport along with other matriculation documents.
- (2) Follow the instructions below for filling the information during the online registration.

Information to be filled in		Instructions
NATIONALITY		Choose Japanese.
NAME	IN KANJI	Not required.
	IN KATAKANA	Write your foreign name in <i>katakana</i> in full-width character.
	IN ALPHABET	Write your foreign name as it's shown on the foreign passport.
DUAL CITIZENSHIP		Check the box.

#### IMPORTANT

The name you register on the online Entrance Procedures will be printed on official documents that Sophia University issues during your enrollment in Sophia as well as after you graduate.

- ① Name (*Katakana*): Student ID card and attendance list for class
- ② Name (in Japanese): Student ID card, official documents in Japanese, diploma and attendance list for class
- ③ Name (in alphabet): Official documents in English and diploma
  - If you choose the name written on your foreign passport, ② and ③ will be identical.
  - As stated above, the student name printed on official documents, diploma (Certificate of graduation) and etc. will be the same name you register on the on-line Entrance Procedures. Certificates are documents that are used frequently when students engage in job hunting and during acquisition of qualification. Thus, please consider the influence on various instances when you choose your official name at Sophia.

#### NOTE:

- In principle, once you register your name during matriculation, you cannot change it after that.
- If you decide to change your nationality after matriculation, submit the Residence Certificate to Academic Records Section of the Center for Academic Affairs.

## 6. ACADEMIC SCHEDULE

*Note: The schedule could change due to policies related to the Covid-19 pandemic.*

Sep. 21 (Thu.) – 26 (Tue.)  
(The date and time are  
to be announced.)

- Distribution of student ID cards
- Academic Guidance for new students (video)
- Japanese Placement Test\*  
(\*if you do not take this test, you cannot take any Japanese language courses.)
- Course Registration

Sep. 27 (Wed.) – Jan. 22 (Mon.)      Autumn Semester

Jan. 23 (Tue.) – Jan. 30 (Tue.)      Final examinations

Note: Please note that the schedule above is subject to change.

1. Further information and detailed “Event Calendar” will be announced in the end of August on “MyPage> Entrance Procedure> Download/Print Documents> Information for New Students.” In addition to the above, some more events will take place. Please be sure to check the “Event Calendar”.
2. Please attend each event required for each program and student status as indicated in the information provided in the future
3. Bring your student ID card, pencils and an eraser to all placement tests.
4. For details on course registration, see “Bulletin of Information 2023-2024” and additional documents available on the Sophia Official website after Sep. 21.

## 7. HOUSING

Sophia University has several off-campus dormitories and offers affiliated housing options. For more information, please refer to the following webpage.

<https://piloti.sophia.ac.jp/eng/housing/>

## 8. FOR INTERNATIONAL STUDENTS

“The handbook for International Students (Sophians’ Guide)” is available on the following website:

<https://piloti.sophia.ac.jp/eng/studentssupport/handbook/>

### National Health Insurance

International students staying in Japan for three months or more are required to affiliate with the Japanese National Health Insurance. The local ward or municipal office of your residence region will handle the procedures. The insurance fees are different depending on the ward or city; you may request to have a reduction if your income is below a certain amount. For more information, please inquire directly at ward or municipal offices.

Those insured by the National Health Insurance system only have to bear 30% of the medical expenses for any treatment at clinics or hospitals (Expenses for medical treatment not covered by the insurance must be paid in full).

At the same time, we strongly recommend you to make arrangements for study abroad insurance or travel insurance in your home country that covers emergencies other than medical costs throughout your stay.

## 9. STUDENTS WHO NEED SPECIAL SUPPORT FOR DISABILITY

Any applicant with a disability that might require special support (reasonable accommodation) when undertaking university work should notify the Center for Student Affairs as soon as possible. Before consulting, please read about the information on support for students with disabilities, via the link below. The actual support provided will be considered individually and adjusted based on the needs of each student. Please keep in mind that it may be difficult or time-consuming to handle every request.

[https://piloti.sophia.ac.jp/eng/soudan/with\\_others/](https://piloti.sophia.ac.jp/eng/soudan/with_others/)

## 10. IMMUNIZATION REQUIREMENTS AND MEDICATION

### Prevention of infectious diseases after entrance to the university

All incoming students are required to have received either 2 doses of the vaccination for the diseases indicated below. Confirm a record of the vaccination and if necessary you should be vaccinated before entrance.

Diseases to be checked: measles, rubella, mumps, chicken pox

※It is not necessary to submit the result of the test and the certificate of vaccination to the Health Center. We recommend keeping the certificate yourself in case of need it.

