



上智大学
SOPHIA UNIVERSITY

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

APPLICATION PROCEDURE

Autumn Semester 2021

BACHELOR'S DEGREE STUDENTS

Freshman

Department of Journalism

Department of Education

Department of Sociology

Department of Economics

Department of Global Studies

Sophia University
Admissions Office
7-1 Kioi-cho, Chiyoda-ku
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CONTENTS

| | |
|---|---|
| I. Sophia University | 2 |
| II. Overview of Sophia Program for Sustainable Futures | 2 |
| III. Application and Admission Procedure | 3 |
| 1. Academic Schedule | 3 |
| 2. Number of Students to be Admitted | 3 |
| 3. Qualifications | 3 |
| 4. Application Procedure | 3 |
| 5. Application Schedule | 4 |
| 6. Application Fee | 4 |
| 7. Application Documents | 5 |
| 8. Screening | 7 |
| 9. Notice of Results | 7 |
| 10. Entrance Procedures for Successful Applicants | 8 |
| 11. International Students Coming to Japan | 9 |
| IV. Academic Information | 9 |
| 1. Transfer of Credits and Residency Time | 9 |
| 2. Early Graduation | 9 |
| V. Financial Assistance | 9 |
| VI. Housing | 9 |
| VII. Other Information | 9 |

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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)

This 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 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.

*Students are allowed to apply for multiple fields, however, they are to choose one department when completing the entrance procedure by the matriculation deadline.

[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]

Journalism: Bachelor of Arts in Journalism

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 2021: September 21, 2021

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) and will reach the age of 18 at the time of entrance to Sophia University.

4. 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.

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. Send the printed application forms and all the other documents listed on **APPLICATION DOCUMENTS** to the Admissions Office of Sophia University by post mail.

Note:

- Applicants must use a trackable shipping service.
- Test scores must be sent directly to Sophia University (see **APPLICATION DOCUMENTS**).
- Documents sent directly from schools are also accepted.

For reference, your reference number will be available on your “My Page” two weeks before the notice of results date.

5. APPLICATION SCHEDULE

① First application

| | |
|--|---|
| Application Period (<u>on-line</u>) | November 18, 2020, 10:00 a.m. ~ December 9, 2020, 11:59 p.m. (JST*) |
| Application Materials Receipt Deadline | December 16, 2020** |
| Notice of Results | February 11, 2021, 10:00 a.m. (JST*) |
| Matriculation Deadline for Admitted Students | April 9, 2021 |

② Second application

| | |
|--|---|
| 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 3, 2021, 10:00 a.m. (JST*) |
| Matriculation Deadline for Admitted Students | July 8, 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.

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

The application fee is charged per department. 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.

7. APPLICATION DOCUMENTS

The following documents (A to I) except the official test scores (optionally official documents from high schools) 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 will not be returned.

A. Application Forms (3 pages)

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. Essay (use a provided form, no hand writing, typing only)

Journalism, Education, Sociology, Economics

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 typed in English on one sheet of paper (provided form).

Global Studies

In the application essay, the applicant must write the reason(s) of your application to the Faculty of Global Studies at Sophia University, based on your understanding of the educational characteristics of the Faculty and of their relations to the SDGs. It should be approximately 500 words in length and written in English on one sheet of paper (provided form).

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

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 “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 recommended.

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:

Note: Those who are unable to submit standardized test scores due to circumstances related to COVID-19 should sign the pledge at the bottom of the provided "I. Application Materials Checklist" (see P. 7).

- 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/

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/

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

An electronic "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 refer to the IBO website.

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 an electronic "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 refer to the IBO website.

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 (including Special Home Edition) 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 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.
- 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 a form 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 either in Japanese or English sealed in a separate envelope with the recommender's signature written across the seal.

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

I. Application Materials Checklist (use a form provided)

Check the items you enclose in your application.

Note: Those who are unable to submit standardized test scores due to circumstances related to COVID-19 should sign the pledge at the bottom of the Checklist.

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 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.

10. 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 Fees Due Prior to University Entrance 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 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 exact amount of the fees will be decided in September 2020 and notified to accepted students. For your reference, the fees due prior to University entrance in the academic year 2020 are as follows:

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) |
| Total fees for freshmen | 856,650 yen |
| Total fees for transfer students | 855,400 yen |

Note: a. Tuition fees are revised annually based on the rate of inflation.

b. Education Enhancement Fee for the second semester 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 |
| Semester Enrollment Fee | 60,000 yen |
| Tuition Fee | 998,000 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) |
| Total fees for freshmen | 1,490,650 yen |
| Total fees for transfer students | 1,489,400 yen |

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 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 webpage.

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.