



上智大学  
SOPHIA UNIVERSITY

SOPHIA UNIVERSITY  
FACULTY OF LIBERAL ARTS

**APPLICATION PROCEDURE**

Spring and Autumn Semester 2024

**UNDERGRADUATE DEGREE STUDENTS**

**First-Year/Transfer (Junior)**

Sophia University  
Admissions Office  
7-1 Kioi-cho, Chiyoda-ku  
Tokyo 102-8554, JAPAN  
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Published by Admissions Office  
Sophia University  
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May, 2023

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 AND ADMISSION PROCEDURE

## 1. ACADEMIC SCHEDULE: Date of entry into Sophia University

Spring Semester 2024 April 1, 2024

Autumn Semester 2024 September 21, 2024

## 2. NUMBER OF STUDENTS TO BE ADMITTED

### (1) First-year student

Spring Semester 2024 : 63 students (totalled over the first and second applications)

Autumn Semester 2024 : 82 students (totalled over the first and second applications)

Total: 145 students

Note: For spring entry, a maximum of 41 students are also accepted by Recommendation Admission, other than 63 described above.

### (2) Transfer Students (Juniors)

Spring Semester 2024 (first application only) : Limited Number

Autumn Semester 2024 (second application only) : Limited Number

Students entering as transfer students must meet the residence requirements for graduation.

(See **TRANSFER OF CREDITS AND RESIDENCY TIME** )

## 3. QUALIFICATIONS

### (1) First-year students

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

- (1) Those who have completed, or are expected to complete, 12 years or more of formal education in Japanese schools accredited by the MEXT
- (2) Those who have completed, or are expected to complete, 12 years or more of formal education in foreign countries
- (3) Those who have completed, or are expected to complete, 12 years of education at foreign schools in Japan recognized by the MEXT
- (4) Those who hold, or are expected to hold, International Baccalaureate Diploma or GCE A-levels before entering Sophia University
- (5) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1), (2), (3) or (4) and will reach the age of 18 at the time of entrance to Sophia University

### (2) Transfer Students (Juniors)

Applicants who meet one or more of the following criteria may apply for entrance to the Faculty of Liberal Arts as a transfer student. Those who do not meet either of the following qualifications should apply as a first-year student.

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

Note: Admitted applicant will enroll as junior year student. However, it may take more than 2 years to complete degree study at Sophia University.

## 4. APPLICATION PROCEDURE

Application is accepted through the following steps. Make sure to complete each step.

### A. Prepare the following items:

- Application materials (see **APPLICATION DOCUMENTS**)
- Digital face photo (color)
- PC and printer

**B.** On the on-line application website, register the following to create your “MyPage.”

- Email address
- Face photo
- Basic information

For more information about the website, refer to the guide on [www.guide.52school.com/guidance/net-sophia-parallel/eng](http://www.guide.52school.com/guidance/net-sophia-parallel/eng) .

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

**C.** In your “MyPage,” enter all the required application information.

Information can be updated only during the on-line application period.

**D.** Pay the application fee (see **APPLICATION FEE**) and submit the application online.

This step does not complete 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 **APPLICATION DOCUMENTS** to the Admissions Office of Sophia University by post mail.

Note:

- Applicants from abroad must use a trackable shipping service (the “Mailing Label” available on the website is only for inside Japan.).
- Test scores must be sent directly to Sophia University (see **APPLICATION DOCUMENTS**).
- Diplomas/transcripts/recommendation letters sent directly from schools are also accepted.
- Application information entered on-line can not be edited after application fee payment is complete. To change the information provided, modify it directly on the print-out forms in red before submission.
- Check with the courier service you use for delivery status of your application package. The Admissions Office will not respond to questions in regards of arrival of application package, score reports or other materials.

**F.** Your reference number will be available on your “MyPage” two weeks before the notice of results date.

## 5. APPLICATION SCHEDULE

### For Spring 2024 entry (April)

#### ① First application (First-year and transfer students)

Application Period ( <u>on-line</u> )	August 23, 2023, 10:00 a.m. ~ September 13, 2023, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	September 20, 2023**
Notice of Results	October 27, 2023, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	December 1, 2023

#### ② Second application (Only first-year applicants who hold valid status of residence in Japan)

Application Period ( <u>on-line</u> )	November 15, 2023, 10:00 a.m. ~ December 8, 2023, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	December 13, 2023**
Notice of Results	February 2, 2024, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	March 8, 2024

\* Date and time are based on Japan Standard Time.