※Vaccination guidelines depend on countries. Please consult a family doctor about any unclear points.

There are medications that are legal in your home country but illegal to possess in Japan. For this reason, if you need to bring in medication that you need to take, please make sure to check by yourself if it can be brought into Japan or not. Sophia University cannot be responsible for any incidents which may be incurred by the student for this matter. More information is available at Kanto-Shinetsu Regional Bureau of Health and Welfare website.

<http://kouseikyoku.mhlw.go.jp/kantoshinetsu/iji/bana-warifuri.html>

## 11. LETTER OF ADMISSION

The “Letter of Admission” will be available on your MyPage once the entrance procedures are complete. If needed, please download and print it out from “4. Download / Print Documents” before university entrance.

## 12. STATUS OF RESIDENCE (VISA)

### ▼For international students applying for a college student status of residence▼

Before you apply for a college student status of residence, you need to obtain a Certificate of Eligibility (COE) issued by a Regional Immigration Bureau. It may take up to 3 months to get the COE. After you receive the COE, you are to apply for a college student status of residence at the Japanese embassy or consulate in your country, which takes a couple of days. Support Gyoseishoshi Law Firm Support Administrative Scrivener Corporation, which Sophia University has outsourced the COE application process to, will apply for your COE at the Tokyo Immigration Bureau on your behalf. We advise you to complete the COE process as soon as possible to receive a college student status of residence and be able to enter Japan on time.

To start the COE process, you **MUST** send a request email to the company by the deadline below.

**The deadline: Thursday, April 27, 2023 (JST).**

Request email should be sent to: [sophia-u@shigyo.co.jp](mailto:sophia-u@shigyo.co.jp)

Title of email must be “COE APPLICATION/Name as written on passport (Your online application registration number (5-digit number))” \*Example: COE APPLICATION/SUPPORT HANAKO(11223)

You must attach the Letter of Acceptance (downloadable on your MyPage) to the email.

▼ For those who are changing their current status of residence to college students ▼

▼ For those who are extending their current college student status of residence ▼

Support Gyoseishoshi Law Firm, which Sophia University has outsourced the support of visa process to, will make the required documents on behalf of Sophia University.

You **MUST** contact the company at least 2 months prior to the expiration date. The application for change/extension of status should be done 1 to 3 months prior to your current status expiration date.

Request email should be sent to: [sophia-u@shigyo.co.jp](mailto:sophia-u@shigyo.co.jp)

Title of email must be "VISA CHANGE or EXTEND/Name as written on passport (Your online application registration number (5-digit number))" \*Example: VISA CHANGE /SUPPORT HANAKO(112233)

You must attach your current residence card (both sides), passport copy (Only the page with your photo is needed.) and the Letter of Admissions (Letter of Acceptance is not acceptable) available on your MyPage.

### 13. REFUND POLICY

*Applications after the deadline will not be accepted.*

If you decide not to attend Sophia University after completing the matriculation procedures, please follow the procedures described below to officially notify the university of your intention not to attend. While the fees that you have paid are in principle not refundable, if you follow the following procedures you may receive a refund of some of the fees with a charge of ¥20,000 be deducted to cover the costs of the procedures. The refund will be made by bank transfer.

#### A) Application Deadline for Refunds:

1. If you are sending documents for refund by postal mail, they must be sent by either registered or express mail service and they must reach Sophia University Admissions Office by **Monday, Sep. 11, 2023 (Japan Standard Time)**. Please be aware that there are post offices in Japan that do not handle postal mail on Saturdays and Sundays.
2. The documents can also be submitted directly to the Admissions Office. In such case, they must be submitted by **16:00, Monday, Sep. 11, 2023 (Japan Standard Time)**.

Note: Only if you need to request for refund due to inevitable reasons after the above deadline, please consult with us by **15:00, Wednesday, Sep. 20, 2023 (Japan Standard Time)**.

#### B) Required Documents:

##### 1. Request for Refund of Matriculation Fee and the Notification Sheet for Remittance

The provided forms are available on Sophia University's website:

[https://adm.sophia.ac.jp/eng/admissions/ug\\_p/nd/fees/](https://adm.sophia.ac.jp/eng/admissions/ug_p/nd/fees/)

##### 2. Duplicated copy of the receipt for the remittance

**Send the letter and the receipt according to the instructions on the forms to:**

**Via email (for applicants outside of Japan):** Send documents to [admission-u-co@sophia.ac.jp](mailto:admission-u-co@sophia.ac.jp)

**Via post:**

Sophia University Admissions Office Request for Refunds

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

Note: 1. You cannot receive a refund if you fail to meet the deadline.

