



上智大学
SOPHIA UNIVERSITY

SOPHIA UNIVERSITY
FACULTY OF SCIENCE AND TECHNOLOGY

APPLICATION PROCEDURE

Autumn Semester 2025

UNDERGRADUATE DEGREE STUDENTS

First Year/Transfer (Junior)

Bachelor's Program in Green Science

Department of Materials and Life Sciences

Bachelor's Program in Green Engineering

Department of Engineering and Applied Sciences

Sophia University
Admissions Office
7-1 Kioi-cho, Chiyoda-ku
Tokyo 102-8554, JAPAN
Tel: 81-3-3238-4018
Fax: 81-3-3238-3262
Email: admission-u-co@sophia.ac.jp

CONTENTS

| | |
|--|----|
| I. Sophia University | 2 |
| II. Overview of Bachelor's Programs in Green Science and Green Engineering -- | 2 |
| III. Application and Admission Procedure | 2 |
| 1. Academic Schedule | 2 |
| 2. Number of Students to be Admitted | 3 |
| 3. Qualifications | 3 |
| 4. Application Procedure | 3 |
| 5. Application Schedule | 4 |
| 6. Application Fee | 4 |
| 7. Application Documents | 5 |
| 8. Screening | 10 |
| 9. Notice of Results | 10 |
| 10. Entrance Procedures for Successful Applicants | 10 |
| 11. International Students Coming to Japan | 11 |
| IV. Academic Information | 11 |
| 1. Transfer of Credits and Residency Time | 11 |
| 2. Early Graduation | 12 |
| V. Scholarships | 12 |
| VI. Housing | 12 |
| VII. Other Information | 12 |

Published by Admissions Office

Sophia University

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

Tel 81-3-3238-4018

Fax 81-3-3238-3262

May, 2024

<Admissions Policy>

For Sophia University Admissions Policy, please visit the website below:

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

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. SOPHIA UNIVERSITY

Sophia University (“上智大学” in Japanese) was founded in 1913 by the Jesuits, a Catholic order renowned for excellence in education. From the beginning, the university founders stressed an internationally oriented curriculum and rigorous training in foreign languages. Sophia soon established itself as a leading institution for scholarship on foreign languages and literature in Japan. Today, Sophia University is a major teaching and research university in the humanities, social sciences and natural sciences with students and faculty member encompassing dozens of nationalities. Sophia University has been selected as one of 37 universities to receive funding from the Ministry of Education, Culture, Sports, Science and Technology (MEXT) for internationalization effort called the “Top Global University Project.”

II. OVERVIEW OF BACHELOR'S PROGRAMS IN GREEN SCIENCE AND GREEN ENGINEERING

The Faculty of Science and Technology English-based programs have started in September 2012.

The “**Green Science**” program, offered by Department of Materials and Life Sciences, is designed to train the students on the fundamentals of chemistry, physics and biology and on how to apply this knowledge to overcome environmental issues.

The “**Green Engineering**” program, offered by Department of Engineering and Applied Sciences, is designed for the students to learn the fundamentals of physics, mechanical engineering, electrical and electronics engineering, and to help them develop comprehensive abilities of engineering for the environmental issues.

Class sizes are kept small so that students can communicate closely with their instructors as they pursue their chosen fields in science and technology, beginning with basics such as Mathematics, Physics, Chemistry and Biology, and then continuing on to more advanced studies such as Environmental Chemistry, Environmental Biotechnology, Clean Energy and Environmental System Analyses. As the campus is also home to liberal arts programs, students can also participate in non-science courses that will help develop their cultural background so that they can pursue environmental issues in a broad perspective.

[Residence Requirements]

Residence requirements refer to the amount of time a student must be enrolled in the university. To graduate, a student, in principle, must be enrolled for a total of four years (eight semesters). The time spent on leave of absence or suspension from the university will not be counted as part of the residence requirement. A student’s total period of residence at the university may not exceed eight years, excluding the period of time spent on leave of absence from the university.

[Academic Degree]

Green Science Program: The Bachelor of Science in Materials and Life Sciences is awarded to students who successfully complete the required number of credits according to the curriculum specified in the Bulletin of Information for the year in which they were admitted.

Green Engineering Program: The Bachelor of Science in Engineering and Applied Sciences is awarded to students who successfully complete the required number of credits according to the curriculum specified in the Bulletin of Information for the year in which they were admitted.