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

## For Autumn 2024 entry (September)

### ① First application (First-year students only)

Application Period ( <u>on-line</u> )	November 15, 2023, 10:00 a.m. ~ December 8, 2023, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	December 13, 2023**
Notice of Results	February 9, 2024, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	April 12, 2024

### ② Second application (First-year and transfer students)

Application Period ( <u>on-line</u> )	March 13, 2024, 10:00 a.m. ~ April 3, 2024, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	April 10, 2024**
Notice of Results	June 7, 2024, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 10, 2024

\* 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:

- The reference number will be available on your MyPage two weeks before the notice of results.
- An applicant who has not been accepted in a past application may re-apply for the subsequent application periods. Application materials can be transferred to the second application if the student chooses to use the same ones. In such case, please leave a note on the "Application Materials Checklist."

## 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 "MyPage" to complete the payment\*.

Applicants residing in Japan must complete the payment by one of the indicated methods: credit card; on-line banking; convenience stores; bank ATM Pay-easy service. Debit card payment is not accepted.

Overseas applicants who do not hold a Japanese bank account must complete the payment by credit card only.

Payment must be completed during the application period and by 11:59 p.m. (JST) of each on-line application deadline. After the deadline, the application will not be accepted. The application fee is non-refundable once paid.

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

\*The name of the payer does not need to match the applicant's name.

\*\*Please note that the payment at a convenience store could take a while to be completed.

## 7. APPLICATION DOCUMENTS

The following documents (A to I), except the official test scores sent by testing institutions and official documents sent directly from high schools, should be enclosed in an envelope and sent to the following address by trackable express mail or international shipping service. They must reach the **Admissions Office of Sophia University** by the deadline of submission. Late applications may be refused. Official test scores (TOEFL<sup>®</sup>, SAT etc.) must be delivered directly to Sophia University from the testing institution by the application deadline.

**For shipping inside Japan**, use the mailing label printed with Application Forms.

**For shipping from overseas**, enclose the mailing label printed with Application Forms, and on the envelope make sure to write:

**ADMISSIONS OFFICE, SOPHIA UNIVERSITY**  
**7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN**  
**FLA (SPRING or AUTUMN) 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  
国際教養学部(春学期 or 秋学期)出願書類在中

Note:

- If an applicant is applying for other programs during the same application period, they must enclose duplicates of the originals or certified copies in the same envelope as well as application forms and essay for each program. For shipping inside Japan, use one of the mailing labels and enclose the others in the package.

- 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 use of ChatGPT or any other generative AI programs/applications/websites when writing application documents is strictly forbidden.
- If an original document cannot be reissued (e.g., a school report handwritten by a teacher), a copy certified by the school official (Principal or Registrar) or the Sophia University Admissions Office is acceptable.
- The application documents once submitted will not be returned.

### A. Application Forms (3 pages)

Application forms should be filled out through the on-line application website

[www.guide.52school.com/guidance/net-sophia-parallel/eng](http://www.guide.52school.com/guidance/net-sophia-parallel/eng) and printed out after the application fee payment.

### B. Essay (use the provided form in the admissions page, no handwriting, typing only)

The applicant must give the reasons for wishing to study at the Faculty of Liberal Arts of Sophia University. It should be approximately 500 words in length and typed in English in the provided form (link below).

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/ug\\_p/en\\_ug/fla/w\\_h/](https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fla/w_h/)

### C. Official Transcripts

#### **1. First-year students**

An official transcript showing all courses taken and grades received in high school(s) including the date of graduation (or expected graduation) must be submitted. Applicants who have graduated (are expected to graduate) from Japanese high schools are required to submit official transcripts “調査書”. The documents must be certified by a school official and be officially sealed in a school envelope before issued to student or sent out directly from high school to Sophia University.

Note:

- If a first-year applicant has attended university, submission of the official university transcript(s) is recommended.
- If a student has studied abroad during high school years, submission of the official transcript from the institution is recommended.

#### **2. Transfer students**

An official transcript showing courses taken and grades received from all academic institutions attended (universities/colleges) must be submitted. The transcript must be certified by a school official and be officially sealed in a school envelope. The university/college transcript should clearly indicate that an applicant has completed/will complete two full academic years as a degree seeking student or has completed/will complete an associate degree at an institution before the date of entering Sophia University.