2. Refund request will not be accepted if there are any missing items or wrong information on the documents.

3. Sophia will send you an acknowledgement letter after receiving your request.

4. You cannot cancel your request once it is submitted.

## 14. Privacy Policy of Sophia University and Sophia University Graduate Programs

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.  
If you would like to confirm the policy in Japanese, please contact the Admissions Office.

Sophia School Corporation ("School Corporation"), as explained below, properly and safely handles personal information of students enrolled at Sophia University and Sophia University Graduate Programs (collectively, "the University"), their guarantors, and others.

### 1. Definition of "personal information"

"Personal information" means personal information as defined in Article 2, Paragraph (1) of the Act on the Protection of Personal Information (Act No. 57 of 2003). Personal information identifies, or can identify, a specific living individual and includes the following:

- (1) Information that belongs to a specific individual, information that can identify an individual based on a number, a symbol, or any other code assigned to the individual, an image, a sound, etc., or information that alone cannot identify an individual but can be easily checked with other information and thereby can identify the individual
- (2) Information written or printed on paper, or information processed or stored by a computer, an optical processing device, etc.

### 2. Purpose of use of personal information

Personal information collected and handled by the University is used for the purpose of carrying out the University's educational operations listed below.

Students	<ol style="list-style-type: none"><li>(1) Provision of educational and other services, including classes, periodic examinations, and research activities</li><li>(2) Provision of learning support, including school register management, course management, grade management, and degree conferment</li><li>(3) On-site training for nursing care, etc., practice teaching, practical training for school nursing, practical training for library services, and blanket application for teaching certificates</li><li>(4) Request and notice for payment of academic and other fees</li><li>(5) Student life support, including extracurricular activities, volunteer activities, welfare, and student insurance and others</li><li>(6) Handling of procedures for moving into or out of student dormitories and request for payment of dormitory fees</li><li>(7) Scholarship management, awarding of scholarships, provision of necessary information to external organizations offering scholarship programs, etc., and economic support</li><li>(8) Health and hygiene management and support (medical examination, counseling, etc.)</li><li>(9) Guidance counseling for students, job hunting support, and management of information on future academic courses or future places of employment</li><li>(10) Implementation of procedures necessary for transferring to other universities, etc. at home and abroad, including foreign exchange programs and short-term study abroad programs</li><li>(11) Management of use and security of on-campus facilities and equipment (classrooms, libraries, etc.)</li><li>(12) Issuance of various certificates</li><li>(13) Implementation of entrance ceremonies, commencement ceremonies, and other ceremonies and notices or information of such ceremonies</li><li>(14) Implementation of operations necessary for supporting the administration of the Sophia University Parents' Association and the Sophia University Alumni Association</li><li>(15) Implementation of the University's various surveys and questionnaires, analysis of survey and questionnaire data, and participation in various surveys and questionnaires conducted by public institutions and other external organizations</li><li>(16) Provision of information on solicitation for donations, etc.</li><li>(17) Commendation for students</li><li>(18) Implementation of procedures necessary for student guidance, disciplinary punishment of students, etc.</li><li>(19) Sending and notification of administrative notices and various other information to students</li><li>(20) Other operations associated with any of the above</li></ol> <p>*To provide appropriate education and guidance to students, the University may, based on educational consideration, disclose information on students' academic performance, attendance, etc. to their guarantors or consult with the guarantors as to the students' studying, course registration, etc. If you do not wish to have your academic performance, etc. disclosed to your guarantor due to certain reason(s), please notify the Center for Academic Affairs to that effect.</p>
Graduates	<ol style="list-style-type: none"><li>(1) Issuance of various certificates</li><li>(2) Implementation of the University's various surveys and questionnaires, analysis of survey and questionnaire data, and participation in various surveys and questionnaires conducted by public institutions and other external organizations</li><li>(3) Survey of career or academic choices</li><li>(4) Provision of information on solicitation for donations, etc.</li><li>(5) Management of use of on-campus facilities and equipment (libraries)</li></ol>

