



上智大学  
SOPHIA UNIVERSITY

SOPHIA UNIVERSITY  
GRADUATE PROGRAM IN SCIENCE AND TECHNOLOGY

MASTER'S PROGRAM IN GREEN SCIENCE AND ENGINEERING DIVISION  
DOCTORAL PROGRAM IN GREEN SCIENCE AND ENGINEERING DIVISION

**APPLICATION PROCEDURE**

Spring and Autumn Semester 2025

**M.S., Ph.D.**

Sophia University  
Admissions Office  
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<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 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. Today, Sophia University is a major teaching and research university in arts and sciences with students, and faculty members encompassing dozens of nationalities. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology - Japan (MEXT) through Center of Excellence and Attractive Graduate Education awards.

## **II. GRADUATE PROGRAM IN SCIENCE AND TECHNOLOGY (GPST)**

Our graduate program was established in 1966 to provide advanced professional education for students in science and engineering. Since then, it has developed into one of the major science and engineering programs in Japan, with numerous active and well-funded research projects. We address both the quest to understand the basic working of nature and the desire to put this understanding to practical use. Another important objective is to educate scientists and engineers with a broad perspective, capable of working in the international arena. The program consists of nine divisions, including the Green Science and Engineering Division.

### **1. DIVISIONS**

The graduate program consists of the following nine divisions.

- 1) Mechanical Engineering
- 2) Electrical and Electronics Engineering
- 3) Applied Chemistry
- 4) Chemistry
- 5) Mathematics
- 6) Physics
- 7) Biological Science
- 8) Information Science
- 9) Green Science and Engineering

### **2. GREEN SCIENCE AND ENGINEERING DIVISION**

The Green Science and Engineering Division was established in September 2013. It occupies a special position among the nine divisions. First, the entire educational program, including lectures and research guidance, is conducted in English. In addition, emphasis is given to environment and sustainability-related studies, which are vital to the future of mankind. To foster cross-disciplinary education, faculty members from the other eight divisions will be involved in teaching and research guidance. At the same time, by joining the research group of the faculty member of their choice, students can receive research guidance and pursue advanced education for thesis research.

### **3. DEGREES**

The following degrees will be awarded after the completion of each program. They are all accredited by the Japanese Ministry of Education, Culture, Sports, Science, and Technology (MEXT).

- Master of Science in Green Science and Engineering
- Doctor of Philosophy in Green Science and Engineering

### **4. RESIDENCE**

As determined by MEXT, the standard residence requirement is two full academic years (four semesters) for the M.S. degree, with the possibility of early graduation. For the Ph.D. degree the requirement is three full academic years (six semesters). The maximum time allowed to complete all the requirements for the M.S. degree is four full academic years and for Ph.D. degree is five full academic years, excluding the period of time spent on leave of absence from the university.

### **5. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES**

The GPST can accept up to 10 credits transferred from a M.S. student's previous work as a graduate student. Transfer of such credits must be approved by the GPST faculty.

### III. APPLICATION AND ADMISSION PROCEDURE

#### 1. ELIGIBILITY

##### **M.S.**

Applicants who meet one or more of the following criteria may apply for entrance to the GPST:

- (1) Those who have graduated, or are expected to graduate Japanese universities.
- (2) Those who have completed, or are expected to complete, 16 years or more of formal education in foreign countries.
- (3) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1) or (2) and will reach the age of 22 at the time of entrance to Sophia University.
- (4) Those who hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years or more for graduation.
- (5) Those who have been recognized by Sophia University as having qualifications equivalent to (1), (2), or (3) and will reach the age of 22 at the time of entrance to Sophia University.

Applicants must hold a Bachelor's degree or equivalent before entering the master's program. Those holding an undergraduate degree other than a Bachelor's degree should inquire at the Sophia Admissions Office in advance.

##### **Ph.D.**

Applicants must have, or be expected to obtain Master's degree based upon a distinguished record of academic achievement. Applicants must hold a Master's degree before entering the doctoral program.

#### 2. MAXIMUM NUMBER OF STUDENTS ADMITTED

M.S. : 20 students

Ph.D. : 3 students

#### 3. APPLICATION PROCEDURE

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

**A.** Prepare the following.

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

**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 enrollment in Sophia.

Make sure to use an email address which will always be able to access even after leaving your current school.