### D. Certificate of Graduation (or expected graduation/early graduation) from High School (only for first-year applicants)

Applicants whose transcripts do not show the dates of graduation (or expected graduation) are required to submit an official Certificate of Graduation (or expected graduation). Those who have graduated early, or have skipped a grade, should submit an official document issued by the school indicating this fact. The documents must be certified by a school official and be officially sealed in a school envelope.

Note: If a transcript, or “調査書” has a (expected) graduation date, a certificate of (expected) graduation is not required.

### E. Standardized Test Scores for First-year/Transfer Applicants

All first-year and transfer applicants are required to submit one or more of the following:

- 1) SAT (Reading & Writing, Math) scores <code:0819>
- 2) ACT with Writing scores <code:5575>
- 3) IB (International Baccalaureate) Diploma
- 4) GCE Advanced Level (Three subjects)

#### **For transfer and first-year applicants who have been pursuing a career for at least two years,**

- Transfer applicants who are currently enrolled in a degree program (Bachelor/ Associate) must submit at least one set of SAT/ACT scores or IB/GCE A-levels grades. However, these need not necessarily have been obtained within the past two years (both the new SAT scores and the pre-March 2016 SAT scores are acceptable, but a combination of the new SAT scores and the pre-March 2016 SAT scores cannot be accepted).
- The following applicants are exempt from the requirement to submit SAT/ACT scores or IB/GCE A-levels grades:
  - 1) First-year applicants who have been pursuing a career for at least two years after graduation from high school;
  - 2) Transfer applicants who have not been enrolled in a degree program in the last two years.

For both 1) and 2), in lieu of SAT/ACT scores or IB/GCE A-levels grades, the above applicants must submit an additional essay (500 words) that

describes any career/ life experiences relevant to their admission.

### 1) SAT (Reading & Writing, Math) Scores

SAT scores must be taken not more than two years before the time of application, and delivered directly to Sophia University from the College Board by the application material receipt deadline. If the official scores have not been submitted by the deadline, the application will be considered incomplete. Be sure to indicate our institution code number, **0819**, when registering for the test, to ensure that your official score is sent to Sophia University. The scores can be sent to Sophia prior to the application period. For information about SAT and test registration, please refer to the College Board official website: [www.collegeboard.org/](http://www.collegeboard.org/)

Note:

- Applicants can report the highest scores of each component (Reading & Writing, and Math) taken from multiple SAT test dates.
- Applicants who have completed, or are expected to complete, two full academic years as degree seeking students at a bachelor's degree/ associate degree-conferring institution may submit scores which were taken more than two years before.

### 2) ACT with Writing Scores

ACT scores must be taken not more than two years before the time of application, and delivered directly to Sophia University from the ACT by the application material receipt deadline. If the official scores have not been submitted by the deadline, the application will be considered incomplete. Be sure to indicate our institution code number, **5575**, when registering for the test, to ensure that your official score is sent to Sophia University. The scores can be sent to Sophia prior to the application period. For Information about ACT and test registration, please refer to the ACT website: [www.actstudent.org/](http://www.actstudent.org/)

Note:

- Applicants can report the highest individual sub scores taken from multiple ACT test dates. Make sure to send "Superscore" to Sophia University.
- Applicants who have completed, or are expected to complete, two full academic years as degree seeking students at a bachelor's degree/associate degree-conferring institution may submit scores which were taken more than two years before.

### 3) International Baccalaureate (IB) Diploma

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

#### **IB Diploma holders**

An electronic "Transcript of Results" must be sent directly to Sophia University from the International Baccalaureate Organization (IBO) by the application materials receipt deadline. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

#### **IB Diploma candidates**

Applicants whose IB Diploma has not been issued by the application deadline are required to submit predicted grades. Request your IB Diploma programme coordinator to issue IB predicted grades by using the designated form (International Baccalaureate Predicted Grades Report Form). The document must be certified by a school official and be officially sealed in a school envelope. Such applicants must also make prior arrangements through their IB Diploma programme coordinator for an electronic "Transcript of Results" to be sent to Sophia University from IBO. For further information on how to request IBO to send a transcript to Sophia University, please refer to the IBO website.

