

# Sophia University Exchange Program

## Guide for Online Nomination/ Application portal for Partner University

### IMPORTANT

Log-in account, password and URL for online nomination portal will be sent to each coordinator at our partner universities via email once the online nomination period is open.

After receiving the email, please nominate your students following the instructions below.

### Step 1

Go to the designated URL and log-in with ID and password sent via email.

 上智大学  
SOPHIA UNIVERSITY

Partner Portal

Login ID:

Password:

LOGIN

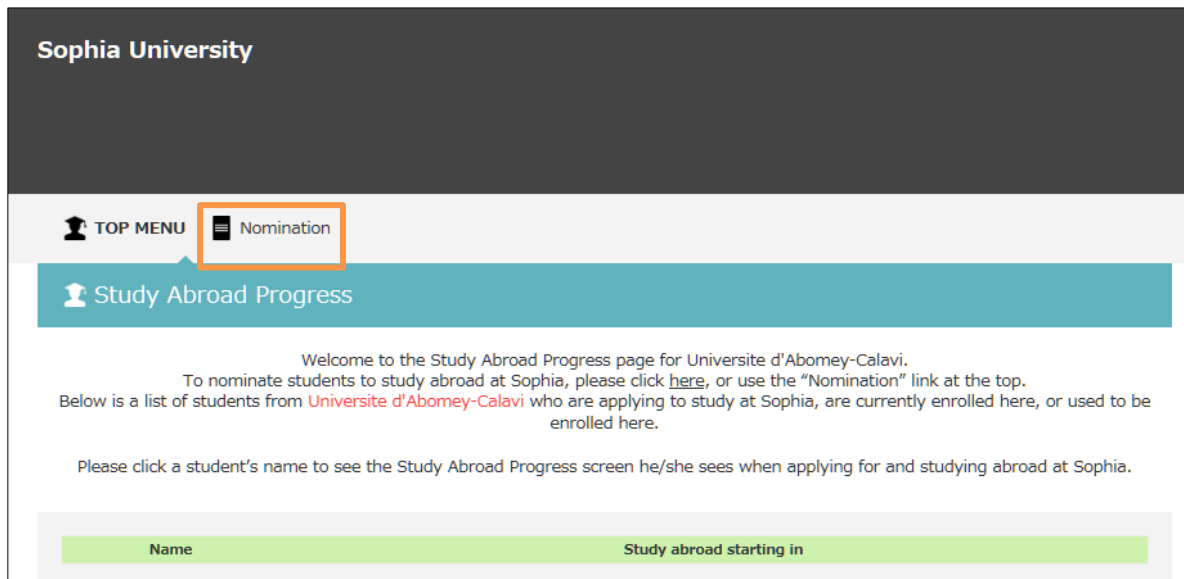
This system is designed to work with the following browsers:

- Internet Explorer 8.0 or above
- Mozilla Firefox
- Safari
- Google Chrome

If you experience problems with your browser, please try upgrading to one of the above browsers.

## Step 2

Click “Nomination.”



Sophia University

TOP MENU Nomination

Study Abroad Progress

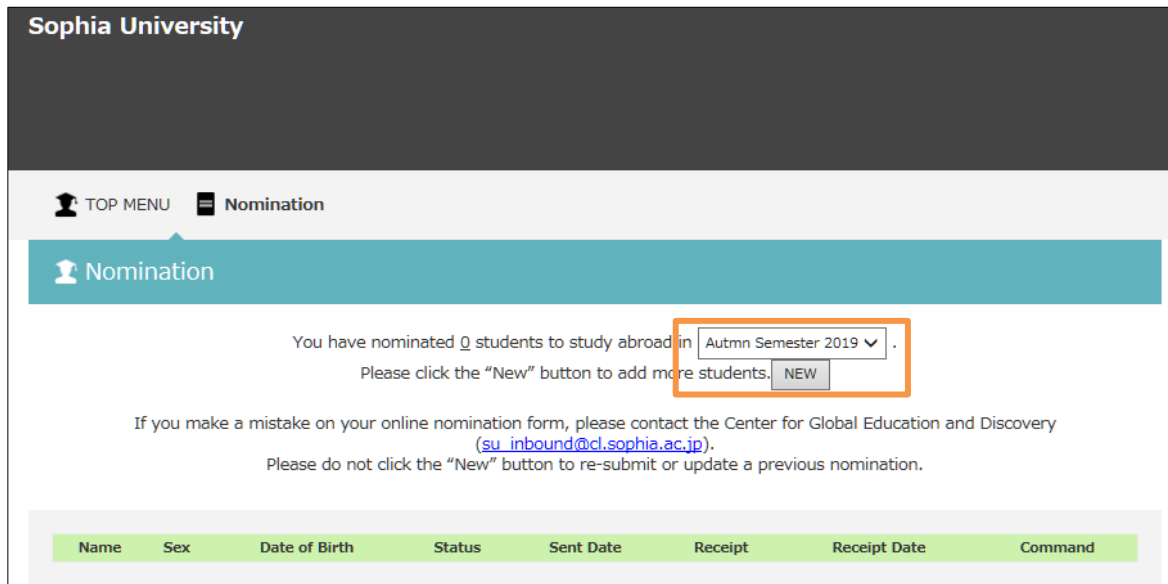
Welcome to the Study Abroad Progress page for Université d'Abomey-Calavi.  
To nominate students to study abroad at Sophia, please click [here](#), or use the “Nomination” link at the top.  
Below is a list of students from Université d'Abomey-Calavi who are applying to study at Sophia, are currently enrolled here, or used to be enrolled here.