**C.** Enter all the required application information to your "MyPage" during the on-line application period.

**Reference for the language "SELF ASSESSMENT OF ABILITY" field**

Applicants should use the following scale when inputting their "SELF ASSESSMENT OF ABILITY" (in terms of language):

1. -able to engage in simple daily conversation, read, elementary language texts, write simple sentences.
2. -competence for daily conversation, read, elementary language texts, write basic sentences
3. -able to follow TV news broadcast, read daily newspaper with aid of dictionary, write personal letters.
4. -able to understand college classes, read general books for an educated audience, write university reports
5. -native fluency in reading, writing, and speaking

**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 indicated in the following page to finalize the application.**

**E.** Submit all the application documents listed on **APPLICATION DOCUMENTS** to the Admissions Office of Sophia University.

Note: -Make sure to follow the instructions on how to submit each document.

-Test scores and official documents issued by institutions and referees must be sent directly to Sophia University.

-Application information entered on-line cannot be edited after application fee payment is complete. To change the information provided, modify it directly on the digital forms in red before submission.

-The Admissions Office will not respond to question in regards of arrival of application materials or score result.

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

### **M.S.**

Prospective candidates must indicate the name of three faculty members as his/her desired academic supervisor, contact at least one potential supervisor before submitting their application and choose his/her intended area of study in their statement of purpose. Information about the disciplinary specialties and research interests of faculty members are available on the following websites.

Graduate Program in Science and Technology website: [www.st.sophia.ac.jp/english](http://www.st.sophia.ac.jp/english)

List of Thesis Advisors: [www.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gpst.html](http://www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst.html)

### **Ph.D.**

Prospective candidates must contact a potential dissertation supervisor before submitting their application and choose his/her intended area of study in their statement of purpose. Information about the disciplinary specialties and research interests of faculty members are available on the following websites.

Graduate Program in Science and Technology website: [www.st.sophia.ac.jp/english](http://www.st.sophia.ac.jp/english)

List of Thesis Advisors: [www.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gpst.html](http://www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst.html)

Note: Students who are currently attending Sophia University are exempted from contacting a potential supervisor.

## **4. APPLICATION SCHEDULE**

### **For Spring (April) 2025 entry (Ph.D. only)**

<b>Application Period (on-line)</b>	August 21, 2024, 10:00 a.m. ~ September 11, 2024, 11:59 p.m. (JST*)
<b>Application Materials Submission Deadline</b>	September 18, 2024, 11:59 p.m. (JST*) **
<b>Notice of Results</b>	November 13, 2024, 10:00 a.m. (JST*)
<b>Matriculation Deadline for Admitted Students</b>	December 4, 2024

### **For Autumn (September) 2025 entry**

<b>Application Period (on-line)</b>	March 12, 2025, 10:00 a.m. ~ April 2, 2025, 11:59 p.m. (JST*)
<b>Application Materials Submission Deadline</b>	April 9, 2025, 11:59 p.m. (JST*) **
<b>Notice of Results</b>	June 11, 2025, 10:00 a.m. (JST*)
<b>Matriculation Deadline for Admitted Students</b>	July 4, 2025

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

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

## **5. 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 complete.

## 6. 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"> <li>Must be sent by the applicant to the Admissions Office via email</li> </ul>
-B- Statement of Purpose	
-C- Official Transcripts	<ul style="list-style-type: none"> <li>The documents must be submitted from the university/recommenders directly to the Admissions Office via email, using their official institutional email address (free email domains not accepted)</li> <li>If submission via email is not possible, submission from the applicant/university/recommender directly to the Admissions Office via post is accepted. The documents must be certified by a university official/recommender and be officially sealed in a school envelope.</li> </ul>
-D- Proof of Degree/Expected Degree	
-F- Letters of Recommendation	
-E- Proof of English Proficiency	<ul style="list-style-type: none"> <li>Must be sent by the testing institution directly to the Admissions Office.</li> </ul>
-G- A Copy of Graduation Thesis, Master's Thesis, Significant Term Paper (optional)	<ul style="list-style-type: none"> <li>Must be sent by the applicant to the Admissions Office via email</li> </ul>
-H- Photocopy of Passport	
-I- Application Materials Checklist	

### How to submit the files via email:

▪ Each file must be titled:

"Name of the document (write exactly as indicated in the guidelines)"\_"Name of the applicant (LAST NAME, First Name)"

e.g.: A. Application Forms\_AAAA, Bcde

▪ Send electronic data to [admission-g-co@sophia.ac.jp](mailto:admission-g-co@sophia.ac.jp)

Title of the email must be: APPLICATION (online application registration number / 受付番号) to "Name of the program"

e.g.: APPLICATION (123456) to the the M. A. in Green Science and Engineering

Note: ▪ 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 application documents once submitted are not returnable.

