



**上智大学**  
SOPHIA UNIVERSITY

**SOPHIA PROGRAM for SUSTAINABLE FUTURES  
(SPSF)**

**APPLICATION PROCEDURE**

Autumn Semester 2020

**BACHELOR'S DEGREE STUDENTS**

**Freshman**

**Department of Education**

**Department of Sociology**

**Department of Economics**

**Department of Global Studies**

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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 ("Jochi Daigaku" 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 13,800 students and teaching staff of 1,400 members, 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 SOPHIA PROGRAM FOR SUSTAINABLE FUTURES (SPSF)

New program, taught in English, offers bachelor's degrees in seven fields of study: Journalism, Education, Sociology, Economics, Management, International Relations, and Area Studies.

This new program is scheduled to be implemented in six existing departments: the Department of Education and Department of Sociology in the Faculty of Human Sciences (2020); the Department of Economics in the Faculty of Economics (2020); the Department of Global Studies in the Faculty of Global Studies (2020); the Department of Journalism in the Faculty of Humanities (2021); and the Department of Management in the Faculty of Economics (2022).

As Sustainable Development Goals (SDGs) set by the UN, a wide range of global level issues related to war and conflicts, economic disparity, poverty, environment, education and more are required to be tackled by international communities. Against the backdrop of today's rapidly globalizing world, society is witnessing an eruption of such global issues transcending nations and regions and complex, difficult issues where diverse value systems collide. SPSF aims to establish curricula to work on finding solutions to these new issues and foster students' abilities to overcome them.

One of our strengths is that all of our faculties are concentrated on one campus in central Tokyo. Taking advantage of that integrated framework, SPSF will offer discipline-based classes where students can enhance their knowledge in their respective fields of study as well as interdisciplinary classes offered with the cooperation of the relevant departments. Cross-listed discipline-based classes will also be open to students who wish to take courses in different departments that relate to their own curricula. Utilizing these classes, the SPSF program will focus on helping students learn perspectives and modes of thinking in both their own areas and different areas in hopes of nurturing sensitivity to diversity.

**Prospective students will specify their desired field of study when applying\***, take courses in English in their respective specialties (Journalism, Education, Sociology, Economics, Management, Global Studies), and work toward their bachelor's degrees. The program is Sophia University's third English-based undergraduate program, following the Faculty of Liberal Arts and the Green Science and Green Engineering programs in the Faculty of Science and Technology. Like these existing offerings, the new program will be open to applicants from Japan and overseas.

### [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]

**Education Program**: Bachelor of Arts in Education

**Sociology Program**: Bachelor of Arts in Sociology

**Economics Program**: Bachelor of Arts in Economics

**Global Studies Program**: Bachelor of Arts in International Relations or Bachelor of Arts in Area Studies (Students choose their major at sophomore year)

All 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 2020: September 21, 2020

#### 2. NUMBER OF STUDENTS TO BE ADMITTED

Limited number for each department

#### 3. QUALIFICATIONS

##### Freshmen

Applicants who meet one or more of the following criteria may apply for entrance to the SPSF.

- (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 before entering Sophia University
- (5) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1), (2), (3) or (4)

#### 4. APPLICATION PROCEDURE

Application is accepted through the following steps.

- ① Register for the on-line application system\*: <https://sophia.applyjapan.com>
- ② Make sure to include all your application information together in your on-line application.  
Please note that an applicant must apply for each department: Education, Sociology, Economics, and Global Studies.  
If you plan to apply for multiple departments, choose up to four and write an essay for each department.
- ③ Pay the application fee and submit your application online.
- ④ Mail the printed application forms and other application materials to Sophia Admissions Office.

\*Important information will be sent to the email address you register here until enrollment in Sophia. Please make sure to use an email address you'll always be able to check even after leaving your current school.