Please click a student's name to see the Study Abroad Progress screen he/she sees when applying for and studying abroad at Sophia.

Name	Study abroad starting in
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## Step 3

Choose the semester you would like to nominate students from the pull-down list and click “NEW.”



Sophia University

TOP MENU Nomination

Nomination

You have nominated 0 students to study abroad in Autmn Semester 2019 .

Please click the “New” button to add more students. NEW

If you make a mistake on your online nomination form, please contact the Center for Global Education and Discovery ([su\\_inbound@cl.sophia.ac.jp](mailto:su_inbound@cl.sophia.ac.jp)).  
Please do not click the “New” button to re-submit or update a previous nomination.

Name	Sex	Date of Birth	Status	Sent Date	Receipt	Receipt Date	Command
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## Step 4

Complete all the information and click “Submit.”

Before submitting the nomination, you could temporarily save the information and check for errors by clicking on “Save & Error Check.”

👤 **Nomination**

\*This question requires an answer.

Autumn Semester 2019 ▼

	Period	Final Exams	Transcript Issuance
Spring Semester	April 1 - September 20	end of July	mid September
Autumn Semester	September 21 -March 31	end of January	late March

Regarding contact person:

Institution [REDACTED]

Outbound Coordinator \*

Outbound Coordinator E-mail \*

Outbound Coordinator Phone number \*

Mailing address \*

This is used when we send Acceptance Packages and Transcripts.  
Please include your department, city, state, and postal code. Please do not write P.O. Box.

Regarding your nominated student:

Your name will be automatically converted to capital letters. 入力した氏名は英文字に自動変換されます。

First Name (Given Name) \*

Middle Name

Last Name (Surname) \*

Student E-mail \*

Sex \* 
 M  
 F

Date of Birth \*

Starting Term \* 
 FA2019

Enrollment Duration \* 
 FA2019  
 SP2020

Please carefully review the details above then click Submit to send the nomination to Sophia.

Save & Error Check
Submit

## IMPORTANT

The mailing address indicated here is used when we send Acceptance Packages and Transcripts. Please include the name of your office department, city, state, and postal code. Please do NOT write P.O. Box.

Once you have completed this online nomination, the student will receive an email with the link to enter the online application system.

If students do not receive the email within 3 working days from our office, please let us know.

## Step 5

Students are required to complete/ upload the following information/documents

through online application portal:

- (1) Application form
- (2) Application for Certificate of Eligibility
- (3) Housing application

After completing online application, scanned copies of the following materials are required to be sent to Sophia University via email directly from students or through the exchange program coordinator of their home institution.

**The scanned copies of all application documents must be sent by e-mail to "inbound-co@sophia.ac.jp" with the title "Application for Exchange Program (Home Institution/ Student's Name).**

We will check all the documents and give feedback for each student in order to advise about missing information and documents so that they can correct and complete application documents.

### **List of Documents to be Submitted**

- (1) Application form (2 pages to be downloaded in PDF after online submission)
  - \*Applicants to the Graduate Program in Global Studies are required to attach a separate document which list all courses they wish to take, indicating for each the relevance to their degree of study in their home institution and their background for the course.
- (2) Letter of academic recommendation (form provided)
- (3) Official academic transcript(s)
- (4) List of courses currently enrolled (if not listed on the transcript)
- (5) Valid IELTS/ TOEIC/ TOEFL (ITP or iBT) results for English-taught program applicants
- (6) JLPT test report (N1) for Japanese-taught program applicants
- (7) Certificate of health (form provided)
- (8) Digital color photo (length 4cm × width 3cm \*exact size)
- (9) Photocopy of passport

Notes:

- All application forms are available online to be downloaded.
- Documents printed in a language other than English or Japanese have to be translated into English or Japanese and certified by the home institution.
- Application documents will not be returned to the applicant after submission.

We will contact home university and students after checking all application materials.