



บันทึกข้อความ

ส่วนงาน กองวิเทศสัมพันธ์ สำนักงานมหาวิทยาลัย โทร. 43668

ที่ อว 8392 (7)/ ว 271

วันที่ 2 ตุลาคม 2567

เรื่อง ขอความอนุเคราะห์ประชาสัมพันธ์โครงการแลกเปลี่ยน Sophia University Spring 2025

เรียน เลขาธิการคณะ / วิทยาลัย / สถาบัน

ด้วย Sophia University ประเทศญี่ปุ่น เปิดรับสมัครนักศึกษาระดับปริญญาตรีและบัณฑิตศึกษา ที่ศึกษามาแล้วไม่ต่ำกว่า 1 ภาคการศึกษา (ยกเว้นชั้นปีสุดท้าย) มีผลการเรียนเฉลี่ยสะสมไม่ต่ำกว่า 3.00 และมีผลคะแนนภาษาอังกฤษหรือภาษาญี่ปุ่นตามที่หลักสูตรกำหนด เข้าร่วมโครงการแลกเปลี่ยน Sophia University Spring 2025 เป็นระยะเวลา 1 ภาคการศึกษา หรือ 1 ปีการศึกษา โดยผู้เข้าร่วมจะได้รับการยกเว้นค่าธรรมเนียมการศึกษา แต่ต้องรับผิดชอบค่าใช้จ่ายอื่น ๆ ที่เกี่ยวข้องด้วยตัวเอง เช่น ค่าเดินทาง ค่าอาหาร ค่าที่พัก ฯลฯ ผู้สนใจกรุณาส่งเอกสารการสมัคร ดังนี้

1. Application form
2. Recommendation Letter
2. Copy of academic transcript
3. Copy of language proficiency test (English/ Japanese)
4. Copy of passport

ทั้งนี้ ขอความอนุเคราะห์ส่วนงานของท่านคัดเลือกนักศึกษาที่มีคุณสมบัติตามที่กำหนด จำนวน 1 ราย และเสนอชื่อ พร้อมส่งเอกสารการสมัครมายังกองวิเทศสัมพันธ์ทางระบบ CMU e-Document ภายในวันที่ 20 ตุลาคม 2567 โดยสามารถศึกษารายละเอียดโครงการเพิ่มเติมได้ที่ <https://cmu.to/ieJye> และประสานงานเพิ่มเติมได้ที่ นางสาวชบาปรินา คอนคาส นักจัดการงานทั่วไป โทร. 43668 หรือ Email irdcmu@cmu.ac.th

จึงเรียนมาเพื่อโปรดทราบและโปรดพิจารณาประชาสัมพันธ์แก่ผู้สนใจต่อไปด้วย จักขอบคุณยิ่ง

๓๖.

(นางกัญติมา ประสิทธิ์อยู่ศีล)

ผู้อำนวยการกองวิเทศสัมพันธ์

FACT SHEET

Inbound Exchange Students



上智大学
SOPHIA UNIVERSITY



SOPHIA UNIVERSITY

2025-2026

叡智が世界をつなぐ
Sophia – Bringing the World Together

Institution
Sophia University 7-1 Kioi-cho Chiyoda-ku, Tokyo 102-8554 Japan http://www.sophia.ac.jp/eng/index.html

Office
Office of Global Education and Collaboration https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/ Tel.: +81-3-3238-3521 / Fax: +81-3-3238-3554



Contact	
Inbound (from Partners to Sophia) Exchange Student Coordinators	inbound-co@sophia.ac.jp
Outbound (from Sophia to Partners) Exchange Student Coordinators	outbound-co@sophia.ac.jp
Sophia Short-term Programs	ssprgrm-co@sophia.ac.jp
Agreement, General Inquiries	overseas-co@sophia.ac.jp

