

2020 Application Procedures Sophia University New Students Scholarship/ Sophia University Benefactors' (Adachi) Scholarship

<Students with status of residence "College Student" at matriculation>

This Scholarship is intended to contribute to develop human resources by supporting students whose first choice of school is Sophia University and who had/have excellent grades at schools they graduated from/are enrolled in but who would find it difficult to study here due to financial hardship.

※ To applicants from South-east Asia and African countries

Students who apply for Sophia University New Students Scholarship and who come from South-east Asia and African countries, will automatically be considered as applicants for Sophia Benefactors' Scholarships (Adachi).

If you do not wish to apply for Sophia Benefactors' Scholarships (Adachi), please express your intention when submitting your application.

Countries applicable:

Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thai, Viet Nam, Algeria, Egypt, Sudan, Tunisia, Morocco, Libya, Ghana, Cape Verde, Gambia, Guinea, Guinea-Bissau, Cote d'Ivoire, Sierra Leone, Senegal, Togo, Nigeria, Niger, Burkina Faso, Benin, Mali, Mauritania, Liberia, Gabon, Cameroon, Republic of Congo, Democratic Republic of the Congo, San Tome and Principe, Equatorial Guinea, Chad, Central African Republic, Uganda, Ethiopia, Eritrea, Kenya, Comoros, Djibouti, Seychelles, Somalia, Tanzania, Burundi, Rwanda, Madagascar, Mozambique, Angola, Zambia, Zimbabwe, Swaziland, Namibia, Botswana, Malawi, Republic of South Africa, Mauritius, Lesotho, Republic of South Sudan,

- Either one of Sophia University New Students Scholarship or Sophia Benefactors' (Adachi) Scholarships will be granted to the recipients.

Eligible Students

Students applying to 2020 Sophia University Undergraduate & Graduate School entrance examination, and **who are expected to obtain visa status "college student"** at matriculation and meet the above requirements.

Scholarship Amount

Selections are made based on "Sophia University New Students Scholarship Regulations" and one of the following scholarship amounts will be provided to successful applicants:

- Sophia University New Students Scholarship
 - ① amount equal to full tuition (annual)
 - ② amount equal to half tuition(annual)
 - ③ amount equal to one-third tuition (annual)

- Sophia Benefactors' (Adachi) Scholarships
Amount equal to full tuition and education enhancement fee

Scholarship Period

※applicable only for the first year after matriculation

- Academic Year 2020 Spring new students : April 2020 ~ March 2021
- Academic Year 2020 Autumn new students : September 2020 ~ September 2021

Application Period

Scholarship applications will be accepted during the application periods that differ depending on admission types. Please make sure of the application period on our website.

Those who are taking more than one type of entrance exams need to apply for New Students Scholarships for each admission.

➤ HOME > Campus Life > Scholarships

> Scholarships that Students May Apply For Before Entering Sophia University

※Send the documents to Center for Student Affairs, separately from Application for Admission; must use traceable service such as registered mail (kan-i-kakitome) for domestic mail or EMS for international mail.

※On the envelope, write the following in red :

“Application for New Student Scholarship Enclosed (<your admission type> Admission Applicant)”

※Domestic scholarship applications will be accepted if postmarked by the deadline date. Applications from overseas must arrive by the deadline date.

※Applications are accepted ONLY during the application period with no exception.

※If hand delivered, applicant must come in person (Hand delivery accepted only during the office hours.)

Application Documents

All applicants must submit ① and ② as below. Submit ③ to ⑩ if applicable.

Documents to be submitted by all applicants.

①	Application Form for International Students (New Students Scholarship/Adachi Scholarship) with a picture (university specified format)	<ul style="list-style-type: none"> • On “Family Members”, please fill in information of parents, partner (if married), and children, also grandparents and siblings who contribute financially to the household. (the applicant is not included) • Parents: regardless of separation, divorce, or bereavement; if they do not live on common living expenses due to such incidents, please mark one of the incidents above the table, and fill the date. • Partner: if married • Grandparents/siblings: regardless of whether living together or separately; however, information is not required if they are financially independent. • Personal history: educational history starting from high school graduation (including time of leave of absence, withdrawal, transference, prep. school, research student, language school, and home study) and career except part-time jobs while attending school.
②	Transcript of records (photocopies not accepted)	<ul style="list-style-type: none"> • Applicants for Undergraduate Programs: school report showing average of evaluation, Grade Point Average, issued by high school graduated from (or currently enrolled in). If enrolled in other universities after graduating from high school, transcript of records of the school last graduated from (or currently enrolled in). • Applicants for Master’s Programs: official transcript of records issued by university graduated from (or currently enrolled in) • Applicants for Doctoral Programs: official transcript of records of Master’s Program issued by university graduated from (or currently enrolled in) <p>*If your previous school is located overseas, submit an official transcript of records showing average of evaluation such as GPA. If the overseas school issues only one original certificate of official transcript, you can submit a certified copy or present the original document and submit the photocopy.</p> <p>*If credits obtained during study abroad are recognized as graduation requirement, attach a transcript of records for the study abroad period.</p>

