

SOPHIA UNIVERSITY
GRADUATE PROGRAM IN SCIENCE AND TECHNOLOGY

上智大学大学院 理工学研究科 理工学専攻

MASTER'S PROGRAM IN GREEN SCIENCE AND ENGINEERING DIVISION
DOCTORAL PROGRAM IN GREEN SCIENCE AND ENGINEERING DIVISION

グリーンサイエンス・エンジニアリング領域

APPLICATION PROCEDURE

Spring and Autumn Semester 2018

2018年春学期・秋学期 募集要項

M.S. Ph.D.

Sophia University
Admissions Office
7-1 Kioi-cho, Chiyoda-ku
Tokyo 102-8554, JAPAN
Tel: 81-3-3238-3517
Fax: 81-3-3238-3262
Email: admission-g@cl.sophia.ac.jp

CONTENTS

I. Sophia University	2
II. Graduate Program in Science and Technology (GPST)	2
1. Divisions	2
2. Green Science and Engineering Division	2
3. Degrees	2
4. Residence	2
5. Transfer of Credits from Other Universities	2
III. Application and Admission Procedure	3
1. Eligibility	3
2. Maximum Number of Students Admitted	3
3. Application Procedure	3
4. Application Schedule	3
5. Application Fee	4
6. Application Documents	4
7. Screening	6
8. Notice of Results	6
9. Entrance Procedures for Successful Applicants	6
IV. International Students Coming to Japan	7
V. Financial Assistance	7
VI. Housing	7
VII. Other Information	7
1. National Health Insurance	7
2. Personal Accident Insurance for Students Pursuing Education and Research	7

Published by the Admissions Office Sophia University
7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan
Tel 81-3-3238-3517 Fax 81-3-3238-3262
May 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. 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. Today Sophia University is a major teaching and research university in arts and sciences with 13,800 students, and teaching staff of 1,400 members, 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 SCIENCE AND TECHNOLOGY (GPST)

Our graduate program was established in 1966 to provide advanced professional education for students in science and engineering. Since then, it has developed into one of the major science and engineering programs in Japan, currently with a student body of 460 and 110 faculty members (as of October 2016) with numerous active and well funded research projects. We address both the quest to understand the basic working of nature and the desire to put this understanding to practical use. Another important objective is to educate scientists and engineers with a broad perspective, capable of working in the international arena. The program consists of nine divisions, including the new Green Science and Engineering Division.

1. DIVISIONS

The graduate program consists of the following nine divisions.

- 1) Mechanical Engineering
- 2) Electrical and Electronics Engineering
- 3) Applied Chemistry
- 4) Chemistry
- 5) Mathematics
- 6) Physics
- 7) Biological Science
- 8) Information Science
- 9) Green Science and Engineering

2. GREEN SCIENCE AND ENGINEERING DIVISION

The Green Science and Engineering Division has started in September 2013. It occupies a special position among the nine divisions. First of all, the entire educational program, including lectures and research guidance, is conducted in English. In addition, emphasis is given to environment- and sustainability-related studies, which are vital to the future of mankind. To foster cross-disciplinary education, faculty members from the other eight divisions will be involved in teaching and research guidance. At the same time, by joining the research group of the faculty member of their choice, students can receive research guidance and pursue advanced education for thesis research.

3. DEGREES

The following degrees will be awarded after the completion of each program. They are all accredited by the Japanese Ministry of Education, Culture, Sports, Science, and Technology (MEXT).

- Master of Science in Green Science and Engineering
- Doctor of Philosophy in Green Science and Engineering

4. RESIDENCE

As determined by MEXT, the standard residence requirement is two full academic years (four semesters) for the M.S. degree, with the possibility of early graduation. For the Ph.D. degree the requirement is three full academic years (six semesters). The maximum time allowed to complete all the requirements for the M.S. degree is four full academic years and for Ph.D. degree is five full academic years, excluding the period of time spent on leave of absence from the university.

5. TRANSFER OF CREDIT FROM OTHER UNIVERSITIES

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

III. APPLICATION AND ADMISSION PROCEDURE

1. ELIGIBILITY

M.S.

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

- (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 master's degree based upon a distinguished record of academic achievement. Applicants must hold a Master's degree at the time of matriculation.

2. MAXIMUM NUMBER OF STUDENTS ADMITTED

M.S. : 20 students

Ph.D. : 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 together with the required written essay 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

M.S.

Prospective candidates must indicate the name of three faculty members as his/her desired academic supervisor and choose his/her intended area of study in their application form. Information about the disciplinary specialties and research interests of faculty members are available on the following websites.

Graduate Program in Science and Technology website: <http://www.st.sophia.ac.jp/english>

List of Thesis Advisors: http://www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst

Ph.D.

Prospective candidates must contact a potential dissertation supervisor before submitting their application. Information about the disciplinary specialties and research interests of faculty members are available on the following websites.

Graduate Program in Science and Technology website: <http://www.st.sophia.ac.jp/english>

List of Thesis Advisors: http://www.sophia.ac.jp/eng/admissions/graduate_p/english_g2/gpst

4. APPLICATION SCHEDULE

For Spring (April) 2018 entry (Ph.D. only)

Application Period (on-line)	September 1 through September 22, 2017, 23:59 (JST*)
Application Materials Receipt Deadline	September 29, 2017**
Notice of Results on the Sophia Website	November 9, 2017, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	November 30, 2017

For Autumn (September) 2018 entry

Application Period (on-line)	April 9 through April 30, 2018, 23:59 (JST*)
Application Materials Receipt Deadline	May 7, 2018**
Notice of Results on the Sophia Website	June 19, 2018, 10:00 a.m. (JST*)
Matriculation Deadline for Admitted Students	July 6, 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 within four weeks after the application deadline.

