

SOPHIA UNIVERSITY
GRADUATE PROGRAM IN GLOBAL STUDIES

上智大学 グローバルスタディーズ研究科
グローバル社会専攻

APPLICATION PROCEDURE

Spring and Autumn Semester 2017

2017年春学期・秋学期 募集要項

Degree / Non-Degree Students

M.A. Ph.D.

Sophia University
Admissions Office
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April 2016

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. SOPHIA UNIVERSITY

Sophia University was founded in 1913 by the Jesuits, a Catholic order renowned for excellence in education. From the beginning, the university founders stressed an internationally oriented curriculum and rigorous training in foreign languages. Sophia soon established itself as a leading institution for scholarship on foreign languages and literature in Japan. Today Sophia University is a major teaching and research university in the humanities and social sciences with 13,800 students, and teaching staff of 1,400 encompassing dozens of nationalities. Graduate education at Sophia has been recognized for excellence by the Ministry of Education, Culture, Sports, Science and Technology - Japan (MEXT) through Center of Excellence and Attractive Graduate Education awards.

II. GRADUATE PROGRAM IN GLOBAL STUDIES OVERVIEW

The Graduate Program in Global Studies (GPGS) is part of Sophia University, a leading private university in Japan. The GPGS, founded in April 2006 (formerly the Graduate Program in Comparative Culture from 1979 to 2005), builds on Sophia's traditional strengths in area studies to study globalization. It emphasizes inquiry into the contemporary world and its historical antecedents through a curriculum that combines the themes of interdisciplinary global studies, theories and methodologies of academic disciplines, and the language training and cross-cultural understandings of Japanese and area studies.

The approximately 30 faculty members in the GPGS have advanced degrees from leading universities around the world and are actively engaged in research and publication in their specializations. They represent many different disciplines, nationalities and cultural backgrounds, ensuring a diverse range of perspectives. A number of professors from other graduate programs in the university are also affiliated with the GPGS.

Every semester up to 15 applicants are admitted to pursue the M.A. degree, as well as up to three Ph.D. candidates. The size of the program is kept small to encourage close student-faculty interaction. Graduate students have access to the university's research facilities, while the location in central Tokyo provides easy access to such nearby resources as the National Diet Library.

1. DEGREES

The GPGS offers five degrees that are accredited by the MEXT.

The M.A. in Global Studies emphasizes the study of global issues from social science perspectives, focusing on global-local, systemic, and transnational processes. The degree prepares students for research and teaching positions in academia and think tanks, international organizations, as well as entry into doctoral programs.

The M.A. in International Business and Development Studies emphasizes the acquisition of analytical skills to deal with a range of contemporary global business and development problems that focus on Japan and Asia. It prepares students for careers in business firms and development organizations with and international orientation.

The M.A. in Japanese Studies enables an interdisciplinary approach to the study of both historical and contemporary aspects of Japanese history, literature, religion, art history, society, and culture. It prepares students for further study and research in doctoral programs or in positions that place a premium on knowledge about Japan.

The Ph.D. in Global Studies is designed for the advanced study of specific regions and locales in the context of global processes. It prepares students for academic posts in university, international, and global studies programs, as well as research positions in institutions requiring advanced analysis of countries and regions in a global context.

The Ph.D. in Japanese Studies is designed for the advanced study of Japan in a transnational, regional and global context. Research and writing agendas emphasize methods and concepts from the disciplines of art history, cultural anthropology, literature, history, and religion.

2. CATEGORIES OF STUDENTS

A. Degree Student

A degree student is one who is accepted as a candidate for a Master of Arts or Ph.D. degree from the GPGS. New students are admitted in both spring and autumn semesters.

B. Non-degree student

Non-degree students are those who enroll for one year to take courses and obtain credits but do not intend to earn a degree from the GPGS. This category includes graduate students who are pursuing a graduate degree at another university and wish to come to Japan either to do research for their thesis or undertake related course work. Any student who wishes to change from non-degree to degree status must reapply for admission.

Requirements for Maintaining Non-Degree Status

A non-degree student must register for the equivalent of at least 10 hours of instruction per week. If the student does not register for a sufficient number of courses or fails to meet the deadline for the payment of tuition and fees, he/she will lose student status at the university.

