

Sophia University, Graduate Program in Global Studies
Application Procedure for *Kamokuto Rishusei* (Non-Matriculated Graduate Student)
Autumn Semester 2021

※Please check the syllabus information of autumn semester 2021 regarding the Class format, which is scheduled to be released on September 1.
※Please prepare the internet environment by yourself.

1. Eligibility

Applicants who meet one of the following requirements are eligible to apply for status as *Kamokuto Rishusei* (non-matriculated graduate students):

- 1) Those who have graduated / will graduate from university
 - 2) Those who hold an undergraduate degree
 - 3) Those who have finished 16 years of education outside Japan
 - 4) Those certified by the Ministry of Education, Science, Sports and Culture
 - 5) Those who have completed at least 3 years of undergraduate education and have been certified by Sophia University as having compiled an outstanding record
 - 6) Those who studied in foreign university systems where an undergraduate degree can be earned in 15 years, and have been certified by Sophia University as having outstanding records
 - 7) Those who have attained the age of 22, and have been certified by Sophia University as having the equivalent qualification of university graduation by virtue of individual entrance screening
 - 8) Those who are certified by Sophia University as having the equivalent qualification of university graduation
- * For international students: International students must have a status of residence that will allow them to stay in Japan at least till the end of Autumn Semester, March 31, 2022. Those who hold college student visa should remain student status in other institution. A temporary visitor visa is not acceptable.

2. Application Procedures

The procedures for application require that you pay the application fee and submit all necessary documents, explained below, by the appointed deadline. The deadline for payment of the fee is **August 23 (Mon.)**. And the following materials should be sent by registered mail to the Academic Records Section **from August 16 (Mon.) to August 23 (Mon.)**. Only those applications postmarked by the application deadline of August 23 (Mon.), 2021 will be considered.

Address: Sophia University
Academic Records Section Center for Academic Affairs
7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554

*Any applicant with physical conditions that might require special attention to undertake university work should consult the Academic Records Section, the Center for Academic Affairs.

3. Application Materials

- 1) Application Form / General Data [*Form 1*]
- 2) Statement of Purpose [*Form 2*]
Purpose for taking the course(s) should be written in English (approximately 200 words for each course).
- 3) A letter of recommendation [*Form 3*]
- 4) Remittance Form (Part “A” section) **Application Fee: 10,000 yen**
The application fee should be paid in yen by bank telegraphic transfer using the enclosed remittance form.
If you apply for “上智大学大学院科目等履修生(自由履修コース)” at the same time, no additional application fee is required (only 10,000 yen). However, please submit each application form respectively.
- 5) Certificate of graduation from university (or expected graduation)
Photocopies are not acceptable. If the certificate is printed in a language other than English or Japanese, it must be translated into English and certified by a school official or an official agency (the embassy or consulate).
- 6) Official university/ college transcripts
Photocopies are not acceptable. If the transcript is printed in a language other than English or Japanese, it must be translated into English and certified by a school official or an official agency (the embassy or consulate)

- 7) TOEFL scores (for all non-native speakers of English)
“Test Taker Score Report” and “My Best Score” will be acceptable. This test should be taken not more than 2 years before the application deadline. Applicants should have a TOEFL score of at least 100 on the internet-based test or 250 on the computer-based test. This requirement is waived for non-native applicants who have obtained a degree from an institution where all their courses were taught in English, and English is the official medium of instruction.
- 8) Certificate of Residence or photocopies of the Resident Card (for international students).

Please note:

Neither the documents submitted nor the application fee once paid to Sophia University, can be returned.

4. Screening Method

Screening decisions will be made by the Graduate Program in Global Studies.

5. Notification of Results

- 1) Notification of Results will be sent to you by mail on **September 17 (Fri.), 2021.**
- 2) Accepted applicants will receive the following materials:
 - a) A list of the courses for which they may register
 - b) A form for the payment of relevant fees
 - c) A pledge confirming the student’s acceptance of the rules of non-matriculated student status
 - d) Loyola account information
 - e) Sophia ICT account information

6. Registration Procedures

Registration will be completed when the applicant has paid the relevant fees and has submitted 1) the pledge 2) a copy of transfer receipt to the Academic Records Section of the Center for Academic Affairs by registered mail. When the procedures are completed, the applicant will receive a student ID card.

Period for Completion of Registration Procedures:

September 27 (Mon.) - October 4 (Mon.) (should be postmarked)

Please note:

- 1) If you do not complete the procedures during the period above, your approval for registration will be cancelled.
- 2) You cannot change, add nor cancel the courses you have registered for.
- 3) A course for which no degree students have registered will be cancelled.
- 4) The materials submitted by the applicant and any fees such as registration and tuition will not be returned; however, in cases such as when the course an applicant has registered for is canceled by Sophia University, tuition fee for that course will be returned.
- 5) Please be certain to attend the first day of class.
- 6) **Please check the syllabus or Loyola by yourself regarding the classroom. For details, please refer to the notice enclosed with the notification of the acceptance.**

7. Tuition (Academic Year 2021)

Tuition fee: 24,000 yen per credit

8. Grading

Students who have completed the course work satisfactorily will be granted credits. However, it is impossible to earn a degree from Sophia University with all credits taken while enrolled as a non-matriculated graduate student. Up to 10 credits can be applied to a Master’s degree at Sophia University. Applications for credit transfer can only be made after obtaining the status of degree graduate student.

ACADEMIC CALENDAR FOR AUTUMN SEMESRER 2021

Classes	September 27 (Mon.) – December 23 (Thu.) / January 5 (Wed.) –January 22 (Sat.)
Make-up classes	October 23 (Sat.), December 11 (Sat.), January 8 (Sat.), January 22(Sat.)
Final Examination	January 24 (Mon.) – January 31 (Mon.)

*Although November 23 is public holiday, classes will be held.

*December 22 is virtual Monday, and December 23 is a virtual Friday.

CLASS HOURS

Class Period	Hours
1	9 : 0 0 ~ 1 0 : 4 0
2	1 0 : 5 5 ~ 1 2 : 3 5
3	1 3 : 3 0 ~ 1 5 : 1 0
4	1 5 : 2 5 ~ 1 7 : 0 5
5	1 7 : 2 0 ~ 1 9 : 0 0
6	1 9 : 1 0 ~ 2 0 : 5 0

Class Cancellations, make up classes or any additional no-class days will be announced on the Loyola bulletin board

SYLLABUS

You can see the syllabus on the website of Sophia University. Please check the following URL.

※https://www.sophia.ac.jp/eng/studentlife/academic_services/syllabi/index.html