5. 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.

6. APPLICATION DOCUMENTS

The following documents (A to G) 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
GRADUATE PROGRAM (GPST) 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
理工学専攻(GPST)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 Form & Statement of Purpose (2 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 Statement of Purpose, the applicant must specify as precisely as possible the area of intended study and its relation to previous academic experiment or career experience. It should be 500-750 words in length and written in English.

B. 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.

C. Proof of graduation

Applicants should submit one of the following:

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

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

- Note:
- **M.S. 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 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.

D. 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 application deadline.

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. 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:
- This requirement is waived for non-native applicants who have obtained a bachelor's 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.
 - This requirement is waived for Ph.D. applicants who have, or are expected to obtain a master's degree in Green Science and Engineering awarded by Sophia University.
 - 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.
 - TOEFL ITP is not acceptable.

E. 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.

▪ **M.S. applicants** who are expected to graduate from the Faculty of Science and Technology of Sophia University need only one letter of recommendation.

▪ **Ph.D. applicants** who are expected to obtain a master's degree in Green Science and Engineering awarded by Sophia University need only one letter of recommendation.

F. A copy of graduation thesis, master's thesis, significant term paper, or publications (optional)

M.S.

Submission of the applicant's graduation thesis, term paper, or publications, if you have any, is recommended. The copy should be in English, Japanese, or other languages with an extensive English summary.

Ph.D.

Submission of the applicant's master's thesis, term paper, or publications, if you have any, is recommended. The copy should be in English, Japanese, or other languages with an extensive English summary.

G. 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 applicants to take an interview.

8. NOTICE OF RESULTS

Applicants can confirm their acceptance/rejection through the Sophia official website (http://www.sophia.ac.jp/eng/e_top) from 10:00 a.m. (JST) on the results-notice date (See **APPLICATION SCHEDULE**).

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 2017 and notified to accepted students with a letter of acceptance. For your reference, the fees due prior to university entrance in the academic year 2017 were as follows;

The fees due prior to university entrance 2017-M.S. students

Entrance Fee	200,000 yen (once at matriculation. See note c.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	473,000 yen (per semester. See note a.)
Education Enhancement Fee	130,000 yen (per semester)
Laboratory and Research Fee	65,250 yen (per semester. See note b.)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (2 year period)	1,400 yen (once at matriculation)
Total Amount	899,650 yen

Note:

- Tuition Fee is revised annually based on the rate of inflation.
- Laboratory and Research Fee is annually based on the rate of inflation.
- Students who graduate from Sophia University in September 2017 or March 2017 will not be charged Entrance Fee. Students who graduated from Sophia University before September 2016 will be charged a half of Entrance Fee.
- 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.

The fees due prior to university entrance 2017-Ph.D. students

Entrance Fee	200,000 yen (once at matriculation. See note c.)
Semester Enrollment Fee	30,000 yen (per semester)
Tuition Fee	250,500 yen (per semester. See note a.)
Education Enhancement Fee	65,000 yen (per semester)
Laboratory and Research Fee	65,250 yen (per semester. See note b.)
Premium for Personal Accident Insurance for Students Pursuing Education and Research (3 year period)	2,100 yen (once at matriculation)
Total Amount	612,850 yen

Note:

- Tuition Fee is revised annually based on the rate of inflation.
- Laboratory and Research Fee is annually based on the rate of inflation.
- (For students who enroll in Spring 2017)
Students who graduate from Sophia University in March 2017 or September 2016 will not be charged Entrance Fee.
Students who graduated from Sophia University before March 2016 will be charged a half of Entrance Fee.
(For students who enroll in Autumn 2017)

Students who graduate from Sophia University in September 2017 or March 2017 will not be charged Entrance Fee.

Students who graduated from Sophia University before September 2016 will be charged a half of Entrance 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 on a semester basis.

Approximate Rate of Tuition & Fees - Second semester on

	M.A. students	Ph.D. students
Semester Enrollment Fee	30,000 yen	30,000 yen
Tuition Fee	473,000 yen	250,500 yen
Education Enhancement Fee	130,000 yen	65,000 yen
Laboratory and Research Fee	65,250 yen	65,250 yen
Total Amount	698,250 yen	410,750 yen

IV. 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.

V. FINANCIAL ASSISTANCE

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

- 1) New Students Scholarship: The grant varies from one-third to the full 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 education enhancement fee for the first year.

The application forms for those scholarships are available from <http://www.sophia.ac.jp/eng/financial/scholarships/>.

Other scholarships are also available after entrance to the University. For more information, please refer to the above website.

VI. 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>

VII. OTHER INFORMATION

1. NATIONAL HEALTH INSURANCE

International students staying in Japan for three months or more are required to affiliate with the Japanese National Health Insurance. The local ward office of your residence region will handle the procedures. The insurance fees are different depending on the ward or city; you may request to have a reduction if your income is below a certain amount.

For more information, please inquire directly at the ward/city office.

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.