## 5. APPLICATION SCHEDULE

### ① First application

Application Period ( <u>on-line</u> )	November 20 through December 11, 2019, 23:59 (JST*)
Application Materials Receipt Deadline	December 18, 2019**
Notice of Results on the Sophia Website	February 12, 2020, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	April 10, 2020

### ② Second application

Application Period ( <u>on-line</u> )	March 18 through April 8, 2020, 23:59 (JST*)
Application Materials Receipt Deadline	April 15, 2020**
Notice of Results on the Sophia Website	June 3, 2020, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 6, 2020

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

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

Note:

- Applicants will receive a notice of reference number two weeks before the notice of results.
- An applicant who has not been accepted in a past application may re-apply for the subsequent application periods. Application materials can be transferred to the second application if the student chooses to use the same ones. In such case, please leave a note on an "Application Materials Checklist."

## 6. APPLICATION FEE

### 35,000 yen

Payment should be made by credit card or through Chinapay or PayPal services, at the last stage of online application during the application period. Payment must be completed by 23:59 (JST) of each application deadline. After the deadline, application will not be accepted. The application fee is non-refundable once it is paid.

On-line application usage fee of 550 yen will be charged in addition to the application fee.

Note: The application fee is charged per department.

## 7. APPLICATION DOCUMENTS

The following documents (A to G) except the official test scores should be enclosed in an envelope and sent to the following address by express traceable mail or international courier service. They must reach Sophia Admissions Office by the deadline of submission. Late applications may be refused. Official test scores (TOEFL, SAT etc.) must be delivered directly to Sophia University from the testing service by the application deadline. On the envelope, please make sure to write:

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

Note:

- 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.
- 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.
- 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 are not returnable.

### **A. Application Forms (2 pages)**

Application forms should be filled out through the on-line application system (<https://sophia.applyjapan.com/>) and printed out after the application fee payment.

### **B. Essay (use the form provided)**

In the application essay, the applicant must give the reasons for wishing to study at the chosen field of their intended department in SPSF. It should be approximately 500 words in length and written in English.

Note: The essay is required for each department if the applicant applies for multiple.

### **C. Official Transcripts**

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 (chosasho “調査書”). The documents must be certified by a school official and be officially sealed in a school envelope before issued to student or sent out directly from high school to Sophia University.

Note:

- If an 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 required.

### **D. Certificate of Graduation (or expected graduation/ early graduation) from High School**

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.

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

### **E. Standardized Test Scores**

All students are required to submit one or more of the following:

- 1) SAT (Reading & Writing, Math) scores.....<code:0819>  
For Economics applicants: SAT Subject Test score (Math I, Math II) is optional..
- 2) ACT scores.....<code:5575>
- 3) IB (International Baccalaureate) Diploma

#### **1) SAT Scores: SAT (Reading & Writing, Math) \*Essay score is not necessary**

**For Economics applicants: SAT Subject Tests (Math I, Math II) is optional.**

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 have not been submitted 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/](http://www.collegeboard.org/)

Note:

- 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) ACT with Writing Scores**

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 deadline. If the official scores have not been submitted 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/](http://www.actstudent.org/)

Note:

- Applicants can report the highest individual subscores taken from multiple ACT test dates.
- 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.

## **3) International Baccalaureate (IB) Diploma**

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

### **IB Diploma holders**

A "Transcript of Results" must be sent directly to Sophia University from the International Baccalaureate Organization (IBO) by the application deadline. For further information on how to request IBO to send a transcript to Sophia University, please visit: [www.ibo.org/informationfor/alumni/transcripts/](http://www.ibo.org/informationfor/alumni/transcripts/)

### **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 a "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 visit: [www.ibo.org/informationfor/alumni/transcripts/](http://www.ibo.org/informationfor/alumni/transcripts/)

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 predicted grades.

## **F. Proof of English Proficiency (TOEFL or IELTS)**

Applicants must prove their English proficiency by taking the TOEFL or the IELTS (Academic). It should be taken not more than two years before the time of application. The official test score must be delivered directly to Sophia from each testing institution. When registering for these tests, be sure to indicate Sophia University to ensure that your official score is sent to Sophia University. For TOEFL, Sophia's institution code is **0819**. For information about TOEFL and IELTS and test registration, please refer to the following websites.

**TOEFL:** [www.ets.org/toefl](http://www.ets.org/toefl)

**IELTS:** [www.ielts.org](http://www.ielts.org)

Note:

- Please enter your MyBest™ scores during the online application.
- 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.
- TOEFL ITP is not acceptable.