	(6) Other operations associated with any of the above
Guarantors	(1) Provision of information on students' studying, course registration, etc., for the purpose of offering appropriate education and guidance to students, and request for consultation (2) Request and notice for payment of academic and other fees (3) Handling of procedures for moving into or out of student dormitories and request for payment of dormitory fees (4) Awarding of scholarships to students, provision of necessary information to external organizations offering scholarship programs, etc., and economic support (5) Provision of information on solicitation for donations, etc. (6) Other operations associated with any of the above
Students taking entrance examinations and students going through admission procedures	(1) Screening of prospective students and implementation of entrance examinations (2) Sending of brochures for procedures necessary for enrollment and other informational materials (3) Provision of pre-entrance education and sending of informational materials, etc. (4) Implementation of the University's various surveys and questionnaires, analysis of survey and questionnaire data, and participation in various surveys and questionnaires conducted by public institutions and other external organizations (5) Other operations associated with any of the above

### 3. Provision of personal information to third parties

The University does not provide personal information to a third party unless approved by the individual who is the subject of the information, or by personal information-related laws and regulations, etc.

### 4. Recording, etc. of provision or receipt of personal information

When providing personal information to a third party (excluding the national government organizations, local governments, incorporated administrative agencies, etc., and local incorporated administrative agencies; hereinafter the same applies in this paragraph), or receiving personal information from a third party, the University produces and maintains records of necessary matters in accordance with the provisions of the Act on the Protection of Personal Information.

### 5. Joint use of personal information

To improve student support, student welfare, and other services, the University may, as described below, jointly use personal information with other parties.

#### (1) Sophia Campus Support Co., Ltd.

##### (a) Types of personal data jointly used

Name of student, Address of student, Student's class standing, affiliation (faculty, department, etc.), ID number, Gender of student, Name of guarantor, Address of guarantor

##### (b) Scope of joint users

Sophia Campus Support Co., Ltd.\*

\*Sophia Campus Support Co., Ltd. is a wholly-owned business corporation of Sophia School Corporation. Sophia Campus Support's corporate philosophy as a good partner of School Corporation is to support School Corporation's education, research, and social contribution activities by giving first priority to improving student services at the universities and schools established by School Corporation and to contribute to creating attractive schools by returning proceeds from its business operations to School Corporation.

##### (c) Purpose of joint use

To provide information on various programs relating to comprehensive student services, events, etc. and to improve the students' welfare

##### (d) Name of party responsible for personal data management

Sophia School Corporation (Contact information: Office of General Affairs (Phone number: 03-3238-3172))

#### (2) Sophia University Parents' Association

##### (a) Types of personal data jointly used

Name of guarantor, Address of guarantor, Contact information of guarantor, Name of student, Address of student, Student's class standing, affiliation (faculty, department, etc.), ID number, Gender of student

##### (b) Scope of joint users

Sophia University Parents' Association\*

\*The Sophia University Parents' Association is a voluntary organization established in 1973 by parents who came to know that teachers who belonged to the Society of Jesus at the time donated large portions of their salaries to the university. the association, established for the purpose of financially supporting the university, has donated dues collected from members to the university, providing various material and moral support to students. Members-only social gatherings are held several times a year, providing opportunities for members to interact directly with other members, the Chancellor, the President, and faculty members of each department, in addition to participating in lectures presented by faculty members and experts.

If you do not wish to join the Sophia University Parents' Association, your personal data will not be used under joint use arrangements for any purpose other than to send brochures inviting to the association.

##### (c) Purpose of use

To send invitation brochures of the Sophia University Parents' Association, to hold meetings and events of the association (meetings of executive members, welcome meetings for new members, general meetings, autumn social gatherings, Kansai area social

gatherings, etc.) and send invitation letters for such meetings and events, and to undertake other duties necessary for the association's activities

(d) Name of party responsible for personal data management

Sophia School Corporation (Contact information: Office for Community & Alumni Relations (Phone number: 03-3238-3198))

(3) Sophia University Alumni Association

(a) Types of personal data jointly used

Name of student, Address of student, Contact information of student, Birth date of student, Student's class standing, affiliation (faculty, department, etc.), ID number, Gender of student, Year of admission, year of graduation, Career or academic path after graduation

(b) Scope of joint users

Sophia University Alumni Association\*

\*The Sophia University Alumni Association is an alumni association consisting of Sophia University students (associate members) and graduates (full-fledged members). The Sophia University Alumni Association, a voluntary organization, engages in various activities on a daily basis in order to become an organization that is suitable for and open to its members, with the purpose of "fostering friendship among members and contributing to helping Sophia University achieve its mission and develop further" (Article 3 of the Articles of Association). Sophia University students become associate members when they enter the university, and they become full-fledged members after graduation. Under the Sophia University Alumni Association, there are various sub-associations in Japan and around the world (regional associations, associations consisting of members of student clubs or groups, associations consisting of former students of specific courses or seminars, various industry- or company-specific associations, alumni associations for specific faculties or departments, etc.). The Sophia University Alumni Association is expanding the scope of its activities by cooperating with these various sub-associations.

