

SOPHIA UNIVERSITY
THE GRADUATE SCHOOL OF GLOBAL STUDIES
MASTER'S PROGRAM IN INTERNATIONAL COOPERATION
STUDIES

上智大学 グローバル・スタディーズ研究科
国際協力学専攻

APPLICATION BOOKLET

Academic Year 2024

2024年度入試要項

M.A.

Sophia University
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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. Application guidelines

1. Number of students to be admitted

Master's Program in International Cooperation Studies: 10 students

This is the total number of students to be admitted every year.

* Students are accepted to the Program once a year, to begin their studies from the Spring semester (April). **No September entries are accepted.**

2. Eligibility

Those who meet **one** of the following prerequisites can apply to the Master's program in International Cooperation Studies:

- (1) Applicants who have graduated, or are expected to graduate, from a university in Japan before entering the Master's program.
- (2) Applicants who have completed, or are expected to complete, 16 years of formal education at a foreign educational institution before entering the Master's program.
- (3) Applicants who hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires at least three years of study for graduation.
- (4) Applicants who have successfully completed a postsecondary course designated by the Minister of Japan Ministry of Education, Culture, Sports, Science and Technology (MEXT) at a specialized training college after the date designated by the Minister or are expected to do so. The course must have at least a four-year study duration and meet requirements specified by the Minister.
- (5) Applicants deemed eligible by the Minister of Education.
- (6) Applicants aged 22 or above (at the time of entrance) whose academic ability has been judged by Sophia University as equivalent to that of a student who graduated from a university.

Important notes:

* Applicants without a bachelor's degree, who fall under (2) or (6) above are required to go through an eligibility screening process. Please contact the Admissions Office at least one month prior to the application submission deadline.

* Certificates from Chinese institutions (専科大学) which have a 3-year study period are not recognized as full university degrees and thus not accepted for application purposes.

* Applicants for the Japanese program are advised to submit either of the following by the application deadline (not compulsory but highly recommended):

-TOEFL® scores

-IELTS (academic module) scores

-TOEIC® scores

-First Grade of the UN Test of English (Kokuren EIKEN, Test in Practical English Proficiency)

* Applicants for the English program are highly recommended to have either of the following at the time of application:

-TOEFL® scores higher than 580 (PBT), 85 (iBT)

-IELTS (academic module) scores higher than 6.5

-TOEIC® scores higher than L&R840, S&W330

-First Grade of the UN Test of English (Kokuren EIKEN, Test in Practical English Proficiency)

These tests must be taken within six years of the application deadline. (If you have not taken an English language test yet or do not have a current valid test score, you can still apply, but any offer you receive will be conditional upon meeting our language requirement.) TOEFL® ITP (Institutional Testing Program) scores are not acceptable. The English proficiency requirement is waived for applicants who have obtained a degree from an institution where English is the official medium of instruction. In such cases, an official document from their institution attesting to this is required. The document must be signed by a person who holds a post such as department chair.

3. About the long-term registration system

At the Master's Program in International Cooperation Studies, and upon request before the application period starts, students are

allowed to complete the 2-year program in 3 years instead. Under this system, the tuition fees are divided as below.

• **Tuition fees, Education Enhancement fees:** For the respective school year, the amount to be paid is 2/3 of the 2-year yearly program fees.

• **Semester Enrollment fee:** For respective school year, the amount to be paid is the same as the 2-year yearly program fees.

Additionally, the Premium for Personal Accident Insurance for Students Pursuing Education and Research (3-year period) is to be paid upon entrance, while the Alumni Association fee (40,000 yen) is to be paid in the final year.

• **Who can apply:** Master's Program in International Cooperation applicants who are employed.

• **How to apply:** Submit the application form (provided form) and documents that prove your eligibility to the Admissions Office.

※The application form (provided form) can be downloaded at the Sophia University Graduate School Admissions web page.

※The provided application form must be submitted to the Admissions Office two weeks prior to the application period.

4. Application procedure

Application is accepted through the following steps. Make sure to CHECK and COMPLETE each step.

A. Prepare the following.

- Application materials (see **7. Application documents**)
- Digital photo of your face (color)
- PC and printer

B. On the on-line application website, register the following to create your "My Page."

- Email address
- Face photo
- Basic information

For more information about the application website, refer to the guide on the website below:

<http://www.guide.52school.com/guidance/net-sophia-parallel/>

Note: Important information including the reference number will be sent to the email address registered until enrollment in Sophia. Make sure to use an email address which will always be able to access even after leaving your current school.

C. In your "My Page," enter all the required application information.

You can update information only during the on-line application period.