C. Non-matriculated student (科目等履修生自由履修コース)

Non-matriculated students are persons of any nationality who wish to take one or more courses of their choice, up to 10 credits in one year, but do not intend to earn a degree from the GPGS. In order to be eligible for this status, the student must have already completed an undergraduate degree and hold a valid status of residence in Japan. For further information, please refer to: http://www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/non-matriculated-info

3. RESIDENCE

According to MEXT regulations, the standard residence requirement is two full academic years for the M.A. degree, with the possibility of early graduation and three full academic years for the Ph.D. degree. The maximum time allowed to complete all the requirements is four full academic years for the M.A. degrees and five full academic years for the Ph.D. degree, excluding time spent on leave of absence from the university.

4. CURRICULUM

The curriculum is organized by degree area. Students can take some of their courses outside of their degree area. For details please visit the GPGS website at <http://grad.fla.sophia.ac.jp/>.

III. APPLICATION AND ADMISSION PROCEDURE

1. ELIGIBILITY

<M.A.>

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

- (1) Those who have graduated, or are expected to graduate Japanese universities.
- (2) Those who have completed, or are expected to complete, 16 years or more of formal education in foreign countries
- (3) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1) or (2) and will reach the age of 22 at the time of entrance to Sophia University
- (4) Those who hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years or more for graduation
- (5) Those who have been recognized by Sophia University as having qualifications equivalent to (1), (2), or (3)

Applicants must hold a Bachelor's degree or equivalent at the time of matriculation. Those holding an undergraduate degree other than a Bachelor's degree should inquire at the Sophia Admissions Office in advance.

<Ph.D.>

Applicants must have, or are expected to obtain a master's degree based upon a distinguished record of academic achievement. Applicants should also have some background in the disciplines of art history, cultural anthropology, history, literature, political science, religion, and/or sociology through prior undergraduate and graduate education.

Prospective candidates are encouraged to contact potential dissertation supervisors before submitting their application.

Information about the disciplinary specialties and research interests of faculty members are available at the Graduate Program in Global Studies website: <http://grad.fla.sophia.ac.jp/> (click on <Global Studies PhD> link).

Applicants must hold a Master's degree at the time of matriculation.

2. MAXIMUM NUMBER OF STUDENTS ADMITTED

<M.A.>

Spring Semester **Degree:** 15 students **Non-degree:** Limited number

Autumn Semester **Degree:** 15 students **Non-degree:** Limited number

<Ph.D.>

Spring and Autumn Semester Total 3 students

3. 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 in your on-line application
- ③ Pay the application fee and submit your application on-line
- ④ Mail the printed application forms and other application materials to the Sophia Admissions Office

4. APPLICATION SCHEDULE

A. For Spring (April) 2017 entry

Application period (on-line): September 1 through September 22, 2016, 23:59 (JST)

* Application materials must reach Sophia Admissions Office by September 29, 2016. Late applications may be refused.

Notice of results on the Sophia website: November 9, 2016, 10:00 a.m. (JST)

* Sophia University may request some Ph.D. applicants to take an interview. In such case, the applicants will be notified by October 23, and the interview will be conducted on October 26, 2016.

Matriculation deadline for successful applicants: December 1, 2016

B. For Autumn (September) 2017 entry

Application period (on-line): April 1 through April 21, 2017, 23:59 (JST)

* Application materials must reach Sophia Admissions Office by April 28, 2017. Late applications may be refused.

Notice of results on the Sophia website: June 9, 2017, 10:00 a.m. (JST)

* Sophia University may request some Ph.D. applicants to take an interview. In such case, the applicants will be notified by May 27, and the interview will be conducted on May 31, 2017.

Matriculation deadline for successful applicants: June 30, 2017

Note:

- Applicants will receive a notice of reference number within three weeks after the application deadline.

5. 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.

6. APPLICATION DOCUMENTS

The following documents (A to I) except the official scores of TOEFL/IELTS should be enclosed in an envelope and sent by express registered mail or international courier service. They must reach Sophia Admissions Office by the deadline of submission. Late applications may be refused. TOEFL/IELTS scores 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
GPGS 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
グローバル社会専攻 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.
- The application documents once submitted are not returnable.

A. Application Forms

Application forms should be filled out through the on-line application system (<https://sophia.applyjapan.com/>) and printed out after the application fee payment.