▪ In case official documents are sent via the online service where the title of the file cannot be edited, make sure to let the Admissions Office know in the "I. Application Materials Checklist."

▪ The use of ChatGPT or any other generative AI programs/applications/websites when writing application documents is strictly forbidden.

▪ For materials C, D and F, in case only hard copies are available, send sealed official documents to following address by trackable express mail:

**SOPHIA UNIVERSITY ADMISSIONS OFFICE**  
**7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN**  
**GPST M.A. (or Ph. D.) 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  
 理工学専攻グリーンサイエンス&エンジニアリング領域  
 (M.A. または Ph.D.) 出願書類在中

#### **A. A. A Application Form (2 pages) ---from the Applicant via e-mail**

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

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

After paying the application fee, download and save the forms in PDF format. This form must be submitted via email.

#### **<Contact Potential Supervisors (M.S. and Ph.D.)>**

Prospective students (both M.S. and Ph.D.) must contact a potential dissertation supervisor before submitting their application.

Information about the disciplinary specialties and research interests of faculty members is available on the website below:

[https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gpst/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst/)

Please send your CV and your research proposal to the graduate program office via email, and the office will forward it to your potential dissertation supervisor.

Office of the Graduate Program in Science and Technology: f-scitec@sophia.ac.jp

#### **B. Statement of Purpose (use the form provided in the admissions page) ---from the Applicant via e-mail**

The applicant must specify as precisely as possible the area of intended study and its relation to previous academic experiment or career experience. It should be 500-750 words in length and written in English.

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gpst/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst/)

**Note: Make sure to indicate your intended area of study from the list below.**

- 1) Mechanical Engineering
- 2) Electrical and Electronics Engineering
- 3) Applied Chemistry
- 4) Chemistry
- 5) Mathematics
- 6) Physics
- 7) Biological Science
- 8) Information Science

#### **C. Official University/College Transcript(s) ---from University/College**

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.

Electronic transcripts should be issued directly from the university/college to Sophia. Digital transcripts sent from applicants are not accepted.

In the case of submission by postal mail, the transcript(s) should be certified by a school official and be officially sealed in a school envelope. Photocopies are not accepted.

#### **D. Proof of Graduation---from University/College**

One of the following should be submitted via email from the university/college or through postal mail if certified and officially sealed by a school official:

- (a) University/college issued certificate of a degree or official letter (original copy).
- (b) Photocopy of degree diploma certified by a school official.
- (c) Transcript indicating the degree received and date of conferral.

Ph.D. applicants must submit one of the above for master's degrees.

Note: ▪ M.S. 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 students should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.

- Ph.D. applicants currently in their final semester of a Master's program must submit an official document of expected graduation from their school or a letter from the thesis supervisor affirming both the expected date of the thesis defense and/or completion of all requirements for the master's degree. Such applicants should then submit either (a), (b) or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.

### **E. Proof of English Proficiency (TOEFL® or IELTS) ---from Testing Institution**

Applicants must prove their English proficiency by taking the TOEFL® iBT or the IELTS (Academic). The exam should have been taken no more than two years before the time of application. **TOEFL® Home Edition and IELTS Online are NOT accepted.** 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) <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.

Note: • For TOEFL®, enter your MyBest™ scores during the on-line application.

- For MA applicants: This requirement is waived for non-native applicants who have obtained a degree (Bachelor's or Master's degree) in the past from an institution where all courses were taught in English, and English is the official medium of instruction. The applicant should have studied in English for more than 2 years to obtain the degree. In such cases, an official document sent to the Admissions Office from their institution attesting to this is required.
- For PhD applicants: This requirement is waived for non-native applicants who have obtained a Master's degree in the past from an institution where all courses were taught in English, and English is the official medium of instruction. The applicant should have studied in English for more than 2 years to obtain the degree. In such cases, an official document sent to the Admissions Office from their institution attesting to this is required.
- If applicants have insufficient time to prepare the above official test scores, they may be able to substitute them with the scores of the tests performed in their own countries. For this issue, please ask for the Sophia Admissions Office prior to application.
- If the English proficiency is not clearly confirmed by those documents, the applicants are required to have a direct interview via Zoom or other means of communication.
- TOEFL ITP®, TOEFL® Essentials™ and IELTS Indicator are not acceptable.

### **F. Three Letters of Recommendation (use the form provided in the admissions page) ---from Referee**

Letters of recommendation in English or in Japanese from three professors and/or officials of the school(s) attended by the applicant must be submitted. At least two letters should be from professors who have taught the applicant.