Both degrees are accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT).

III. APPLICATION AND ADMISSION PROCEDURE

1. ACADEMIC SCHEDULE: Date of entry into Sophia University

Autumn Semester: September 21, 2025

2. NUMBER OF STUDENTS TO BE ADMITTED

(1) First-year students

| | |
|---------------------------|--|
| Green Science Program | 25 students (totaled over the first and second applications) |
| Green Engineering Program | 25 students (totaled over the first and second applications) |

(2) Transfer Students (Third-year)

| | |
|---------------------------|---|
| Green Science Program | (second application only): Limited Number |
| Green Engineering Program | (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 Science and Technology.

- (1) Those who have completed, or are expected to complete, 12 years or more of formal education in Japanese schools accredited by 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 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 (Third-year)

Applicants who meet one or more of the following criteria may apply for entrance to the Faculty of Science and Technology 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 applicants will enroll as third-year students. However, it may take more than 2 years to complete the degree 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 <https://www.guide.52school.com/guidance/net-sophia/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 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 input only during the correct 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 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 cannot 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

① First application (First-year Students only)

| | |
|---|--|
| Application Period (on-line) | November 13, 2024, 10:00 a.m. ~ December 6, 2024, 11:59 p.m. |
| Application Materials Submission Deadline | December 13, 2024** |
| Notice of Results | February 7, 2025, 10:00 a.m. (JST*) |
| Matriculation Deadline for Admitted Students | April 11, 2025 |

② Second application (First-year Students and Transfer students)

| | |
|---|---|
| Application Period (on-line) | March 12, 2025, 10:00 a.m. ~ April 2, 2025, 11:59 p.m. (JST*) |
| Application Materials Submission Deadline | April 9, 2025** |
| Notice of Results | June 6, 2025, 10:00 a.m. (JST*) |
| Matriculation Deadline for Admitted Students | July 10, 2025 |

* Date and time are based on Japan Standard Time.

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

Note:

- The reference number will be available on your MyPage two weeks before the notice of results.

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 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

Confirm the required application documents below and make sure to check details under each specific item in the following page.

| Documents | How to submit |
|--|---|
| A. Application Forms | <ul style="list-style-type: none"> Must be sent by the applicant to the Admissions Office via post |
| B. Essay | |
| C. Official Transcripts | <ul style="list-style-type: none"> The documents must be certified by a school official/recommender and be officially sealed in a school envelope. Then, they must be submitted to the Admissions Office by the applicant via post. If submission by the applicant is not possible, submission from the school/recommender directly to the Admissions Office via post/email is accepted |
| D. Certificate of Graduation/Expected Graduation | |
| E. Two Letters of Recommendation | |
| F. Standardized Test Scores | <ul style="list-style-type: none"> Must be sent by the testing institution directly to the Admissions Office. |
| G. Proof of English Proficiency | |
| H. Photocopy of Passport | <ul style="list-style-type: none"> Must be sent by the applicant to the Admissions Office via post |
| I. Application Materials Checklist | |

▪ Details concerning shipping

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:

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
FST 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
 FST 出願書類在中

Important notes:

- If you're applying for other programs during the same application period, please enclose duplicates 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 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

<https://www.guide.52school.com/guidance/net-sophia/eng> and printed out after the application fee payment.

B. Essay (use the form provided in the admissions page; essay must be typed)

The applicant must give the reasons for wishing to study at the Faculty of Science and Technology 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/fst/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 dates of graduation (or expected graduation) must be submitted. Applicants who have graduated (or 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 the student or sent out directly from the high school to Sophia University.

Note:

- If a first-year student 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 have completed 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)

1. 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 before issued to the student or sent out directly from the high school to Sophia University.

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

2. Transfer applicants:

Transfer applicants who have completed, or are expected to complete an associate degree in Arts/Science must submit a certificate of (expected) associate degree.