(c) Purpose of use

To send invitation brochures of the Sophia University Alumni Association, to send the association's notifications (delivery of printed newsletters and email newsletters), to send invitations for celebration events, such as "Gold Celebration" (50 years after graduation), "Ruby Celebration" (40 years after graduation), "Silver Celebration" (25 years after graduation), and "Bronze Celebration" (15 years after graduation), to send notifications of reunions for faculties, departments, courses, and regional associations, and to undertake other duties necessary for alumni-related activities

(d) Name of party responsible for personal data management

Sophia School Corporation (Contact information: Office for Community & Alumni Relations (Phone number: 03-3238-3198))

## **6. Outsourcing to third parties**

When outsourcing personal information-related functions to an external party, the University chooses an appropriate party and signs an agreement related to personal information protection with it. In addition, the University exercises necessary and appropriate supervision over the entrusted party.

## **7. Security control measures for personal information protection**

The University implements security arrangements for personal information, controls access to information, imposes restrictions on bringing out personal information, and takes other necessary and appropriate measures for security control of personal information and data ("security control measures"), including measures to prevent leakage, loss, or damage of personal information.

(1) Establishment of rules, regulations, etc. concerning how to handle personal information

To make efforts as an organization to ensure that personal information is handled appropriately, the University has established rules and regulations concerning methods of handling and managing personal information, person(s) responsible for or in charge of personal information and their tasks, and other matters. Furthermore, to properly protect personal information and other information assets, the University has established information security-related rules and regulations.

(2) Technical and physical security control measures

The University implements security arrangements for personal information use (installation of anti-malware security software in computers, etc.) and controls access to personal information (limitation of persons who are authorized to use personal information, setting of safe passwords, creation of records of email data and operation records of computer systems, management of entry into and exit from server rooms, etc.).

In addition, to prevent leakage of information, the University imposes restrictions on bringing out personal information (prohibition of bringing out personal information without operational necessity, introduction of an approval system for the use of recording media, setting of passwords, etc.) and establishes and thoroughly implements rules concerning transmission of personal information to parties outside the University.

(3) Organizational security control measures

The University designates person(s) responsible for personal information management for each personal information database, etc. In addition, the Office of General Affairs of the Bureau of General Affairs is designated as an office primarily responsible for personal information protection at the University, and the office supervises security control measures on a campus-wide basis.

Furthermore, the University develops rules and regulations that clarify the responsibility and authority of faculty and staff members with regard to personal information security control, and sets up a reporting system where if a person detects any fact of violation of laws and rules and regulations relating to the handling of personal information or any sign of violation, he/she should report to the responsible person.

The University establishes internal rules and regulations and develops manuals concerning security control, ensures that all faculty and staff members comply with them, and carries out appropriate monitoring of compliance.

(4) Human security control measures

The University provides periodic education and training to faculty and staff members on personal information security control.

## **8. Disclosure, correction, suspension of use, or erasure of personal information**

If a person requests disclosure of his/her personal information (including records of personal data provided by third parties) or requests correction, suspension of use, erasure, or suspension of provision to third parties of such information, the University will



respond to such request(s) appropriately and promptly in accordance with the Act on the Protection of Personal Information. For details of procedures to make a request, please see the official website of the University.

#### **9. Contact information for inquiries**

For general information on how the University handles personal information, please use the point of contact provided below.

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

Office of General Affairs, Bureau of General Affairs, Sophia School Corporation

Phone number: 03-3238-3172

#### **10. Appellation and address of personal information handling business operator and name of its representative**

Tsutomu Sakuma, Chancellor

Sophia School Corporation

7-1 Kioi-cho, Chiyoda-ku, Tokyo

## **15. Contact Information**

For inquiries, please contact or visit the related sections. (Click and [check here](#) for Campus Map)

### **[Entrance Procedures]**

Admissions Office (1F of Bldg. 12)

TEL: 81-3-3238-3517 / FAX: 81-3-3238-3262 /E-mail: admission-u-co@sophia.ac.jp

### **[Housing]**

Center for Student Affairs (1F of Bldg. 2)

TEL: 81-3-3238-4621 / FAX: 81-3-3238-4131/ E-mail: dorm-co@sophia.ac.jp

### **[Course Registration]**

Center for Academic Affairs (1F of Bldg. 2)

TEL: 81-3-3238-3515 / FAX: 81-3-3238-3264