



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 2021

M.S., Ph.D.

Sophia University
Admissions Office
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Every effort is made to ensure the accuracy of the information contained herein. However, subsequent to the date of publication, circumstances may necessitate changes. 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 13,800 students, and teaching staff of 1,400 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, currently with a student body of 474 and 106 faculty members (as of October 2018) 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 new 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 has started in September 2013. It occupies a special position among the nine divisions. First of all, 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 are 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 and printer

B. On the on-line application website, register the following to create your "My Page."

- Email address
- Face photo
- Basic information

For more information about the application website, refer to the guide on www.guide.52school.com/guidance/net-sophia.

Note: Important information including the reference number 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. In your "My Page," enter all the required application information.

You can only update information during the on-line application period.

Guide for the online application

You're to be required to enter "SELF ASSESSMENT OF ABILITY" (in terms of language) with the following scales of 1-5.

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 finish the application. Go on to the next step 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.

For reference, your reference number will be available on your “My Page” 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

List of Thesis Advisors: 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.

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

List of Thesis Advisors: www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst.html

4. APPLICATION SCHEDULE

For Spring (April) 2021 entry (Ph.D. only)

Application Period (<u>on-line</u>)	August 26, 2020, 10:00 a.m. ~ September 16, 2020, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	September 23, 2020**
Notice of Results	November 17, 2020, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	December 14, 2020

For Autumn (September) 2021 entry

Application Period (<u>on-line</u>)	March 17, 2021, 10:00 a.m. ~ April 7, 2021, 11:59 p.m. (JST*)
Application Materials Receipt Deadline	April 14, 2021**
Notice of Results	June 8, 2021, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 5, 2021

* 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 “My Page” to complete the payment*.

Payment should be made by credit card, at a convenience store (inside Japan)**, via Pay-easy, or via on-line banking during the application period. Payment must be completed by 11:59 p.m. (JST) of each on-line application deadline. After the deadline, application will not be accepted. The application fee is non-refundable once it is 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 (the method of submission updated on October 27, 2020)

Make sure to read carefully how and from who each document should be submitted.

The electronic data of the following documents (A to I) must reach Sophia Admissions Office by the deadline of submission. Late applications may be refused. TOEFL/IELTS scores must be delivered directly to Sophia University from the testing service by the application deadline.

1. Each file must be titled:

“Name of the document (exactly as indicated in the procedure)”_”Name of the applicant (LAST NAME, First Name)”

e.g.: A. Application Forms_AAAA, Bcde

2. Send electronic data to 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 M. S. 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.”
 - In case only hard copies of the official documents are available, make sure to write the following address on the envelope:

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
GPST (M.S. 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.S. または Ph.D.) 出願書類在中

How to submit the application documents

Make sure to read the details of each document.

From Applicant (electronic data only)

- A. Application Form
- B. Statement of Purpose
- G. A Copy of Graduation Thesis, Master's Thesis, Significant Term Paper, or Publications
- H. Photocopy of Passport
- I. Application Materials Checklist

From Institution / Referee (electronic data / hard copies accepted)

- C. Official University/College Transcript(s)
- D. Proof of Graduation
- F. Three Letters of Recommendation

A. Application Form (2 pages) ---from Applicant (only the electronic data is accepted)

Application forms should be filled out through the on-line application website www.guide.52school.com/guidance/net-sophia and printed out after the application fee payment.

B. Statement of Purpose (use the form provided) ---from Applicant (only the electronic data is accepted)

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.

Note: Make sure to indicate your intended area of study from 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. 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

Applicants should submit one of the following:

- (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 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 applicants should then submit either (a), (b), or (c) to the Sophia Admissions Office by 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 whose native language is not English must submit an official score for the TOEFL (including Special Home Edition) or the IELTS (Academic). These tests should be taken not more than two years before the application deadline.

The official test score must be sent directly to Sophia University from each testing institution by the application deadline. The Examinee's Score Report that is sent to the applicant will not be accepted as official. Be sure to indicate Sophia University to ensure that your official score is sent to Sophia University. For information about TOEFL and IELTS and test registration, please refer to the following websites.