GENERAL INFORMATION

Foundation	Sophia University is a private Jesuit university founded in 1913 located in the heart of Tokyo, aiming to foster "For Others, With Others".
Key Features	One of the top private universities in Japan Japan's pioneer in global education Diversity on one campus in the fascinating city of Tokyo Wide variety of English-medium programs Renowned for offering high-quality language education
Facts & Figures	9 undergraduate faculties with 29 departments / 11 graduate schools with 28 programs Total Full-time Student Enrollment: 14,000-15,000 Faculty Staff: 1,450-1,500 (Full time staff from around 25 countries) Number of International Students: 1,500-2,000 (around 80 countries in total)
Campus Location	Tokyo, JAPAN The campus is centrally located within walking distance of the National Diet, Imperial Palace and the State Guest House. Shinjuku, the world's busiest transport hub is just 5 minutes' train ride away from Yotsuya, the closest station from Sophia University.

APPLICATION

Qualification	<ul style="list-style-type: none"> ▪ Applicant must be enrolled as a full-time student at his or her home institution during the exchange period. ▪ Average GPA 3.0 out of 4.0 or equivalent. Applicants should complete at least 1 semester of study by the time of application unless otherwise agreed in bilateral agreements. ▪ For Graduate Programs, in addition to fulfilling the application requirements, their academic background and detailed academic performance of each course may be assessed, leading to a decision of non-acceptance. 												
Language Requirements	<p style="background-color: #f2f2f2; margin: 0;"><English-taught Programs></p> minimum TOEFL iBT 79, TOEFL ITP 550, IELTS 6.0, TOEIC (L&R) 730, or Cambridge English "C2 Proficiency" (CPE) or "C1 Advanced" (CAE) *It must be issued within two years prior to the application start date. <p style="background-color: #f2f2f2; margin: 0;">Graduate Program of Global Studies</p> minimum TOEFL iBT 100, TOEFL ITP 600, IELTS 7.0, or TOEIC870 (L&R) *It must be issued within two years prior to the application start date. <p style="background-color: #f2f2f2; margin: 0;">For the departments taught in languages other than Japanese and English</p> For the departments taught in languages other than Japanese and English such as Faculty of Foreign Studies and the Faculty of Humanities, language proficiency in addition to Japanese requirement may be required.(Ex. The applicants for Department of French Literature are required to submit the proof of language proficiency at A2 level or higher in French.) <p style="background-color: #f2f2f2; margin: 0;">日本語受入学科 <Japanese-taught Programs></p> Japanese Language Proficiency Test N1 level <p style="background-color: #f2f2f2; margin: 0;">言語学専攻 (Master's Program in Linguistics)</p> JLPT N1 obtained within two years from the time of application <p style="background-color: #f2f2f2; margin: 0;">言語学専攻日本語教育学コース (Japanese Language Education Course in Master's Program in Linguistics)</p> JLPT N1 score of 150 or higher, obtained within two years from the time of application https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/qualification/												
Application Materials	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">1. Application Form *</td> <td style="width: 50%; border: none;">7. Certificate of Health *</td> </tr> <tr> <td style="border: none;">2. Recommendation Letter *</td> <td style="border: none;">8. Digital Photograph *</td> </tr> <tr> <td style="border: none;">3. Official transcript in English *</td> <td style="border: none;">9. Photo copy of passport *</td> </tr> <tr> <td style="border: none;">4. List of Courses Enrolled in Current Semester</td> <td style="border: none;">10. Essay for GPGS</td> </tr> <tr> <td style="border: none;">5. Proof of English Language Proficiency</td> <td style="border: none;">11. CoE Application Form *</td> </tr> <tr> <td style="border: none;">6. Proof of Japanese Language Proficiency</td> <td style="border: none;">12. Housing Application (online form) *</td> </tr> </table> <p>* Required for All Applicants https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/</p>	1. Application Form *	7. Certificate of Health *	2. Recommendation Letter *	8. Digital Photograph *	3. Official transcript in English *	9. Photo copy of passport *	4. List of Courses Enrolled in Current Semester	10. Essay for GPGS	5. Proof of English Language Proficiency	11. CoE Application Form *	6. Proof of Japanese Language Proficiency	12. Housing Application (online form) *
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6. Proof of Japanese Language Proficiency	12. Housing Application (online form) *												
Visa Requirements	College Students Visa or other suitable visa status (short-term visit visa will not be allowed)												
Nomination Deadline	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Spring Term (April) entrance : November 1</td> <td style="width: 50%; border: none;">Autumn Term (September) entrance : April 10</td> </tr> </table>	Spring Term (April) entrance : November 1	Autumn Term (September) entrance : April 10										
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ACADEMIC PROGRAM GUIDE