Note:

- Even though an applicant may have been accepted to Sophia University on the basis of his/her IB predicted grades, if he/she is not able to obtain a full IB diploma or does not submit the IB diploma results by the designated deadline, the applicant's acceptance will be cancelled.
- An applicant's acceptance is conditional when he or she is accepted to Sophia University on the basis of predicted IB grades. The applicant's acceptance may therefore be cancelled if his/her final IB total score is lower than the minimum standard set for each applicant.

#### **Applicants for Spring second period and Autumn first period**

Applicants who apply with IB November, 2023 session should request the "Transcript of Results" to be sent to Sophia University from the IBO **by Friday, January 12, 2024**. The aforementioned applicants' application will be screened with their final results and the acceptance will not be conditional.

In case applicants request for the Remark (EUR), make sure to inform the Admissions Office immediately.

#### 4) GCE Advanced Level

Sophia University requires GCE A-levels in three subjects. Applicants using Singapore GCE A Level results must submit at least three H2 subjects.

##### **GCE A-level holders**

An official results certificate must be sent directly to Sophia University **from the exam board** by the application material receipt deadline (electronic certificates are accepted). For further information on how to request the testing institution to send a certificate to Sophia University, please refer to the website of each institution.

##### **GCE A-level candidates**

Applicants whose final results have not been issued by the application deadline are required to submit predicted grades. Request the school to issue GCE A-level predicted grades by using the designated form (GCE A-level Predicted Grades Report Form). The document must be certified by a school official and be officially sealed in a school envelope.

Note:

- Students who have not received their final A-Level results at the time of application will be granted a conditional acceptance from Sophia University. The conditional offer will be based on students' predicted grades and, if available, their AS-Level grades. Students will only be admitted to Sophia University if they achieve the grades outlined in the conditional offer at A-Level. Students will be advised of the grades they must achieve to be admitted to Sophia at the time of receiving a conditional acceptance, e.g. two A-Levels at grade B or above.
- The applicant must submit the official results certificate by the designated deadline, or the applicant's acceptance will be cancelled.

#### **F. Proof of English Proficiency (TOEFL® Test Date Score or IELTS Score)**

Applicants must prove their English proficiency by taking the TOEFL® (including Special Home Edition) or the IELTS (Academic). The exam should be taken no more than two years before the time of application. Scores must be submitted following the instructions below.

1. TOEFL: Applicants should request the official test score to be delivered directly to Sophia from the testing institution. When registering for the tests, be sure to indicate Sophia University and ensure that your official score is sent to Sophia University. For information about the TOEFL® and test registration, please refer to the following website.

**TOEFL®:** [www.ets.org/toefl](http://www.ets.org/toefl) <code:0819>

2. IELTS: Applicants should request the official test score to be delivered directly to Sophia from the testing institution. When registering for the tests, be sure to indicate Sophia University and ensure that your official score is sent to Sophia University. For information about the IELTS and test registration, please refer to the following website.

**IELTS:** [www.ielts.org](http://www.ielts.org) <Submission in paper format only>

Alternatively, only if the submission by paper format via the testing institution is not possible, the submission of IELTS results via the **Test Report Form (TRF) number will be accepted**. In this case, make sure to indicate the TRF number in the Application Materials Checklist, and to submit a copy of your test scores to the Admissions Office together with the other application documents.

Note:

- For TOEFL®, please enter Test Date Score during the online application. MyBest™ scores are not acceptable.
- TOEFL® or IELTS can be waived if a student has studied at least five years out of the last six years in an institution where English is the primary medium of instruction, or holds a C2 proficiency on Cambridge English Qualification (Official test result is required).
- TOEFL ITP®, TOEFL® Essentials™, IELTS Indicator and IELTS One Skill Retake scores are not acceptable.

#### **G. Two Letters of Recommendation (use the form provided in the admissions page)**

Letters of recommendation from two teachers and/or officials of the most recent school(s) attended by the applicant must be submitted. Each letter must be either in Japanese or English sealed in a separate envelope with the recommender's signature/stamp, or official school stamp across the seal.

In case the letters cannot be submitted via post, submission via email is accepted. The recommender must submit the letter directly to the Admissions Office email ([admission-u-co@sophia.ac.jp](mailto:admission-u-co@sophia.ac.jp)), and they must use their official institutional email address when doing so.