Your parents/spouse/financial supporters who live overseas	
③	<p>Certificate of income (copy)</p> <ul style="list-style-type: none"> • Certificates that show Jan. to Dec. 2018 income of parents, partner (if applicable), financial supporter, and all members who contribute financially to the household are required. If it is in neither Japanese nor English, please have it translated. (No notarization is needed. Translation by the applicant is acceptable.) <p>NOTE</p> <ol style="list-style-type: none"> 1) Both father and mother's income certificates are required. If they do not have any income, please submit official certificates that prove no income in 2018. 2) If married, partner's income certificate is also required. If they do not have any income, please submit official certificates that prove no income in 2018. 3) Certificates in China <ul style="list-style-type: none"> ○Certificates issued by public agency or company <u>AND</u> ○Documents that show income tax issued by government (one of following: 個人所得税完税証明/中華人民共和國代扣代收稅款証書/中華人民共和國稅收通用完稅証/中華人民共和國稅收繳款書) <p>If working in multiple places, income certificates from all the companies must be submitted. The documents must include: annual income (pre-tax), tax, and year.</p> <ol style="list-style-type: none"> 4) If unable to prepare income certificate, please have it explained in a sheet of paper (free format)

Your parents/spouse/financial supporters who live in Japan	
④	<p>Residence Certificate (photocopies not accepted)</p> <ul style="list-style-type: none"> • Submit Residence Certificate(s) that shows the applicant and all individuals listed as family members on the "Report on Living Conditions" (seikatsu jokyo hokokusho). • Residence certificate of separated parent/grandparents/siblings who do not live on common living expenses is not required • This certificate must show the name of "householder" (setai nushi) and "family relationship" (tsuzukigara). Obtain a certificate on which My Number is not displayed. • In case of a member is living separately, a separate Residence Certificate of the individual is required.
⑤	<p>FY2019 Taxation Certificate or Tax Exemption Certificate (2018 Jan. to Dec.)</p> <p>*the name of the certificates may vary. *the certificates are issued from the municipal office where they have/had residence registration on Jan. 1st, 2019.</p> <ul style="list-style-type: none"> • Certificates for applicant, parents, partner (if applicable), and all members who contribute financially to the household (except those who are attending schools). *Applicant's income certificate must be submitted. *Certificates of the members who have been separated or are living on separate living expenses are not required. • Certificates that have incomes covered with "*****" is not accepted. • They must show incomes and tax exemption/deduction for spouse/dependents of <u>year 2018 (Jan. to Dec.)</u>. • Certificates without incomes is not acceptable. It must show income "0" if the individual did not have any income. • If employed overseas in 2018, applicants must obtain official certificate issued by the government or the state of the country. Certificates vary in each country; please check at Center for Student Affairs at least three days prior to application deadline. (Translation needed if it is in neither Japanese nor English.) • Certificate of mother/father who lives separately is also required. • Certificates of those who contribute financially to the household such as grandparents, siblings over 18 years of age are required unless the

		<p>individual makes own living or attending to school (submit enrollment certificate).</p> <ul style="list-style-type: none"> • <u>If you have a financial supporter other than your parents or spouse, you must submit the income certificate of the financial supporter (e.g.: if your grandparents are supporting you financially)</u>
⑥	Certificates of income other than the above item ⑤. Below apply to parents, partner (if applicable), and other financial supporter.	
	2018 Withholding Tax Certificate (copy)	<ul style="list-style-type: none"> • A copy of certificate issued by the employer whether full-time or part-time. (If working in multiple places, certificates from each employer are required.) • If it has not been issued or lost, please request the employer for reissuance.
	2018 Income Tax Return (copies of page 1 and 2)	<ul style="list-style-type: none"> • If income tax return is filed, the copies of original sheets with tax office seal are required. *Please consult us if they do not have tax office seal. • If filed electronically, it must have confirmation number; please submit along with the confirmation receipt. • Tax return filed in Feb. to Mar. 2019.
	Documents regarding to pension (copy)	<ul style="list-style-type: none"> • A recipient of pension must submit one of the following: Notification of pension provision, Notification of pension payment (postcard), or a copy of Withholding tax statement of official pension etc. If receiving multiple types of pensions, please submit the document for each pension. • A recipient of bereaved family pension or disability pension must submit the document.
⑦	Certificate of enrollment of school for siblings and children	<ul style="list-style-type: none"> • For siblings/children who attend a high school or higher, certificate of enrollment is <u>required</u>. A copy of student card is not accepted. (Prep school student is not considered as a student; please submit income certificate/ tax exemption certificate.) • It must be issued within 3 months before application of this scholarship, and copies are not accepted. • Enrollment certificates for middle schoolers and elementary schoolers are not necessary.