E. 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), 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/fst/w_h/

F. 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) **Both** SAT (Reading & Writing, Math) scores and
AP (Calculus **or** Statistics, **and** Physics **or** Chemistry **or** Biology) scores<code:0819>
- 2) **Both** SAT (Reading & Writing, Math) scores and.....<code:0819>
IB subject results (Math HL, **and** Physics HL **or** Chemistry HL **or** Biology HL)
- 3) ACT scores(English, Mathematics, Reading, and Science).....<code:5575>
- 4) IB Diploma (Subject including Math HL, and Physics HL or Chemistry HL or Biology HL)
- 5) EJU scores (As for subjects, please see below)
- 6) GCE Advanced Level (Three subjects including Math **and** Physics **or** Chemistry **or** Biology)

1) SAT Scores with AP scores:

SAT (Reading & Writing, Math)

AP (Calculus or Statistics, and Physics or Chemistry or Biology) 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, together with the AP scores, by the application deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the application 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 AP registration, please refer to the College Board official website: www.collegeboard.org/

*College level courses (Math, Physics, Chemistry, Biology) results are also accepted in lieu of AP scores. These courses should be taken in higher education institutions that offer undergraduate degree programs. Courses offered as foundation or preparation education are not accepted. Applicants who wish to submit these results must provide an official transcript issued by the college.

Note:

- Submission of SAT results only will not be accepted. Applicants must submit both SAT results and required AP subject scores
- 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. Sophia University will accept both the new SAT scores and the pre-March 2016 SAT scores. However, a combination of the new SAT scores and the pre-March 2016 SAT scores cannot be accepted.

2) SAT Scores with International Baccalaureate Subjects:

SAT (Reading & Writing, Math)

IB Subject (HL of Math, and HL of Physics or Chemistry or Biology)

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 deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the application 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/

IB subjects have to include the following two: ①HL of Mathematics ②HL of Physics or Chemistry or Biology

For IB certificate/diploma holder, an electronic "Transcript of Results" must be sent directly to Sophia University from the International Baccalaureate Organization (IBO). For IB candidates, submit IB Predicted Grade Form issued by the school.

Note:

- Submission of SAT results only will not be accepted. Applicants must submit both SAT results and required IB subject (predicted) grades
- 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. Sophia University will accept both the new SAT scores and the pre-March 2016 SAT scores. However, a combination of the new SAT scores and the pre-March 2016 SAT scores cannot be accepted.

3) ACT Scores (English, Mathematics, Reading, and Science)

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 materials receipt deadline. If the official scores are not input in the online application and submitted to the Admissions Office by the application 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/

Note:

- ACT Writing score is not necessary.
- Applicants can report the highest individual sub scores taken from multiple test dates. Make sure to send "Superscore" to Sophia University.
- Applicants who have completed, or are expected to complete, two full academic years at a bachelor's degree/associate degree-conferring institution as degree seeking students may submit scores which were taken more than two years before.

4) International Baccalaureate (IB) Diploma

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

Subjects have to include the following two: ①HL of Mathematics ②HL of Physics or Chemistry or Biology

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 predicted IB 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 grades are lower than the minimum standard set for each applicant.

Applicants for Autumn first period

Applicants who apply with IB November, 2024 session should request the "Transcript of Results" to be sent to Sophia University from the IBO **by Friday, January 10, 2025**. 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.

5) Examination for Japanese University Admission for International Students Scores

Applicants who have taken EJU in 2023 and 2024 can apply with the test results of total three subjects.

Subjects have to include: Mathematics Course 2 and 2 subjects from Science (Physics, Chemistry and Biology)

To apply using EJU, the applicants are required to submit a photocopy of the EJU admission ticket along with other application materials. Sophia will inquire the results to the testing institution directly.

Note: The examination language of EJU can be either English or Japanese.

6) GCE Advanced Level

Sophia University requires GCE A-levels in three subjects including Mathematics **and** one of the Science subjects (Physics, Chemistry or Biology). Applicants using Singapore GCE A Level results must submit at least three H2 subjects, including Mathematics **and** one of the Science subjects (Physics, Chemistry or Biology).

GCE A-level holders

An official results certificate must be sent directly to Sophia University **from the exam board** must be submitted 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.

G. 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 <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 <digital results certificate only>

In addition to the direct submission of the test scores by the test institution, the applicant must also include in the application documents a copy/screenshot of their results certificate, containing the **Test Report Form (TRF) number.**

Waiver condition for score submission:

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. The Admissions Office will confirm the fulfillment of this condition by checking the submitted transcripts and the applicant's educational background.

