

SOPHIA UNIVERSITY
FACULTY OF LIBERAL ARTS
上智大学国際教養学部

APPLICATION PROCEDURE

Spring and Autumn Semester 2018

2018年春学期・秋学期 募集要項

UNDERGRADUATE DEGREE STUDENTS

Freshman/Transfer (Junior)

学部1年次入学／3年次編入学

Sophia University
Admissions Office
7-1 Kioi-cho, Chiyoda-ku
Tokyo 102-8554, JAPAN
Tel: 81-3-3238-4018
Fax: 81-3-3238-3262
Email: admission-u@cl.sophia.ac.jp

CONTENTS

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

Published by Admissions Office

Sophia University

7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan

Tel 81-3-3238-4018 Fax 81-3-3238-3262

July 2017

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. APPLICATION AND ADMISSION PROCEDURE

1. ACADEMIC SCHEDULE: Date of entry into Sophia University

Spring Semester 2018 April 1, 2018

Autumn Semester 2018 September 21, 2018

2. NUMBER OF STUDENTS TO BE ADMITTED

(1) Freshmen

Spring Semester 2018 : 63 students (totalled over the first and second applications)

Autumn Semester 2018 : 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 2018 (second application only): Limited Number

Autumn Semester 2018 (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, and will reach the age of 18 at the time of entrance to Sophia University.
- (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).

(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 an 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.

- ① Register for the on-line application system: <https://sophia.applyjapan.com>
- ② Make sure to include all your application information together with the required written essay in your on-line application.
- ③ Pay the application fee and submit your application online.
- ④ Mail the printed application forms and other application materials to Sophia Admissions Office.

5. APPLICATION SCHEDULE

For Spring 2018 entry (April)

① First application (Freshmen only)

Application Period (<u>on-line</u>)	September 1 through September 22, 2017, 23:59 (JST*)
Application Materials Receipt Deadline	September 29, 2017**
Notice of Results on the Sophia Website	October 31, 2017, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	November 21, 2017

② Second application (Freshmen and Transfer students)

Application Period (<u>on-line</u>)	November 20 through December 11, 2017, 23:59 (JST*)
Application Materials Receipt Deadline	December 18, 2017**
Notice of Results on the Sophia Website	February 6, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	February 21, 2018

For Autumn 2018 entry (September)

① First application (Freshmen only)

Application Period (<u>on-line</u>)	November 20 through December 11, 2017, 23:59 (JST*)
Application Materials Receipt Deadline	December 18, 2017**
Notice of Results on the Sophia Website	February 14, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	March 7, 2018

② Second application (Freshmen and Transfer students)

Application Period (<u>on-line</u>)	March 26 through April 16, 2018, 23:59 (JST*)
Application Materials Receipt Deadline	April 23, 2018**
Notice of Results on the Sophia Website	May 29, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	June 19, 2018

* 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 three to four weeks after the application deadline.
- An applicant who has not been accepted in a past application may re-apply for the subsequent application periods.
- Transfer applications will be accepted ONLY during the second application period.

6. APPLICATION FEE

35,000 yen

Payment should be made by credit card or through Chinapay or PayPal services, during 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 500 yen will be charged in addition to the application fee.

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 registered 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
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:

- 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 & Essay (3 pages)

Application forms should be filled out through the web application system (<https://sophia.applyjapan.com/>) and printed out after the application fee payment. In the application essay, 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 written in English.

B. 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.

Note: If a freshman applicant has attended university, submission of the official university transcript(s) 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.

C. 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.

D. Standardized Test Scores for Freshmen / Transfer Students

All freshmen and transfer applicants are required to submit one or more of the following:

- 1) SAT (Reading & Writing, Math) scores <code:0819>
- 2) ACT with Writing scores <code:5575>
- 3) IB (International Baccalaureate) Diploma

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.

Note:

- Sophia University will accept both the new SAT scores and the pre-March 2016 SAT scores.
- Applicants can report the highest scores of each component (Reading&Writing, and Math) taken from multiple SAT test dates. 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: <http://www.actstudent.org/>

Note:

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

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: <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 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 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: <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 scores. The applicant's acceptance may therefore be cancelled if his/her final IB total score is lower than the minimum standard.

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/IB scores from their original application to their current degree program. However, these need not necessarily have been obtained within the past two years.
- The following applicants are exempt from the requirement to submit SAT/ACT/IB scores:
 - 1) Freshmen applicants who have been pursuing a career for at least two years;
 - 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/IB scores, the above applicants must submit an additional essay (500 words) that describes any career/life experiences relevant to their admission.

E. 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: <http://www.ets.org/toefl>

IELTS: <http://www.ielts.org>

Note: • 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 CPE on Cambridge ESOL Examination (Official test result is required).
• TOEFL ITP is not acceptable.

F. 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.

G. 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**).

http://www.sophia.ac.jp/eng/e_top

For the accepted applicants, an acceptance letter and documents for matriculation will be sent out on the results-notice date.

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.
- If the acceptance letter has not reached you within one week after the results-notice date, successful applicants are requested to inquire at the Sophia Admissions Office.
- A list of applicants on the waiting list may be released at the same time as the notice of results. These applicants will be admitted to enroll at Sophia if and when there is a vacancy.

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 listed below prior to university entrance and submit the necessary forms to the Sophia Admissions Office by the matriculation deadline (See **APPLICATION SCHEDULE**).

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 July 2017 and notified to accepted students with a letter of acceptance. For your reference, payment information for the academic year 2017 is shown on the next page:

The fees due prior to university entrance 2017

Entrance Fee	200,000 yen (Once at matriculation)
Semester Enrollment Fee	30,000 yen (Per semester)
Education Enhancement Fee	124,800 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	357,450 yen
Total fees for transfer students	356,200 yen

Note:

- Tuition fees are revised annually based on the rate of inflation.
- Education Enhancement Fee for the second semester on is 105,000 yen.
- 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 tuition fee for the academic year 2017 was 31,700 yen per credit (See Note a. of the previous page). After course registration, a bill is sent to each student (in May for the Spring semester and in October for the Autumn semester). Assuming a student takes 16 credits, tuition is ¥507,200 (¥31,700 x 16). A total of 124 credits are required for graduation.

The following expenses will be included in the tuition bill.

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

Approximate Annual Rate of Tuition & Fees - First year (2017)

Entrance Fee	200,000 yen
Tuition Fee*	982,700 yen (assuming 31 credits)
Semester Enrollment Fee	60,000 yen
Education Enhancement Fee	229,800 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	1,475,150 yen
Total fees for transfer students	1,473,900 yen

*Tuition fee is subject to change every year.

Approximate Annual Rate of Tuition & Fees – second year on

Tuition Fee*	982,700 yen (assuming 31 credits)
Semester Enrollment Fee	60,000 yen
Education Enhancement Fee	210,000 yen
Total estimate for second year on	1,252,700 yen

*Tuition fee is subject to change every year.

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 4 regular courses (i.e., at least 10 hours of class time 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 of 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 of 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 are accepted after entrance to the University. For more information and the application forms, please refer to the following website.

<http://www.sophia.ac.jp/eng/financial/scholarships/>

IV. HOUSING

Sophia University has several off-campus dormitories and offers affiliated housing options. For more information, please refer to the following website.

<http://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 to 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 and exchange 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.