



上智大学
SOPHIA UNIVERSITY

SOPHIA UNIVERSITY
FACULTY OF LIBERAL ARTS

APPLICATION PROCEDURE

Spring and Autumn Semester 2021

UNDERGRADUATE DEGREE STUDENTS

Freshman/Transfer (Junior)

Sophia University
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Every effort is made to ensure the accuracy of the information contained herein. However, subsequent to the date of publication, unavoidable circumstances may result in changes in this document. 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. APPLICATION AND ADMISSION PROCEDURE

1. ACADEMIC SCHEDULE: Date of entry into Sophia University

Spring Semester 2021 April 1, 2021

Autumn Semester 2021 September 21, 2021

2. NUMBER OF STUDENTS TO BE ADMITTED

(1) Freshmen

Spring Semester 2021 : 63 students (totalled over the first and second applications)

Autumn Semester 2021 : 82 students (totalled over the first and second applications)

Total: 145 students

Note: For spring entry, 41 students maximum are also accepted by Recommendation Admission, other than 63 described above.

(2) Transfer Students (Juniors)

Spring Semester 2021 (first application only) : Limited Number

Autumn Semester 2021 (second application only) : Limited Number

Students entering as transfer students must meet the residence requirements for graduation.

(See **TRANSFER OF CREDITS AND RESIDENCY TIME**)

3. QUALIFICATIONS

(1) Freshmen

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

- (1) Those who have completed, or are expected to complete, 12 years or more of formal education in Japanese schools accredited by the 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 the MEXT
- (4) Those who hold, or are expected to hold, International Baccalaureate Diploma or GCE A-levels 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

(2) Transfer Students (Juniors)

Applicants who meet one or more of the following criteria may apply for entrance to the Faculty of Liberal Arts as a transfer student. Those who do not meet either of the following qualifications should apply as a freshman.

- (1) Those who have completed, or are expected to complete, two full academic years at a bachelor's degree-conferring institution as a degree seeking student
- (2) Those who have completed, or are expected to complete an associate degree in Arts / Science

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.

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

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 (the “Mailing Label” available on the website is only for inside Japan.).
- 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

For Spring 2021 entry (April)

① **First application (Freshmen and Transfer students)**

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	October 29, 2020, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	December 7, 2020

② **Second application (Only Freshmen students)**

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 4, 2021, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	March 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.

For Autumn 2021 entry (September)

① First application (Freshmen only)

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 (Freshmen and Transfer students)

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

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 trackable mail or international shipping 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
FLA (SPRING or AUTUMN) 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
国際教養学部(春学期or秋学期)出願書類在中

Note:

- If an applicant is applying for other programs during the same application period, they must enclose duplicates of the originals or certified copies 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)

The applicant must give the reasons for wishing to study at the Faculty of Liberal Arts of Sophia University. It should be approximately 500 words in length and type in English on one sheet of paper (provided form).

C. Official Transcripts

1. Freshmen

An official transcript showing all courses taken and grades received in high school(s) including the date of graduation (or expected graduation) must be submitted. Applicants who have graduated (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 a freshman 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.

2. Transfer students

An official transcript showing courses taken and grades received from all academic institutions attended (universities/colleges) must be submitted. The transcript must be certified by a school official and be officially sealed in a school envelope. The university/college transcript should clearly indicate that an applicant has completed/will have completed two full academic years as a degree seeking student or has completed/will have completed an associate degree at an institution before the date of entering Sophia University.

D. Certificate of Graduation (or expected graduation / early graduation) from High School (only for freshmen applicants)

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 for Freshmen / Transfer Students

All freshmen and transfer applicants 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> |
| 2) ACT with Writing scores | <code:5575> |
| 3) IB (International Baccalaureate) Diploma | |
| 4) GCE Advanced Level (Three subjects) | |

For transfer applicants and freshman applicants who have been pursuing a career for at least two years.