Note:

- For TOEFL®, please enter the Test Date Score during the online application. MyBest™ scores are not acceptable.
- TOEFL ITP®, TOEFL® Essentials™, IELTS Indicator scores are not acceptable. IELTS Online results are acceptable.
- Scores including IELTS One Skill Retake are acceptable.

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

This document is to check your full name.

- If you have dual nationalities, please submit a photocopy of passport for the nationality other than Japan.
- If you do not have a passport, please submit a photocopy of your ID.

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

Check the items enclosed in the application package.

https://adm.sophia.ac.jp/eng/admissions/ug_p/en_ug/fst/w_h/

For applicants who intend to reapply to Sophia University:

An applicant who has not been accepted in a previous application may reapply for the subsequent application periods, for the same or different programs. These applicants may reuse documents C to H in their new application and must specify such documents in the Application Documents Checklist. Documents A, B and I **cannot** be reused and must be submitted again.

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 the link

<https://www.guide.52school.com/guidance/net-sophia/eng>

from 10:00 a.m. (JST) on the results announcement 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 into “MyPage.”
- No physical materials will be sent to applicants from the Sophia 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 the link

<https://www.guide.52school.com/guidance/net-sophia/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 “Entrance Procedures” booklet.

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 document (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 2024 and notified to accepted students. For your reference, the fees due prior to University entrance in the academic year 2024 are as follows:

The fees due prior to University entrance 2024

| | |
|--|--|
| Entrance Fee | 200,000 yen (once at matriculation) |
| Semester Enrollment Fee | 30,000 yen (per semester) |
| Tuition Fee | 601,000 yen (per semester) |
| Education Enhancement Fee | 170,000 yen (per semester) |
| Laboratory Fee | 39,500 yen (per semester) |
| Premium for Personal Accident Insurance for Students | 2,650 yen (Once at matriculation for first-year students: 4-year period) |
| Pursuing Education and Research | 1,400 yen (Once at matriculation for transfer students: 2-year period) |
| Total fees for first-year students | 1,043,150 yen |
| Total fees for transfer students | 1,041,900 yen |

Notes:

- a. Students are kindly requested to pay the alumni association fee (40,000 yen) in the final year.
- b. 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.”

< Notes for each item >

| Items | Notes |
|--|--|
| Entrance Fee | <ul style="list-style-type: none"> • Entrance Fee is the price to guarantee a place in admission. |
| Semester Enrollment Fee | <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> - University services (medical checkup, health consultation, counselling, certificate issuance, etc.) - ICT services (email, portal sites for students, etc.) - Facilities (library, PC rooms, etc.) |
| Tuition Fee | <ul style="list-style-type: none"> • Tuition Fee is the price paid for the educational services required to obtain a degree. • Tuition Fee is revised annually based on the rate of inflation. |
| Education Enhancement Fee | <ul style="list-style-type: none"> • 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. |
| Laboratory Fee | <ul style="list-style-type: none"> • Laboratory Fee comprises expenses for experiments and practical training in educational and research activities. • Laboratory Fee is revised annually based on the rate of inflation. |
| Premium for Personal Accident Insurance for Students Pursuing Education and Research | <ul style="list-style-type: none"> • "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 Day, etc.), extracurricular activities (of which the university should be notified in advance), while commuting to and from university, or while in university facilities. • The insurance period is four years for first year students, and two years for transfer students. • If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged. |

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. 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.

IV. 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 and residency time with an approval from the department/university. 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. A transfer student may transfer a two-year period of time in residence at his/her previous university/college. The number of credits to be transferred should not exceed half of the required number of credits for graduation. 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.

B. Transfer of Credits Earned before Entering as a First-year student:

Students who have earned credits at another university before entering as a first-year student may transfer up to 30 credits. Students using this system may transfer credits, but not residency time. 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.

2. EARLY GRADUATION (not applicable for transfer students)

The Faculty has an early graduation system in place for students who wish to enroll in a master's program offered by the university as their first priority and thereafter enroll in a doctoral program of the university. Early graduation refers to graduation for students who have spent three years or more at the university (excluding periods of leave of absence from the university) and fulfilled the prescribed procedures, and will graduate upon completion of their 3rd year (six semesters) or half of their 4th year (seven semesters). For the details of qualifications, please refer to the bulletin available on Sophia official website.

V. 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 website.

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

VI. HOUSING

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

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

VII. 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.