B. Essay(s)

<M.A.>

Statement of Purpose

Please address the following in an essay (1,000 words maximum):

- why you have chosen to apply for the MA at Sophia University GPGS.
- your preparation (i.e. academic background, work experience, etc.) for the MA degree (AG, BD, or JS) that you are applying to.
- your plan of study / research in the GPGS.
- how obtaining the MA degree fits into to your career plans.
- your Japanese language ability (only if applying to the JS MA).

<Ph.D.>

Applicants must submit 2 kinds of essays as follows:

(1) Statement of Academic Background and Professional Plan

Please write an essay that addresses the following (500 words maximum):

- your academic background for the PhD (AG or JS) to which you are applying.
- your competency in languages other than English, especially those you intend to use in researching and writing your dissertation.
- why you have chosen to pursue the PhD at Sophia University.
- how the PhD from Sophia University fits into your career plans.

(2) Research Statement

Please describe the research project you wish to pursue for your dissertation (1,000 words maximum, excluding bibliography):

- the question or hypothesis that you intend to explore.
- how your project will expand existing knowledge on the topic.
- the research method(s) you will use, and your competency in them.
- short bibliography.

C. Official university/college transcript(s)

Official transcripts showing all undergraduate and graduate (if applicable) courses taken and grades received, including the list of courses you are currently attending, must be submitted. The transcript(s) should be certified by a school official and be officially

sealed in a school envelope. Photocopies are not accepted.

D. Proof of graduation

Applicants should submit one of the following:

- (a) University/college issued graduation certificate or official letter (original copy).
- (b) Photocopy of diploma certified by a school official.
- (c) Transcript indicating degree received and date of conferral.

* Ph.D. Applicants must submit one of the above for master's degrees.

Note:

- M.A. Applicants who have not completed their final semester at the time of application must submit as part of their application an official document from their school indicating their expected date of graduation. Such applicants should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.
- Ph.D. Applicants currently in their final semester of a master's program must submit an official document of expected graduation from their school or a letter from the thesis supervisor affirming both the expected date of the thesis defense and/or completion of all requirements for the master's degree. Such applicants should then submit either (a), (b), or (c) to the Sophia Admissions Office by March 31 for spring enrollment or September 20 for autumn enrollment. An applicant who does not submit this document in time could be denied enrollment.

E. Proof of English proficiency (TOEFL or IELTS)

Applicants whose native language is not English must submit an official score for the TOEFL (Test of English as a Foreign Language) or the IELTS (Academic). These tests should be taken not more than two years before the time of application. The official test score must be sent directly to Sophia University from each testing institution by the application deadline. The Examinee's Score Report that is sent to the applicant will not be accepted as official.

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**.

Information about TOEFL and IELTS may be obtained from:

TOEFL<Educational Testing Service>
<http://www.ets.org/toefl>

IELTS(International English Language Testing System)
<http://www.ielts.org>

Note:

- This requirement is waived for non-native applicants who have obtained a degree from an institution where all their courses were taught in English, and English is the official medium of instruction. In such cases, an official document from their institution attesting to this is required.
- If the official score has not been delivered by the application deadline, the application will not be reviewed. Applicants are advised to order the delivery of the official scores well in advance.

F. Three letters of recommendation (use forms provided)

Letters of recommendation from three professors and/or officials of the school(s) attended by the applicant must be submitted. At least two letters should be from professors who have taught the applicant. Each letter must be sealed in a separate envelope with the recommender's signature written across the seal.

G. A copy of graduation thesis, master's thesis, honors thesis, or a significant term paper (only for degree applicants)

<M.A.>

The copy should be in English, or other languages with an extensive English summary of around 1000 words. The subject of the writing sample does not necessarily have to match the field of study that the applicant is planning to major in at Sophia.

<Ph.D.>

Applicants who do not have a master's thesis should submit three papers that he/she wrote during their master's candidacy. If the

thesis/papers are in a language other than English, a detailed summary(s) in English should be included. The summary(s) should include the main argument and conclusion, research methods and analytic techniques employed, and descriptions of each chapter/section.

H. CERTIFICATE OF HEALTH (only non-degree applicants, use the form provided)

For degree students, a medical check-up will be held after entrance to the university.