TOEFL: www.ets.org/toefl <code: 0819>

IELTS: www.ielts.org

Note:

- Please enter your MyBest™ scores during the online application.
- This requirement is waived for non-native applicants who have obtained the latest degree (bachelor's or master's degree for M.S. applicants, master's degree for Ph.D. applicants) from an institution where all their courses were taught in English (and English is the official medium of instruction). In such cases, an official document from their institution attesting to this is required.
- This requirement is waived for Ph.D. applicants who have, or are expected to obtain a master's degree in Green Science and Engineering awarded by Sophia University.
- If the official score has not been delivered by the application deadline, the application will not be reviewed. Applicants are advised to order the delivery of the official scores well in advance.
- TOEFL ITP is not acceptable.

F. Three Letters of Recommendation (use the form provided) ---from Referee

Letters of recommendation 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. Each letter must be either in English or Japanese and sealed in a separate envelope with the recommender's signature written across the seal.

•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 Applicant (only the electronic data is accepted)

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 Applicant (only the electronic data is accepted)

This is to check your 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)

---from Applicant (only the electronic data is accepted)

Check the items you enclose in your application.

***Medical attention**

Any applicants 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 "My Page" through

www.guide.52school.com/guidance/net-sophia

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 and the password will be required to log into "My Page."
- No physical materials will be sent to applicants from the Sophia Admissions Office. A letter of acceptance can be printed out from "My Page."
- 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 "My Page" through

www.guide.52school.com/guidance/net-sophia

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 “My Page” 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 exact amount of the fees will be decided in July 2020 and notified to accepted students with a letter of acceptance. For your reference, the fees due prior to university entrance in the academic year 2020 were as follows;

The fees due prior to university entrance 2020-M.S. students

Entrance Fee	200,000 yen (once at matriculation. See note c.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	473,000 yen (per semester. See note a.)
Education Enhancement Fee	130,000 yen (per semester)
Laboratory and Research Fee	65,250 yen (per semester. See note b.)
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

Note:

- a. Tuition Fee is revised annually based on the rate of inflation.
- b. Laboratory and Research Fee is annually based on the rate of inflation.
- c. (For students who enroll in Autumn 2021)
Students who graduate from Sophia University in September 2021 or March 2021 will not be charged Entrance Fee.
Students who graduated from Sophia University before September 2020 will be charged a half of Entrance Fee.
- d. 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 2020-Ph.D. students

Entrance Fee	200,000 yen (once at matriculation. See note c.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	250,500 yen (per semester. See note a.)
Education Enhancement Fee	65,000 yen (per semester)
Laboratory and Research Fee	65,250 yen (per semester. See note b.)
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

Note:

- a. Tuition Fee is revised annually based on the rate of inflation.
- b. Laboratory and Research Fee is annually based on the rate of inflation.
- c. (For students who enroll in Spring 2021)
Students who graduate from Sophia University in March 2021 or September 2020 will not be charged Entrance Fee.
Students who graduated from Sophia University before March 2020 will be charged a half of Entrance Fee.
(For students who enroll in Autumn 2021)
Students who graduate from Sophia University in September 2021 or March 2020 will not be charged Entrance Fee.
Students who graduated from Sophia University before September 2020 will be charged a half of Entrance Fee.
- d. 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.

B. Tuition Fee Payment for the Subsequent Semesters

From the second semester on, tuition fee payment will be made on a semester basis.

Approximate Rate of Tuition & Fees - Second semester on

	M.S. students	Ph.D. students
Semester Enrollment Fee	30,000 yen	30,000 yen
Tuition Fee	473,000 yen	250,500 yen
Education Enhancement Fee	130,000 yen	65,000 yen
Laboratory and Research Fee	65,250 yen	65,250 yen
Total Amount	698,250 yen	410,750 yen

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. FINANCIAL ASSISTANCE

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.

www.sophia.ac.jp/eng/studentlife/scholarships/

VI. HOUSING

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

www.sophia.ac.jp/eng/studentlife/housinginfo/

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 insurance premium (approx. JPY 20,000 per year) must be paid. However, by declaring you have no income, it will be reduced. Please ask directly about the details to 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 and exchange 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.