If applicant lives in Japan		
⑧	Documents to show part-time job earnings (copy)	<ul style="list-style-type: none"> • Submit a copy of payment slip for the last three months issued by employer of part-time job. • If there is more than one employer for the part-time job, submit copies from each employer. • If it is difficult to submit a payment slip, submit a copy of the employment agreement, tax withholding statement, or a copy of your bankbook. • If you cannot submit any of the documents above, please provide a written explanation of the situation stating the reasons for not submitting the documents, along with a document issued by your employer of part-time job stating the amount of wages for the last three months.(form not specified)
⑨	Housing contract (copy)	<ul style="list-style-type: none"> • Make sure the copy shows valid contract period, address, rent and common fee, and name of resident. • If the applicant's name is not on the contract, explanation of the situation written by the person who signs the contract and the

		<p>applicant. (form not specified)</p> <ul style="list-style-type: none"> • If sharing the room and the rent with roommates, explanation of the situation written by all the roommates is required. (format not specified)
⑩	Other documents to verify income	<ul style="list-style-type: none"> • If receiving money from family or financial supporter, documents that show amount of money received, such as a copy of remittance and bankbook. • Make sure the received money for living expenses are highlighted or marked; explain and submit the bill if the amount includes school fees. • If it is in neither Japanese nor English, please have it translated. (No notarization is needed. Translation by the applicant is acceptable.)

Fill in Forms as Follows:

- ① The applicant must fill in the Application Form; use a black pen or ballpoint.
- ② Corrections on the forms must be marked by double-line strikethrough (=) using a ruler and have a seal for correction. Do not use correction fluid (white-out)
- ③ The applicant must sign the pledge.
- ④ If there are any deficiencies or false statement in the application documents, you will lose eligibility. If any false statement is detected after you have been selected as recipient, you may be asked to return the scholarship grant; pay attention to provide accurate information.
- ⑤ Documents submitted for scholarship application shall not be used for any purposes other than scholarships of Sophia University
- ⑥ Documents submitted for application will not be returned.
- ⑦ You may be asked to submit other documents when considered necessary.

Selection

Selection will be based on Application Form, Report on Living Conditions, financial status and grades.

Selection Results Notification

The notification will be sent out to the applicants via postal mail on the day admission result comes out. The successful applicants will be able to see a bank transfer form (downloadable on online admission page) for tuition with the scholarship amount deducted as you see the admission result.

Payment Methods of Fees for Matriculation

The bank transfer form (downloadable on online admission page) for school fees for a successful applicant shows the amount with the scholarship amount deducted. Please use the form and pay accordingly.

2020 Special Financial Support for Students Afflicted by Disasters

Information on Special Financial Support provided for 2020 admission applicants are posted on official website of Sophia University.

(https://www.sophia.ac.jp/jpn/admissions/hisaishashien_adm.html)

Applicable persons may apply for New Students Scholarship as well as for the Special Financial Support (simultaneously). However, if selected as recipients for both support systems, only the higher amount of tuition reduction will be applied.

Other Points to Note

- ① If you become a recipient of scholarship, please note the following:
 - If you are selected for New Students Scholarship or Sophia Benefactors'(Adachi) Scholarship, you are not eligible to apply for other tuition-deduction type Sophia University scholarships in that year.
 - You are eligible to apply for scholarships offered by Japan Student Services Organization JASSO or scholarships offered by external scholarship foundations.

- New Students Scholarship and Sophia Benefactors'(Adachi) Scholarship are offered for one year only. Students who wish to apply for scholarships with tuition deduction in the succeeding years must apply for "Sophia University Tuition Support Scholarships". To apply for 2021 Sophia University Tuition Support Scholarships, you must check the Loyola Bulletin Board for Sophia students at the end of October 2020 and file application.