

2020 Application Procedures Sophia University New Students Scholarship

※ Please check the University website; there are different application procedures for 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.

Eligible Students

Students applying to 2020 Sophia University Undergraduate & Graduate School entrance examination and who 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:

- ① amount equal to full tuition (annual)
- ② amount equal to half tuition (annual)
- ③ amount equal to one-third tuition (annual)

Scholarship period

- 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

The following documents ① to ⑧ are required. (⑦,⑧: only if applicable)

①	Scholarship Application Form (university specified format)	It has to be written/filled by the applicant.
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②	Report on Living Condition 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. • Annual Income of family members: gross income as stated on 2019 Income Certificate (<u>income for Jan. to Dec., 2018</u>) • <u>Schools of family members: if attending a school, state whether national, public or private school!</u> • Personal history: names of schools attended from graduation of senior high school up to present (including school attended at time of application and expected to graduate from) and places of employment; leave no blank period. If you took leave of absence for study abroad or other reasons, give the period and the details of the leave. If there are periods of employment, college prep schools after graduating from high school, or home study, please fill in such information. (Information of part-time jobs while attending schools are not required.)
③	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>
④	Residence Certificate (photocopies not accepted)	<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 individual makes own living or attending to school (submit enrollment certificate). • <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	<p>Certificates of income other than the above item ⑤. Below apply to parents, partner (if applicable), and other financial supporter.</p>	
	<p>2018 Withholding Tax Certificate (copy)</p>	<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.
	<p>2018 Income Tax Return (copies of page 1 and 2)</p>	<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.
	<p>Official certificate of income issued by the government or state 【Overseas】</p>	<ul style="list-style-type: none"> • If income was earned abroad between Jan. and Dec. 2018, official certificate of income issued by the government or the state must be obtained. 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.) If the head office paying the overseas income is located in Japan and a withholding tax statement is issued, please submit the copy of withholding tax statement as mentioned in ②.
⑦		<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.

	Certificate of enrollment of school for siblings and children	<p>(Prep school student is not considered as a student; please submit income certificate/ tax exemption certificate.)</p> <ul style="list-style-type: none"> • 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.
⑧	Other documents to be submitted	Please submit if applicable.
	Notice of determination (change) of public welfare assistance	<ul style="list-style-type: none"> • A recipient of public welfare assistance must submit the document. (Issued at welfare office.) • Notice that shows the amount of welfare the individual receive is required .
	Certificate of retirement /severance allowance (amount of allowance/no allowance)	<ul style="list-style-type: none"> • If retired/resigned from January 2018 to day of application, please submit the document. • It is issued by the company for which the retired/resigned person worked.
	Certificate of retirement/severance	<ul style="list-style-type: none"> • If retired/resigned from January 2018 to day of application, please submit the document. • It is issued by the company for which the retired/resigned person worked. Obtain a certificate stating the reasons for the retirement/severance (voluntary / involuntary / disciplinary dismissal)
	Certificate of business closure	<ul style="list-style-type: none"> • If business is closed down between January 2018 and day of application, please submit the document. (It is issued at tax office or tax department of local governments.) • Please consult with Center for Student Affairs if you have certificates other than the one issued by tax office
	A copy of qualification certificate for receiving employment insurance benefits (double-sided)	<ul style="list-style-type: none"> • Recipient or possible recipient of unemployment benefits must submit the document. • It is issued at employment bureau.
	Documents regarding to expected annual income (A4 size)	<ul style="list-style-type: none"> • Required <u>if the amount of income has been dramatically changed</u> since Jan. 2019 compared to that of 2018 due to change in job and such. • State the current and expected financial situations, the source of living expenses, amount of income expected based on future plans of employment. *This should be written by the income earner. • If already started new job, expected annual income certificate is issued by the new company.
	Receipt of medical/ pharmaceutical expenses (copy)	<ul style="list-style-type: none"> • These are for those who have been in need of treatment for more than 6 months AND whose medical expenses are expected to exceed ¥100,000 annually. • Receipts from past 6 months. Please explain and state expected annual medical/ pharmaceutical expenses based on the receipts. (Written by the patient)
	Certificate of the disabled Long-term care insurance card (copy)	<ul style="list-style-type: none"> • Submit if family member who contribute financially to the household has disability or in need of long-term care.

Documents regarding to damage from natural disasters	<ul style="list-style-type: none"> • Documents that shows financial damage if it affected the basic living and financial condition. Amount covered by insurance should be excluded. • This is for those who were suffered from natural disasters within a year and will also be financially affected for next 2 years. • Submit a disaster certificate if living or working in the area where the disaster relief law is/was applied. (issued by municipal office)
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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

Successful applicants will receive the selection result notification and a bank transfer form for tuition with the scholarship amount deducted. These forms will be sent enclosed with the documents for matriculation. The notification of successful selection result will be sent to the guarantor as well. Notification to the unsuccessful applicants will also be sent enclosed with the documents for matriculation.

Payment methods of fees for matriculation

Scholarship applicants should check their selection result on the notification enclosed with the documents for matriculation and pay the appropriate amount of fees. Successful applicants will receive a bank transfer form on which the scholarship amount is deducted from the tuition; use the deducted tuition bank transfer form and pay accordingly. Unsuccessful applicants will receive a bank transfer form for the full tuition; use the full tuition bank transfer 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 this 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 Sophia University New Students Scholarship is intended to support students in financial difficulties; if the students or the parents have a high annual income, they will not be selected. If the sum of annual income of the applicant and the parents exceeds a salary income of 7million yen (tax included) or business income of 4 million yen, it is unlikely that such students will be selected.

② If you become a recipient of scholarship, please note the following:

- Details of Japan Governments free higher education policy will be available on Sophia University Website as soon as released by the government.
- If you are selected for New Students Scholarship, you are not eligible to apply for other Sophia University scholarships in that year.
- You are eligible to apply for scholarships offered by Japan Student Services Organization JASSO or any scholarship programs other than the programs of Sophia University.
- New Students Scholarship is 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 in mid-September 2020 and file application.