

SOPHIA UNIVERSITY
UNDERGRADUATE NON-DEGREE STUDENTS

上智大学

学部ノンディグリーコース

APPLICATION PROCEDURE

Spring and Autumn Semester 2019

2019年春学期・秋学期 募集要項

CONTENTS

1. GENERAL INFORMATION FOR NON-DEGREE STUDENTS	1
2. QUALIFICATIONS	2
3. APPLICATION PROCEDURE	2
4. APPLICATION SCHEDULE	2
5. APPLICATION FEE	3
6. APPLICATION DOCUMENTS	3
7. SCREENING	4
8. NOTICE OF RESULTS	4
9. ENTRANCE PROCEDURES	5
10. STATUS OF RESIDENCE FOR INTERNATIONAL STUDENTS COMING TO JAPAN	5
11. HOUSING	5

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

I. GENERAL INFORMATION FOR NON-DEGREE STUDENTS

Student Status

Non-degree students are those who enroll in either the Faculty of Liberal Arts (FLA) or Center for Language Education and Research (CLER) to take undergraduate courses and obtain credits but do not intend to receive an academic degree. This status is applicable only to international students who will enroll as full-time students.

Tracks and Fields of Study

There are two tracks for Non-degree students. (1) English Track and (2) Japanese Intensive Track. Applicants are required to choose one of the tracks at the time of application.

English Track

- Comparative Culture (Art History / Visual Culture, Literature, Religion-Philosophy)
- International Business and Economics
- Social Studies (Anthropology-Sociology, History, Political Science)
- Japanese Studies
- Japanese Language Regular Program

Students who intend to take classes from the above fields will enroll in the Faculty of Liberal Arts (FLA).

Note:

- All courses (except Japanese Language Regular Program) in this track are conducted in English.
- For the courses listings, please refer to the FLA website: www.fl.sophia.ac.jp/academics/
- FLA core programs (for Degree-students) and language programs other than Japanese are not open to non-degree students.
- Japanese Language Regular Program is for a) beginners of Japanese or b) intermediate-advanced level students who do not intend to take the Intensive Program (JLIP). In the Japanese Language Regular Program, 90-minute classes meet four or five times a week. Students take placement test before course registration. English is occasionally used for instruction when necessary.

Japanese Intensive Track

This track is for students who would like to take Japanese Language Intensive Program (JLIP). JLIP is an intensive course for those who study Japanese as a foreign language. In the JLIP, classes meet for three hours a day (9:00 to 12:35) from Monday through Friday. English is occasionally used for instruction when necessary. There are four levels, and the lowest level is for students who have reached a level N5 in Japanese Language Proficiency Test (日本語能力試験) or equivalent.

All students who plan to take JLIP must take a language placement test before course registration, and will be assigned to a level on the basis of the results of the placement test.

Students who fall in this category will enroll in CLER.

Note:

- Level N5 in the Japanese Language Proficiency Test corresponds to completing 150 hours of study at university (1-2 semesters). Those who have not reached this level cannot apply for this track.
- For the courses listings, please refer to www.sophia-cler.jp/study/ja/lesson.html
- If a student enrolled in this track wishes to take classes of English track as well, English proficiency requirements must be met.
- If the previous learning experiences in studying Japanese or the result of Japanese Placement Test is considered as higher level than JLIP, there is a possibility that students may not be able to register for Japanese Intensive Track. Those students have to register for Japanese Regular Program (twice-a-week class) and content courses offered by other faculties.

Japanese Intensive Track B (日本語集中講座 B)

This track is designed for Chinese character users and Asian students. For more information, please refer to another application booklet “日本語集中講座 B 募集要項” for this track.

Accreditation

The academic programs of the non-degree programs are chartered by the Japanese Ministry of Education, Culture, Sports, Science and Technology. Credits earned are fully recognized by major universities in the United States of America and elsewhere.

The Academic Calendar

There are two semesters, beginning in April and September. Each semester consists of 15 weeks of classes, including final examinations.

Spring Semester 2019

Entry date for Sophia University: April 1, 2019.

Classes start in early April and end at the end of July.

Autumn Semester 2019

Entry date for Sophia University: September 21, 2019.

Classes start in late September and end in late January.

Period of Study

The period of study is either one semester or two semesters.

Requirement for Enrollment

Students are required to register for at least 10 hours of class time per week (e.g., 4 regular courses). If a student fails to register for courses in a given semester, or fails to meet the deadline for tuition payment, he/she will lose his/her student status at Sophia.

Financial Aid

There is no scholarship available for non-degree students at Sophia University.

II. QUALIFICATIONS

1. Those who have completed at least one semester at degree-conferring institution(s) as a regular student at the time of application.
2. Those who hold a bachelor's degree or an associate degree.

III. 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.

IV. APPLICATION SCHEDULE

For Spring 2019 entry (April)

Application Period (on-line)	October 17 through November 7, 2018, 23:59 (JST*)
Application Materials Receipt Deadline	November 14, 2018**
Notice of Results on the Sophia Website	December 5, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	January 15, 2019

For Autumn 2019 entry (September)

Application Period (on-line)	March 20 through April 10, 2019, 23:59 (JST*)
Application Materials Receipt Deadline	April 17, 2019**
Notice of Results on the Sophia Website	May 22, 2019, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	June 24, 2019

* Date and time are based on Japan Standard Time.