- Transfer applicants who are currently enrolled in a degree program (Bachelor/ Associate) must submit at least one set of SAT/ACT scores or IB/GCE A-levels grades. However, these need not necessarily have been obtained within the past two years (both the new SAT scores and the pre-March 2016 SAT scores are acceptable, but a combination of the new SAT scores and the pre-March 2016 SAT scores cannot be accepted).
- The following applicants are exempt from the requirement to submit SAT/ACT scores or IB/GCE A-levels grades:
 - 1) Freshmen applicants who have been pursuing a career for at least two years after graduation from high school;
 - 2) Transfer applicants who have not been enrolled in a degree program in the last two years.

For both 1) and 2), in lieu of SAT/ACT scores or IB/GCE A-levels grades, the above applicants must submit an additional essay (500 words) that describes any career/ life experiences relevant to their admission.

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

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.

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 as degree seeking students at a bachelor's degree/ associate degree-conferring institution 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 IB predicted 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 total score is lower than the minimum standard of each applicant.

4) GCE Advanced Level

Sophia University requires GCE A-levels in three subjects.

GCE A-level holders

An official results certificate must be sent directly to Sophia University from the testing institution must be submitted by the application deadline (electronic certificates are accepted). For further information on how to request the testing institution to send a certificate to Sophia University, please refer to the website of each institution.

GCE A-level candidates

Applicants whose final results have not been issued by the application deadline are required to submit predicted grades. Request the school to issue GCE A-level predicted grades by using the designated form (GCE A-level Predicted Grades Report Form). The document must be certified by a school official and be officially sealed in a school envelope.

Note:

- Students who have not received their final A-Level results at the time of application will be granted a conditional acceptance from Sophia University. The conditional offer will be based on students' predicted grades and, if available, their AS-Level grades. Students will only be admitted to Sophia University if they achieve the grades outlined in the conditional offer at A-Level. Students will be advised of the grades they must achieve to be admitted to Sophia at the time of receiving a conditional acceptance, e.g. two A-Levels at grade B or above.
- The applicant must submit the official results certificate by the designated deadline, or the applicant's acceptance will be cancelled.

Guide for the online application

You're to be required to enter four subjects online. If you did not take extra subjects, please follow the instructions below.

- Choose "Accounting" for SUBJECT 4.
- Enter "N" for SUBJECT 4 GRADE.
- Enter "1000" for YEAR and "01" for MONTH for SUBJECT 4 EXAM DATE.

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 the 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, or holds a C2 on Cambridge ESOL Examination (Official test result is required).
- 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 the applicant's 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 a form provided)

Check the items enclosed in the application package.

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.

Additional Material for Freshmen Applicants for the Second Application Period for Spring 2021:

(Only for those who do not hold a valid status of residence in Japan)

Please Enclose 1 face photo (4cm×3cm) in your application package.

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	2,650 yen (Once at matriculation , for freshmen: 4 year period)
Education and Research	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 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
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	2,650 yen (for a 4-year period)
Education and Research	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 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 status. 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.

II. ACADEMIC INFORMATION

1. TRANSFER OF CREDITS AND RESIDENCY TIME

Students who have studied at other universities before entering Sophia University may be eligible to transfer credits and residency time with an approval from the department/university. There are two categories for transferring credits and residency.

A. Transfer of Credits and Residency Time for Students Admitted as Transfer Students:

As a general rule, a transfer student must have completed at least two years of university/college work as a regular student at another institution before entering Sophia. A transfer student may transfer a two-year period of time in residence at his/her previous university/college. The number of credits to be transferred should not exceed half of the required number of credits for graduation. 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.

B. Transfer of Credits Earned before Entering as a Freshman:

Students who have earned credits at another university before entering as a freshman may transfer up to 30 credits. 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 (not applicable for transfer students)

To qualify for early graduation, a student must complete at least three years (six semesters) of study, complete all credits required for graduation, and have a cumulative GPA of 3.50 or above. The FLA faculty meeting will review and decide upon applications for early graduation, which will be forwarded to the president for the final approval.

III. 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/

IV. 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/

V. 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 (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 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 school.