



Exchange Program Application Guideline

Before Applying:

Applicants should make sure that he/she has been officially nominated by their home institutions and check if they meet all criteria listed through the link below.

Qualifications: http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/qualification.html

General rules for submitting applications:

Please read the following instructions for each item carefully before submitting the application documents.

- 1) Application form and other prescribed forms are available online. Account and URL for application portal will be provided after official nomination by the exchange program coordinator of their home institution. Applicants are required to submit online application form and upload application materials through the portal.
- 2) Documents in a language other than English or Japanese have to be translated into English or Japanese and certified by the home institution.

Documents to be Submitted:

- (1) Application form (downloaded after completing online application form via portal)
- (2) Letter of academic recommendation (form provided)
- (3) Official academic transcript(s)
- (4) List of courses currently enrolled (if not listed on the transcript)
- (5) TOEFL / IELTS(Academic) / TOEIC official test report
(for ALL applicants from non-English-speaking institutions applying for English-taught program)
- (6) JLPT official test report
(only for applicants applying for Japanese-taught program)
- (7) Certificate of health (form provided)
- (8) Digital color photo (jpg format, length 4cm × width 3cm, white background)
- (9) Photocopy of passport
- (10) Essay explaining motivation and academic background for GPGS courses
(only for applicants applying for the Graduate Program in Global Studies)
- (11) Application for Certificate of Eligibility (CoE)
- (12) Housing Application

(1) Application Form (Complete and Download PDF through online)

The applicant must specify the semester and the department/ graduate program for which he/she is applying.

The applicant should refer to the course information on the website when filling out the list of courses he/ she intends to take at Sophia. In principle, students should only choose courses offered by the department/ graduate programs he/ she intends to apply.

Course Information : http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info.html

*Japanese language courses are not mandatory for exchange students.



*The updated course information for next year will not be released until March each year, so please refer to the current course information at the time of application. You can change courses during course registration period after coming to Sophia, so you need not to worry about the courses at this point.

The applicant is also required to fill in the academic essay. Generally, the essay should be about the applicant's reasons for wishing to study at Sophia, precise areas of intended study at the departments/graduate program the applicant applies to and how the study in Sophia relates to the applicant's previous experience as well as future goals. Once complete the online application form, you can download the form in PDF. Please upload the PDF application from through portal together with other application documents.

(2) Letter of Recommendation (Form Provided)

Letter must be completed by professor/ lecturer who has taught the applicant in an academic course at his/her home institution.

If the professor/ lecturer would not like to share the letter with students, they can send the letter directly to our office by email (inbound-co@sophia.ac.jp).

(3) Official Academic Transcript(s)

Transcripts must be **OFFICIAL** documents issued by the home institution. Student copies are NOT acceptable. Applicants must have completed at least one semester at their home institutions by the time of applying.

Explanations of the grading system used at the applicant's home university should be attached to the transcript(s).

UNDERGRADUATE programs applicants

Provide latest official transcript(s) of currently enrolled undergraduate level institutions.

GRADUATE programs applicants

Provide bachelor diploma copy with latest official transcript(s) of all previous undergraduate and graduate studies.

Applicants for spring semester entrance: submit transcript including grades of previous spring semester.

Applicants for autumn semester entrance: submit transcript including grades of previous autumn semester.

Notes:

*Applicants are expected to have a Grade Point Average of B (3.0) or higher in the standard 4-level rating system (A, B, C, D). Those who do not fulfill the requirement will be rejected. For more information, see following website.

Qualifications: http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/qualification.html

*Applicants who have previously studied in Japan under student visa should provide a copy of transcript issued by the related Japanese institution.

(4) List of courses currently enrolled

Include the list of courses in progress if not printed on transcript.



(5) English Aptitude Proof

REQUIRED for applicants from non-English-speaking institutions applying to Sophia's English taught program.

Minimum score for each test is as following:

79 on TOEFL iBT / 550 on TOEFL ITP / 6.0 on IELTS(Academic) / 730 on TOEIC

Applicants who apply for **the Graduate Program in Global Studies** are expected to have a higher English ability.

Applicants who cannot fulfill the following minimum language requirement will be denied the entrance into the program.

100 on TOEFL iBT / 600 on TOEFL ITP / 7.0 on IELTS(Academic) / 870 on TOEIC

*Test date of the certificate must be before the application deadline. If applicant's test result is not released by the due date, submit a letter of explanation including the following:

- test date
- expected date of test result to be released

(6) Japanese Language Aptitude Proof

Japanese Language Proficiency Test **N1** level certificate (日本語能力試験 N1) is required for non-native Japanese speakers applying to Japanese-taught undergraduate / graduate programs.

A very few number of Japanese-taught departments may accept students with JLPT N2 level or other certificates of your Japanese language skills. Applicants should consult in advance with the Center for Global Education and Discovery through the international office at home university if he/she wishes to apply for department/graduate programs taught in Japanese.

For those who are applying to Japanese-taught graduate program, a higher level may be required for the breakdown score in addition to passing the N1 level.

For details and overseas testing of the Japanese Language Proficiency Test, refer to: <http://www.jlpt.jp/e/index.html>

(7) Certificate of Health (Form Provided)

All applicants should submit the Certificate of Health completed within 6 months prior to the application period, signed by a practicing physician and indicating that the applicant is physically fit to study abroad and do the required academic work. All items on the certificate must be filled out.

***Chest X-ray test is mandatory. Please indicate the results and date of X-ray examination.**

*Note: applicants with special needs should consult the Center for Global Education and Discovery in advance.

(8) Digital Color Photo

Submit one digital photo data, as well as attach one digital photo on the CoE application form.



No edge; **EXACT SIZE (length 4cm×width 3cm)**; of full front view with plain white background.

The digital photo must be high resolution in “.jpg” or “.jpeg”.

Specifications for photos to be submitted:

https://www.isa.go.jp/en/applications/guide/photo_info.html

(9) Photocopy of Passport

Submit a photocopy of applicant's passport personal information page. Renew passport if it will expire during the exchange period at Sophia.

*Applicant with Japanese nationality should enter Japan with his/her Japanese passport.

(10) Essay explaining motivation and academic background for GPGS courses

(only for applicants applying for the Graduate Program in Global Studies)

Applicants to the Graduate Program in Global Studies are required to attach a separate document which list all courses they wish to take, indicating for each the relevance to their degree of study in their home institution and their background for the course.

(11) Application for Certificate of Eligibility (CoE)

Certificate of Eligibility (CoE) is necessary for applicants who do not hold a Japanese citizenship.

Please submit the completed CoE application form in **Excel format through online application portal**.

- Form and sample of CoE application with instructions can be downloaded from the “Documents” in the online application portal. Please refer to the sample and fill out all items carefully (there are 4 sheets to be filled).

*Applicant with Japanese nationality will not need to submit CoE application form and Sophia University will not apply for their CoE.

(12) Housing Application

ALL applicants must submit the housing application regardless of whether they wish to make accommodation arrangements through Sophia or not.

If applicants wish to make the accommodation arrangement through Sophia, they must fill out all sections.

Since housing allocation works on first come, first served basis, early submission is encouraged for higher priority in housing placement.

Exchange Coordinator:

Sophia University

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