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/ug\\_p/en\\_ug/fla/w\\_h/](https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fla/w_h/)



## H. Photocopy of Passport (for those who hold nationality other than Japanese)

This document is to check the applicant's full name.

- Those who have dual nationalities, please submit a photocopy of passport for the nationality other than Japan.
- Those who do not have a passport, please submit a photocopy of an ID.

## I. Application Materials Checklist (use the form provided in the admissions office)

Check the items enclosed in the application package.

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/ug\\_p/en\\_ug/fla/w\\_h/](https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fla/w_h/)

### Medical attention

While medical certification is not required at this time, any applicant with physical conditions that might require special attention when undertaking university work should notify the Sophia Admissions Office in writing before the application period.

## **8. SCREENING**

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

## **9. NOTICE OF RESULTS**

Applicants can confirm their acceptance/rejection from "Admissions Decision" on "MyPage" through

[www.guide.52school.com/guidance/net-sophia-parallel/eng](http://www.guide.52school.com/guidance/net-sophia-parallel/eng)

from 10:00 a.m. (JST) on the results-notice date (see **APPLICATION SCHEDULE**).

Note: •Servers may be slow if too many people access at the same time.

- The email address registered and password will be required to log in to "MyPage."
- No physical materials will be sent to applicants from the Admissions Office. A letter of acceptance can be printed out from "MyPage."
- Sophia University will not disclose the results of an application by telephone, fax or e-mail.
- Acceptance is valid only for the semester specified in the letter of acceptance.

## **10. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS**

For details, please refer to the booklet of "Entrance Procedures" available on "MyPage" through

[www.guide.52school.com/guidance/net-sophia-parallel/eng](http://www.guide.52school.com/guidance/net-sophia-parallel/eng)

### **A. Payment of Fees Due Prior to University Entrance and Submission of Necessary Documents**

To secure admission, a newly admitted student must pay the fees prior to University entrance and submit the necessary documents to the Sophia Admissions Office by the matriculation deadline (see **APPLICATION SCHEDULE**).

1. Click "Entrance Procedures" on "MyPage" 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 post mail the required documents by the matriculation deadline.

The fees due prior to university entrance include some items paid only once at the time of matriculation, and other items which are the first installment of fees due each semester or year. The exact amount of the fees will be decided in September 2023 and notified to accepted students. For reference, the fees due prior to University entrance in the academic year 2023 were as indicated in the following page:

### The fees due prior to university entrance 2023

Entrance Fee	200,000 yen (Once at matriculation)
Semester Enrollment Fee	30,000 yen (Per semester)
Tuition Fee	539,000 yen (Per semester)
Education Enhancement Fee	125,000 yen (Per semester, see Note c.)
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (Once at matriculation, for first-year students: 4 year period) 1,400 yen (Once at matriculation, for transfer students: 2 year period)
Total fees for first-year students	896,650 yen
Total fees for transfer students	895,400 yen

Note:

- Students are kindly requested to pay the alumni association fee (40,000 yen) in the final year.
- The fees due prior to University entrance are not refundable. However, if a student notifies Sophia University of his/her intention not to attend by the appointed deadline, these fees, with the exception of the Entrance Fee and a handling charge, may be refunded. For details, please refer to the guide for "Entrance Procedures."
- The fee for orientation camp (20,000 yen) is included in the "Education Enhancement Fee".

### B. Tuition Fee Payment

The following expenses will be included in the tuition bill.

Each semester: Semester Enrollment Fee, Tuition Fee, Education Enhancement Fee

### Annual Rate of Tuition & Fees - First year (2023)

Entrance Fee	200,000 yen
Semester Enrollment Fee	60,000 yen
Tuition Fee	1,078,000 yen
Education Enhancement Fee	230,000 yen
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (for a 4-year period) 1,400 yen (for a 2-year period)
Total fees for first-year students	1,570,650 yen
Total fees for transfer students	1,569,400 yen

### Approximate Annual Rate of Tuition & Fees – second year onward

Semester Enrollment Fee	60,000 yen
Tuition Fee*	1,078,000 yen
Education Enhancement Fee	210,000 yen
Total estimate for second year on	1,348,000 yen

### < Notes for each item >

Items	Notes
Entrance Fee	• Entrance Fee is the price to guarantee a place in admission.
Semester Enrollment Fee	• Semester Enrollment Fee is the basic cost of enrollment (enrollment guarantee fee and enrollment management fee). • In the case of authorized interruption of study, only the enrollment fee needs to be paid. • The following services are available while you are on an authorized absence of study. • University services (Medical Examination, Wellness Center (health support), Counseling Services, Certificate Issuance, etc.) • ICT services (email, Portal sites for students, etc.) • Facilities (Library, PC rooms, etc.)
Tuition Fee	• Tuition Fee is the price paid for the educational services required to obtain a degree.