D. Pay the application fee (see **6. Application fee**) and submit the application online.

This step does not finish the application. Go on to the next step to finalize the application.

E. Send the printed application forms and all the other documents listed on **7. Application documents** to the Admissions Office of Sophia University by post mail.

Note:

- Applicants must use a trackable shipping service.
- Application forms cannot be revised once application fee is paid. To change information on the forms, please write correct information in red directly on the print-out forms.
- Test scores must be sent directly to Sophia University (see **7. Application documents**).
- Documents sent directly from schools are also accepted.

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.

5. Application schedule for April 2024 entry

*IMPORTANT: Because of the difficulty in earning a visa before the beginning of classes in April, **only people who already have a valid Japanese residence visa may apply to the February exam.**

| | September Examination | February Examination *only applicants who hold valid status of residence in Japan |
|--|--|---|
| Online application period | June 14 - June 28, 2023 | November 15 – November 29, 2023 |
| Deadline for submitting the application documents ¹ | June 29, 2023 | November 30, 2023 |
| Examinee ticket download date | September 5, 2023 | February 6, 2024 |
| Essay submission deadline | To be informed to the applicants after confirming the application documents. | To be informed to the applicants after confirming the application documents. |
| Online oral examination date | September 13, 2023 | February 17, 2024 |
| Notification of results on the website | 10:00 a.m.(JST*), September 27, 2023 | 10:00 a.m.(JST*), February 28, 2024 |
| Matriculation deadline | October 18, 2023 | March 6, 2024 |

*All the dates and time are based on Japan Standard Time.

¹For applicants sending documents from abroad, the package must arrive by this deadline. For applicants sending documents from within Japan, packages postmarked with the deadline date are accepted.

*Applicants who plan to use the MEXT scholarship must contact the following email address during the application period.

Email: admapp-g-co@sophia.ac.jp

In the e-mail, please let us know your name, the major or the program for which you are applying, and you will be using the MEXT scholarship.

6. Application fee

35,000 yen

On-line payment handling fee of 990 yen will be charged in addition to the application fee.

Please follow the guide on STEP 3 on “My Page” to complete the payment¹.

Payment should be made by credit card, at a convenience store (inside Japan)², via Pay-easy, or via on-line banking during the application period. Payment must be completed by 11:59 p.m. (JST) of each application deadline. After the deadline, the application will not be accepted. The application fee is non-refundable once it is paid.

¹In case the window shuts down during STEP 3, go to STEP 4 to continue the payment process.

²The name of the payer does not need to match the applicant's name. Please note that the payment at a convenience store could take a while to complete

7. Application documents

All application documents must be original, unless indicated differently (see note 2).

The following documents (with the exception of the TOEFL®/IELTS official scores and official documents from schools/recommenders sent directly to the Admissions Office) should be enclosed in an envelope and sent to the following address by express **trackable** mail or international shipping service. They must reach Sophia Admissions Office by the deadline of submission. **Late applications are not accepted.** Official test scores (TOEFL®, IELTS) must be delivered directly to Sophia University from the testing service by the application deadline.

For shipping inside Japan, please print out the mailing label available on STEP 4 on “My Page”. For shipping outside Japan, please make sure to write the Admissions Office address on the envelope:

**SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
INTERNATIONAL COOPERATION STUDIES (M.A.)
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
国際協力学専攻 出願書類在中

Important notes:

1. 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.
2. If an original document cannot be reissued, a copy certified by the school official (Principal or Registrar) or Sophia University Admissions Office is acceptable.
3. The application documents once submitted will not be returned.
4. Applicants who use different names in their application documents must submit a copy of their Family Register (Koseki Tohon) or other applicable documents.