## **G. Two Letters of Recommendation (use forms provided)**

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 sealed in a separate envelope with the recommender's signature written across the seal, **OR** sent directly to Sophia University Admissions Office by the recommender via the on-line application website as below.

### **Procedure to ask for an on-line recommendation letter**

1. Click "Recommendation Letter" on the top page after login on "applyjapan.com."
2. Find your "Recommendation Code" and let your recommender(s) know your code.
3. Make sure your recommender(s) know your recommendation code and send the recommendation request message to the recommender(s) via the on-line application website.

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

This is to check your full name.

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

## **I. Application Materials Checklist (use the form provided)**

Check the items you enclose in your application.

\*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 through the Sophia official website below from 10:00 a.m. (JST) on the results-notice date (See **APPLICATION SCHEDULE**).

**[www.sophia.ac.jp/eng/](http://www.sophia.ac.jp/eng/)**

For the accepted applicants, notification of the on-line entrance procedure will be sent via email (to the email address registered on the on-line application website) on the next day of the results-notice date. If the email has not reached you within a few days, please contact the Sophia Admissions Office.

Note: •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.
- No physical materials (including a letter of acceptance) will be sent to applicants from the Sophia Admissions Office.

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

### **A. Payment of Fees Due Prior to University Entrance and Submission of Necessary Forms**

To secure admission, a newly admitted student must pay the fees prior to University entrance and submit the necessary forms to the Sophia Admissions Office by the matriculation deadline (See **APPLICATION SCHEDULE**).

The process would be as follows:

1. Register on the website of the on-line entrance procedures from the URL indicated in the email sent to accepted students.  
Note: The URL is valid for ten days from the date of notification.
2. Click "Start Entrance Procedures" to download and print out the "Letter of Acceptance" and the "Booklet of Entrance Procedures."
3. Choose your department\* to start entering the required information and upload a photo of yourself online.

\*Make sure to choose one department you wish to enroll. Once choosing, it cannot be changed later.



4. Print out the designated documents (payment slip for payment in Japan, Student Record, and Pledge).
5. 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 fees due prior to university entrance 2020

Entrance Fee	200,000 yen (Once at matriculation)
Semester Enrollment Fee	30,000 yen (Per semester)
Tuition Fee	499,000 yen (Per semester)
Education Enhancement Fee	125,000 yen (Per semester, see Note b.)
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (Once at matriculation , for freshmen: 4 year period)
	1,400 yen (Once at matriculation, for transfer students: 2 year period)
<b>Total fees for freshmen</b>	<b>856,650 yen</b>
<b>Total fees for transfer students</b>	<b>855,400 yen</b>

Note:

- a. Tuition fees are revised annually based on the rate of inflation.
- b. Education Enhancement Fee for the second semester on is 105,000 yen.
- c. 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."

### B. Tuition Fee Payment

The following expenses will be included in the tuition bill.

Each semester: Semester Enrollment Fee, Tuition Fee, Education Enhancement Fee

### Annual Rate of Tuition & Fees - First year (2020)

Entrance Fee	200,000 yen
Tuition Fee*	998,000 yen
Semester Enrollment Fee	60,000 yen
Education Enhancement Fee	230,000 yen
Premium for Personal Accident Insurance for Students Pursuing Education and Research	2,650 yen (for a 4-year period)
	1,400 yen (for a 2-year period)
<b>Total fees for freshmen</b>	<b>1,490,650 yen</b>
<b>Total fees for transfer students</b>	<b>1,489,400 yen</b>

Note:

- a. Tuition fees are revised annually based on the rate of inflation.
- b. Education Enhancement Fee for the second semester on is 105,000 yen.
- c. 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."

## 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**

Students who have earned credits at another university before entering as a freshman may transfer up to 30 credits with an approval from the department/university. Students using this system may transfer credits, but not residency time. Application for transfer of credits should be made within three months after entering Sophia University. The syllabus of each subject must be attached with the application.

### **2. Early Graduation**

Departments which admit early graduation and the details of requirements will be informed after enrollment in Sophia University.

## **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 are accepted 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/](http://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 webpage.

[www.sophia.ac.jp/eng/studentlife/housinginfo/](http://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 premium must be paid. However, 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 the school.