	<ul style="list-style-type: none"> <li>• Tuition Fee is revised annually based on the rate of inflation.</li> </ul>
Education Enhancement Fee	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Premium for Personal Accident Insurance for Students Pursuing Education and Research	<ul style="list-style-type: none"> <li>• "Premium for Personal Accident Insurance for Students Pursuing Education and Research" is a measure of compensation and relief for bodily injury caused by a sudden and unexpected external accident that may occur during educational and research activities in Japan or abroad. All Sophia students are required to join the insurance upon enrollment. Accidents during education and research activities are those that occur during regular classes (physical education, etc.), University events (Orientation Camp, etc.), extracurricular activities (of which the university should be notified in advance), while commuting to and from university, or while in university facilities.</li> <li>• The insurance period is four years for first year student, and two years for transfer student.</li> <li>• If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.</li> </ul>

## 11. INTERNATIONAL STUDENTS COMING TO JAPAN

Students coming from abroad to study at Sophia University must have a college student status of residence or any other appropriate status of residence such as a diplomatic, official, or dependent status. A temporary visitor status is not acceptable. To qualify for a college student status of residence, a student is required to register for at least 10 hours of class time (equals to 6 classes) per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

## II. ACADEMIC INFORMATION

### 1. TRANSFER OF CREDITS AND RESIDENCY TIME

Students who have studied at other universities before entering Sophia University may be eligible to transfer credits after consultation with the Chair or the student's Area Coordinator. Application for transfer of credits should be made within three months of entering Sophia University. The syllabus of each subject must be attached with the application.

There are two categories for transferring credits and residency.

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

As a general rule, a transfer student must have completed at least two years of university/college work as a regular student at another institution before entering Sophia.

Transfer students may transfer up to 62 credits from their previous institution, and up to 30 credits from exchange/non-degree study at Sophia before entering as transfer students. If transfer students wish to transfer additional credits earned through study abroad after they have entered the FLA, up to 30 credits may be transferred. However, the total number of credits transferred to the FLA may not exceed 74 credits. For example, a student who transferred 62 credits from their previous institution may transfer no more than 12 credits from Sophia's study abroad program ( $62+12=74$  credits).

Transfer students may transfer a two-year period of time in residence at their previous university/college. Acceptance as a third-year student does not necessarily mean that the student will automatically graduate in two years.

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

Students who have earned credits at another university, or from exchange/non-degree study at Sophia before entering as first-year students may transfer up to 30 credits for each case. If students wish to transfer additional credits earned through study abroad after they have entered the FLA, up to 30 credits may be transferred. However, the total number of credits transferred to the FLA may not exceed 74 credits. Students using this system may transfer credits, but not residency time.

### 2. EARLY GRADUATION (not applicable for transfer students)

To qualify for early graduation, a student must complete at least three years (six semesters) of study, complete all credits required for graduation, and have a cumulative GPA of 3.50 or above. The FLA faculty meeting will review and decide upon applications for early graduation, which will be forwarded to the president for the final approval.

### **III. SCHOLARSHIPS**

Various types of scholarships and financial aid are available. There are some scholarships that the applicants can apply for at the time of admission application. Other scholarship applications must be submitted after entrance to the University. For more information and the application forms, please refer to the following webpage.

<https://piloti.sophia.ac.jp/eng/scholarships1/>

### **IV. 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/>

### **V. OTHER INFORMATION**

#### **1. NATIONAL HEALTH INSURANCE**

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

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

#### **2. PERSONAL ACCIDENT INSURANCE FOR STUDENTS PURSUING EDUCATION AND RESEARCH**

All degree students must be affiliated with this insurance plan. This will cover physical injuries a student suffers during educational and research activities at the university (during the regular curriculum, school events, extracurricular activities reported to the university, and while the insured is within the school facilities for reasons other than the above-mentioned) and during commuting to school.