As a rule, letters should be sent via email directly from the referee to Sophia University by using their official institutional email address.

For submission via postal mail, each letter must be sealed in a separate envelope with the referee's signature written across the seal and sent directly to Admissions Office of Sophia University (shipping fee should be arranged by each applicant).

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gpst/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst/)

• M.S. applicants who are expected to graduate from the Faculty of Science and Technology of Sophia University need only one letter of recommendation.

• Ph.D. applicants who are expected to obtain a Master's degree in Green Science and Engineering awarded by Sophia University need only one letter of recommendation.

### **G. A Copy of Graduation Thesis, Master's Thesis, Significant Term Paper, or Publications (optional)**

**---from the Applicant via e-mail**

#### **M.S.**

Submission of the applicant's graduation thesis, term paper, or publications, if you have any, is recommended. The copy should be in English, Japanese, or other languages with an extensive English summary.



## **Ph.D.**

Submission of the applicant's master's thesis, term paper, or publications, if you have any, is recommended. The copy should be in English, Japanese, or other languages with an extensive English summary.

### **H. Photocopy of Passport (for those who hold a nationality other than Japan) ---from the Applicant via e-mail**

This document is required to check your full name.

- Those who 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 page) ---from the Applicant via e-mail**

Check the items you enclose in your application.

Admissions page: [https://adm.sophia.ac.jp/eng/admissions/graduate\\_p/english\\_g2/gpst/](https://adm.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst/)

#### **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.

## **7. SCREENING**

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

Sophia University may request some applicants to take an interview.

## **8. NOTICE OF RESULTS**

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

<< <https://www.guide.52school.com/guidance/net-sophia/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 registered email address 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.

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

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

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

### **A. Payment of Tuition Fees 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 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. 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- M.S. students

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	473,000 yen (per semester)
Education Enhancement Fee	130,000 yen (per semester)
Laboratory and Research Fee	65,250 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (2-year period)	1,400 yen (once at matriculation)
Total Amount	899,650 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 "Entrance Procedures" leaflet.

#### The fees due prior to university entrance 2024- Ph.D. students

Entrance Fee	200,000 yen (once at matriculation)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	250,500 yen (per semester)
Education Enhancement Fee	65,000 yen (per semester)
Laboratory and Research Fee	65,250 yen (per semester)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (3-year period)	2,100 yen (once at matriculation)
Total Amount	612,850 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 "Entrance Procedures" leaflet.

#### <Notes for each item>

Items	Notes
Entrance Fee	<ul style="list-style-type: none"> <li>Entrance Fee is the price to guarantee a place in admission.</li> <li>Entrance fees for the students who graduate or graduated from Sophia University (Undergraduate /Graduate Program) is as follows: <ul style="list-style-type: none"> <li>students who graduated from Sophia University within one year: full waiver</li> <li>students who graduated from Sophia University over one year after graduation: half waiver</li> </ul> </li> <li>If you graduated from Sophia Junior College (now Sophia University Junior College Division) or Seibo College, please contact the Admissions Office (TEL : 81-3-3238-3517)</li> </ul>
Semester Enrollment Fee	<ul style="list-style-type: none"> <li>Semester Enrollment Fee is the basic cost of enrollment (enrollment guarantee fee and enrollment management fee).</li> <li>In the case of authorized interruption of study, only the enrollment fee needs to be paid.</li> <li>The following services are available while you are on an authorized absence of study. <ul style="list-style-type: none"> <li>University services (medical checkup, health consultation, counselling, certificate issuance, etc.)</li> <li>ICT services (email, portal sites for students, etc.)</li> <li>Facilities (library, PC rooms, etc.)</li> </ul> </li> </ul>
Tuition Fee	<ul style="list-style-type: none"> <li>Tuition Fee is the price paid for the educational services required to obtain a degree.</li> <li>Tuition Fee is revised annually based on the rate of inflation.</li> </ul>
Education	<ul style="list-style-type: none"> <li>Education Enhancement Fee is expenses for the maintenance and management of the education and research</li> </ul>

Enhancement Fee	environment, as well as for maintenance enhancement for the future.
Laboratory and Research Fee	<ul style="list-style-type: none"> <li>• Laboratory and Research Fee is expenses for experiments and practical training in education and research activities.</li> <li>• Laboratory and Research Fee is revised annually based on the rate of inflation.</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, University events, 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 two years for M.A. students and three years for Ph.D. students.</li> <li>• If a student is enrolled beyond the standard insurance period, additional fee of ¥800/year will be charged.</li> </ul>

## IV. 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 per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

## 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.