| | | |
|---|---|---|
| 1 | Application Forms (2 pages) | Application forms should be <u>filled out</u> through the on-line application website http://www.guide.52school.com/guidance/net-sophia-parallel/ and <u>printed out</u> after the application fee payment. Application forms cannot be revised once application fee is paid. To change information on the forms, please write correct information in red directly on the print-out forms. |
| 2 | Proof of Graduation | Applicants should submit <u>ONE</u> of the following: (1) University/college issued certificate of a degree or official letter (only originals accepted; both undergraduate and graduate degrees, if applicable) (2) Transcript indicating degree received and date of conferral <u>Note:</u> 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 applicants should then submit either (1) or (2) to the Sophia Admissions Office by March 31. An applicant who does not submit this document in time could be denied enrollment. |
| 3 | 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. Photocopies are not accepted. |
| 4 | Research Plan | Please submit a research plan in English or Japanese, following the guidelines below: • Write about what you have learned until now at university or in society (Japanese: 2000 characters/English: 1000 words) • Explain what kind of research question you want to tackle in graduate school (include 5 references) (Japanese: 5000 characters/English: 2500 words) • Describe your future career goals (Japanese: 1000 characters/English: 1000 words) |
| 5 | Essay writing | After the application, the Admissions Office will provide 3 questions to the applicants, on the topics of 「Peace Cooperation・Peacebuilding」, 「Sustainable Development」, 「Social/Educational Development」. Each applicant should choose one question and answer it in an essay (Japanese: 2,000~4,000 characters/English: 1,000~2,000 words). ※After confirming the application documents, the Admissions Office will send the information on how to answer the selected question by email. ※Applicants will have <u>two</u> weeks to write the essay. |
| 6 | Certificate of English language proficiency (TOEFL®, TOEIC®, IELTS, United Nations Associations Test of English) *Not compulsory but recommended *Not required for native speakers of English | <u>We only accept exams taken within the past 6 years from the application period, and the exam results must arrive before the application period deadline. For information on how to submit the exam results, please refer to the notes below.</u> <How to submit the official test score> • <u>Send either a TOEFL® official score (including Special Home Edition), IELTS (Academic) official score, TOEIC® official score (excluding IP scores), or a United Nations Associations Test of English score.</u> |

| | | |
|----|---|--|
| | | <ul style="list-style-type: none"> • For TOEFL®, attach the Test Taker (Examinee) Score Report (photocopy accepted) to the application, and arrange to have ETS send the Official Score Report to Sophia University (University Code 0819). The Official Score report must be delivered to Sophia University by the application documents submission deadline. <u>We do not accept MyBest™ scores and TOEFL® ITP (Institutional Testing Program) scores.</u> • For IELTS, attach the Test Report Form (photocopy accepted) to the application, and arrange to have the testing institution send the official Test Report Form to Sophia University. <u>There is no code number for our university. Please be sure to specify our university, mailing address and other necessary information so that the official Test Report Form will reach our university.</u> • For TOEIC®, attach the original or a certified copy of the Official Score Certificate to the application. • For the UN Test of English, attach the original or a certified copy of the Exam Result Notification to the application. <p>Note: Applicants who completed an undergraduate/graduate program taught in English are exempt from providing English exam results. Applicants who would like to be exempted should provide a document from their educational institutional attesting that their classes were taught in English (a signature from the dean or other responsible official in necessary).</p> |
| 7 | Recommendation Letter *use the provided form | <ul style="list-style-type: none"> • <u>Two (2) letters of reference</u> from the applicant's instructor at university/college or a supervisor at work are required. The language can be either Japanese or English. • Please use the form provided on the Sophia University website. Recommendation letters from members of staff teaching courses in the Graduate School of Languages and Linguistics at Sophia University will not be accepted. • Each letter should be signed and submitted in a sealed envelope, and have "Contains recommendation letter" written on the outside of the envelope. • Online submission is also possible. In that case, the recommender should use the provided form and send it directly by email to the Admissions Office (email: admission-g-co@sophia.ac.jp) |
| 8 | Detailed curriculum vitae | <ul style="list-style-type: none"> • <u>All applicants with work experience must submit this document.</u> • Write the main activities and responsibilities you have had in all of your present and previous workplaces. |
| 9 | Photocopy of Residence Card in Japan | <p>*Only for international students who apply to February Examination.</p> <p>This is to check the applicant's status of residence. Please submit a photocopy of your residence card (face up).</p> |
| 10 | Application Materials Checklist *use the provided form | <p>Check the items you enclose in your application. The form provided on the last page of this booklet.</p> |

*The forms of recommendation letter and application materials checklist are available on the following page:

https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/international_cooperation/

8. Examinee ticket

The examinee ticket (JUKENHYOU) will be available on your "My Page" on the designated day (see 4. **Application schedule for April 2024 entry**). **The examinee ticket WILL NOT be mailed to you.**

II. Entrance examination

1. Type of examination

Acceptance is decided by a combination of document analysis, essay analysis, and online oral examination.

2. Online oral examination schedule and contents

Please check "5. Application schedule for April 2024 entry" (pg. 4) for the examination dates.

| | |
|-------------------------|---|
| Online oral examination | <ul style="list-style-type: none">• The online oral examination will be held individually and in English. It will last around 30 minutes and include questions about the research plan and the essay.• The online oral examination schedule will be arranged individually after the application documents have been confirmed. |
|-------------------------|---|

III. Announcement of results

Applicants can confirm their acceptance/rejection from "Admissions Decision" on "My Page" through the following website

<http://www.guide.52school.com/guidance/net-sophia-parallel/>

from 10:00 a.m. (JST) on the designated day (see **5. Application schedule for April 2024 entry**).