I. Application Materials Checklist (use the form provided)

Check the items you enclose in your application.

*Medical attention

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.

7. SCREENING

Decision on acceptance or rejection will be made based on screening of the documents submitted by the applicant. Sophia University may request some Ph.D. applicants to take an interview during the screening process.

8. 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.

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.

9. ENTRANCE PROCEDURES FOR SUCCESSFUL APPLICANTS

A. Payment of tuition and fees and submission of the 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 exact amount of the fees will be decided in July 2016 and notified to accepted students with a letter of acceptance. For your reference, the fees due prior to university entrance in the academic year 2016 were as follows;

The fees due prior to university entrance 2016- M.A. Degree students

Entrance Fee	200,000 yen (once at matriculation. See note b.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	240,000 yen (per semester. See note a.)
Education Enhancement Fee	90,000 yen (per semester)
Alumni Association Fee	20,000 yen (once at matriculation. See note c.)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (2 year period)	1,400 yen (once at matriculation)
Total Amount	581,400 yen

The fees due prior to university entrance 2016- Ph.D. students

Entrance Fee	200,000 yen (once at matriculation. See note b.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	225,500 yen (per semester. See note a.)
Education Enhancement Fee	45,000 yen (per semester)
Alumni Association Fee	20,000 yen (once at matriculation. See note c.)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (3 year period)	2,100 yen (once at matriculation)
Total Amount	522,600 yen

The fees due prior to university entrance 2016- Non-degree students

Tuition Fee	270,000 yen (per semester)
Education Enhancement Fee	90,000 yen (per semester)
Total Amount	360,000 yen

Note:

- a. Tuition Fee is revised annually based on the rate of inflation.
- b. (For students who enroll in Spring 2016)
Students who graduate from Sophia University in March 2016 or September 2015 will not be charged Entrance Fee. Students who graduated from Sophia University before March 2015 will be charged a half of Entrance Fee. (For students who enroll in Autumn 2016)
Students who graduate from Sophia University in September 2016 or March 2016 will not be charged Entrance Fee. Students who graduated from Sophia University before September 2015 will be charged a half of Entrance Fee.
- c. Students who graduated from Sophia University will not be charged Alumni Association Fee.
- d. 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 "Entrance Procedures" leaflet.

B. Tuition fee payment for the subsequent semesters

From the second semester on, tuition fee payment will be made semester basis.

Approximate Rate of Tuition & Fees - Second semester on

	M.A. students	Ph.D. students	Non-degree students
Semester Enrollment Fee	30,000 yen	30,000 yen	—
Tuition Fee	240,000 yen	225,500 yen	270,000 yen
Education Enhancement Fee	90,000 yen	45,000 yen	90,000 yen
Total Amount	360,000 yen	300,500 yen	360,000 yen

IV. ACADEMIC INFORMATION FOR M.A. DEGREE

1. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

The GPGS can accept up to 10 credits transferred from a student's previous work as a graduate student. Transfer of such credit must be approved by the GPGS faculty.

2. EARLY GRADUATION

Students who wish to graduate early (i.e. in 2 or even 3 semesters) can apply for Early Graduation if they are in good academic standing by the judgment of the faculty and satisfy the following:

- A. Submit an "Application for Early Graduation" form.
- B. Complete at least 30 credits of courses from the GPGS curriculum by the time of graduation.
- C. Complete all requirements for either the M.A. credit track or M.A. thesis track.

"Application for Early Graduation" forms are available in the GPGS office. They should be submitted to the office by the first day of classes in the semester that the student intends to graduate. The faculty will review the application.

V. 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. 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 per week. Additional information concerning college student status of residence will be sent to each student after acceptance.

VI. FINANCIAL ASSISTANCE FOR DEGREE STUDENTS

Various types of scholarships and financial aid are available. Scholarship that can be applied at the time of admission application are:

- 1) New Students Scholarship: The grant varies from one-third to the entire amount of the tuition fee for the first year.
- 2) Adachi Scholarship for students from Southeast Asia and Africa: Equivalent to the full tuition and other fees for the first year. The application forms for those scholarships are available from <http://www.sophia.ac.jp/eng/financial/scholarships/> . Other scholarship are also available after entrance to the University. For more information, please refer to the above website.

VII. 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>

VIII. 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 insurance 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.