**Application materials must reach Sophia Admissions Office by the deadline. Late applications may be refused.

V. APPLICATION FEE

35,000 yen

Payment should be made by credit card or through Chinapay or PayPal services, at 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.

VI. APPLICATION DOCUMENTS

The following documents (A to G) except the official test scores of TOEFL/IELTS 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 application may be refused.

On the envelope, please make sure to write:

SOPHIA UNIVERSITY ADMISSIONS OFFICE
7-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8554 JAPAN
2019 NON-DEGREE 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
2019 NON-DEGREE 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 Admissions Office is acceptable.
- Applicants will receive a notice of reference number within three weeks after the application deadline.
- 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 Sophia University's non-degree program.

For English Track applicants: The application essay should be approximately 500 words in length and written in English.

For Japanese Intensive Track applicants: The application essay should be written in either English (approx. 500 words in length) or Japanese (approx. 800 letters in length).

B. Official Transcript(s)

An official transcript showing all courses taken and grades received from the most recent academic institution attended must be submitted. The transcript should be certified by a school official and be officially sealed in a school envelope.

C. Proof of Language Proficiency

For English Track applicants

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 scores is sent to Sophia University. For TOEFL, Sophia's institution code is **0819**. TOEFL ITP is not acceptable.

For information about TOEFL and IELTS and test registration, please refer to the following websites.

TOEFL: www.ets.org/toefl

IELTS: 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.
- Please make sure that the official score report will reach Sophia University by the application deadline. Applicants are advised to order the delivery of the official scores in advance as it may take more than 4 weeks for the scores to be delivered to Sophia University. The scores can be sent to Sophia prior to the application period.

For Japanese Intensive Track applicants

Applicants should show their Japanese and English proficiency level by submitting some form of proof. For example, test results of Japanese Language Proficiency Test (日本語能力試験), TOEFL, IELTS, TOEIC, and so on. If the applicant is unable to submit the proof of English language proficiency, we may contact him/her to make some inquiries. In addition, applicants should submit a report of their previous experiences in studying Japanese, and any background information including history of residence, language use at home, and any experience of previous contact with Japanese. The report should be one page of A4 in the format of your own choice.

D. 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. They should be written in either English or Japanese. Each letter must be sealed in a separate envelope with the recommender's signature written across the seal.

E. Certificate of Health (use a form provided)

A medical certificate completed within the previous 6 months, signed by a practicing physician and indicating that the applicant is physically fit to attend university and do the required academic work, must be submitted.

Note: Any applicants with physical conditions that might require special attention when undertaking university work should notify the Sophia Admissions Office in writing before the application period.

F. Standardized Test Scores (Optional)

If an applicant has taken one of the following in the past, submission of results is recommended.

- 1) SAT (Reasoning Test) Scores
- 2) ACT Scores
- 3) IB (International Baccalaureate) Diploma

G. Application Materials Checklist (use a form provided)

Check the items you enclose in your application.

VII. SCREENING

Decision on acceptance or rejection will be based on screening of documents submitted by the applicant.

VIII. 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**).

www.sophia.ac.jp/eng/

For the accepted applicants, an acceptance letter and documents for matriculation will be sent out.

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.

IX. ENTRANCE PROCEDURES

A. Payment of Fees Due Prior to University Entrance and Submission of Necessary Forms

It is necessary that accepted applicants complete the payment of the fees due prior to university entrance and submit the necessary forms to the Sophia Admissions Office by the matriculation deadline (See **APPLICATION SCHEDULE**). Students will be informed of the exact amount of the fees in their letter of acceptance. For your reference, payment information with the figures of the academic year 2018 is as follows.

The fees due prior to university entrance 2018

Education Enhancement Fee	105,000 yen (per semester)
Total	105,000 yen

Note:

- a. The tuition fee is revised annually based on the rate of inflation.
- b. The fees due prior to university entrance are not refundable. However, if you notify Sophia University of your intention not to attend by the appointed deadline, these fees, with the exception of the handling charge (20,000 yen), may be refunded. For details, please refer to the "Entrance Procedures" leaflet.

B. Tuition Fee Payment (paid after course registration)

Tuition Fee for the academic year 2018 was 33,600 yen per credit (see the above Note a.). The tuition fee varies according to the number of credits for which a student registers. After course registration, a bill is sent to each student (in May for the Spring semester and in October for the Autumn semester). For the second semester, Education Enhancement Fee will be included in the tuition bill.

Approximate Rate of Tuition & Fees

Taking 12 credits

Tuition Fee	403,200 yen (assuming 12 credits)
Education Enhancement Fee	105,000 yen
Total estimate	508,200 yen

Taking JLIP (8 credits per semester) for one semester

Tuition Fee	268,800 yen (assuming 8 credits)
Education Enhancement Fee	105,000 yen
Total	373,800 yen

X. STATUS OF RESIDENCE FOR INTERNATIONAL STUDENTS COMING TO JAPAN

Students coming from abroad to study at Sophia University must have a college student status of residence or other appropriate status of residence such as 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 classes per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

XI. 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).

XII. HOUSING

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

www.sophia.ac.jp/eng/studentlife/housinginfo/