- Note:
- Servers may be slow if too many people access at the same time.
 - The email address and the password will be required to log into "My Page."
 - No physical materials will be sent to applicants from the Sophia Admissions Office. A letter of acceptance can be printed out from "My Page".
 - Sophia University will **not** disclose the results of an application by letter, telephone, fax or e-mail. We also do not accept inquiries on the examination results.

IV. Matriculation procedures

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 **5. Application schedule for April 2024 entry**).

Failure to meet the matriculation deadline will result in cancellation of your acceptance. No exceptions to this rule will be made.

<Instructions for matriculation>

1. Click "Entrance Procedures" on "My Page" to download the booklet of "Entrance Procedures."
Please read through all the information and follow the instructions in this booklet to secure admission.
2. Choose the program to start entering the required information and upload a face photo online.
3. Print out the designated documents (payment slip for payment in Japan, Student Record / Pledge).
4. Complete the payment of the fees and send by post the required documents by the matriculation deadline.

1. Information concerning tuition and other fees for the 2024 academic year

Information concerning tuition and other fees for the 2024 academic year have not yet been decided. The information will be informed to accepted students. For your reference, fees for the 2023 academic year were as follows:

| | M.A. | |
|--|---------------------------|-------------------------|
| Entrance Fee* | ¥200,000 | (Once at matriculation) |
| Semester Enrollment Fee | ¥30,000 | (Per semester) |
| Tuition Fee** | ¥240,000 | (Per semester) |
| Education Enhancement Fee | ¥90,000 | (Per semester) |
| Premium for Personal Accident Insurance for Students Pursuing Education and Research | ¥1,400 (2 year period) | (Once at matriculation) |
| Tuition fee (Spring Semester) | ¥561,400 | |
| Tuition fee (Autumn Semester) | ¥360,000 | |
| Tuition fee (Annual) | ¥921,400 | |

*Students who graduate from Sophia Undergraduate/Graduate Program in September 2023 or March 2024 will not be charged the Entrance Fee.

Students who graduated from Sophia Undergraduate/Graduate Program in and before March 2023 will be charged a half of the Entrance Fee.

**Tuition fee is revised annually based on the inflation rate.

***Regarding the "overseas practical training courses" (one of six courses is compulsory), out-of-pocket travel expenses will incur separately.
(Between approximately 200,000 yen~300,000 yen, depending on the subject)

Note:

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" instructions guide.

V. Other topics

1. Scholarship information

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 the following website:

<https://www.sophia.ac.jp/eng/admissions-and-aid/tuition/>

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

2. Housing

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

<https://www.sophia.ac.jp/eng/campuslife/dormitory/>

3. 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. 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. Additional information, please refer to the guide for "Entrance Procedures" (available for accepted applicants) on your "My Page".

Application Materials Checklist

(Please enclose this checklist in your application)

Applicant's name: _____

Check the items you enclosed.

1) Application forms Enclosed

- Application forms should be filled out through the online application website and printed out after the application fee payment.
- Application forms cannot be revised once application fee is paid. To change information on the forms, please write correct information in red directly on the print-out forms.

2) Proof of Graduation Enclosed Sent directly to Sophia

3) Official University/College Transcript(s) from (school names):

- 1. _____ Enclosed Sent directly to Sophia
- 2. _____ Enclosed Sent directly to Sophia
- 3. _____ Enclosed Sent directly to Sophia

* If you have been to multiple schools, please fill in 2 and 3.

4) Research Plan Enclosed

5) Certificate of English language proficiency (if applicable)

- Sent directly to Sophia (TOEFL / IELTS) Enclosed (TOEIC) Enclosed (UN Test of English)

6) Recommendation Letters from (teacher name)

- _____ Enclosed Sent directly to Sophia
- _____ Enclosed Sent directly to Sophia

7) Detailed curriculum vitae (if any)

8) Photocopy of Residence Card in Japan (Only for international students who apply to February Examination)
Enclosed

Please double-check the following:

- I have paid the application fee of 35,000 yen
- I have requested that my official TOEFL or IELTS scores be sent directly to Sophia. (if applicable)
Date you requested: _____
IELTS Test Report Form #: _____
- I acknowledge that I must complete the Essay Writing task according to the Application Procedures.
- Message, if any