Levels of Study	Undergraduate and Graduate
Language of Instruction	Japanese or English

English-taught Undergraduate Departments	
Faculty of Liberal Arts (FLA)	Department of Liberal Arts Centered around courses in Comparative Culture, International Business and Economics, and Social Studies, the broad interdisciplinary curriculum of the Faculty of Liberal Arts (FLA) is designed to extend the general knowledge of students while developing their critical thinking ability. A wide range of courses that are focused on Japan help students gain an understanding of both present-day Japan and its traditions in a global context. https://www.sophia.ac.jp/eng/faculty-of-liberal-arts/
	Department of Materials and Life Sciences - Green Science Program The Green Science program is designed to provide a fundamental knowledge of substances, and to resolve environmental issues at the atomic and molecular levels based on green material sciences. http://www.st.sophia.ac.jp/english/about-us/index.html
Faculty of Science and Technology (FST)	Department of Engineering and Applied Sciences - Green Engineering Program The Green Engineering program is designed to provide electrical and mechanical engineering skills that will lead to the further development of energy-conservation technologies, efficient power generation, transmission and distribution. http://www.st.sophia.ac.jp/english/about-us/index.html

* In addition to the faculties listed above, many other faculties offer lecture courses taught in English.

Students may take other lecture courses while being enrolled in the Faculty above. Details will be provided after accepted.

English-Taught Graduate Programs	
Global Studies (GPGS)	The Graduate Program in Global Studies emphasizes inquiry into the contemporary world and its historical antecedents by combining the interdisciplinary themes of global studies, theories and the methods of academic disciplines, and cross-cultural understandings of Japanese and area studies. It has three MA degrees - Global Studies, International Business and Development Studies, and Japanese Studies - each with its own specialized curriculum. Graduate exchange students are welcome to take content courses that are consistent with their graduate degree and for which they have sufficient background. https://www.sophia.ac.jp/eng/gpgs/
Global Environmental Studies (GES)	The curriculum covers three fields: Economics and Business Administration for the Environment, Law and Policies, Sociology for the Environment, and Science and Engineering for the Environment. One of the strategies of this program is to enhance the capacity of students to contribute to the solving of current environmental issues by offering them a wide variety of practical and discipline-specific programs. http://www.genv.sophia.ac.jp/english/index.html
Green Science and Engineering	Green Science and Engineering places an emphasis on environment- and sustainability-related studies, which are of paramount importance to the future of mankind. To foster cross-disciplinary education, faculty members drawn from all the other eight divisions(see details from website) are involved in the teaching. http://www.st.sophia.ac.jp/english/graduate-studies/index.html
Linguistics <TESOL>	Program in Linguistics (TESOL) provides courses with an emphasis on both theory and practice. The faculty members represent a diverse spectrum of applied linguistics and language education, ensuring a comprehensive program for all who are interested in teaching English as a second or foreign language.

日本語受入学科 Japanese-Taught Departments	
https://www.sophia.ac.jp/jpn/academics/ug/	
神学部	神学科
文学部	哲学科、史学科、国文学科、英文学科、ドイツ文学科、フランス文学科、新聞学科
総合人間科学部	教育学科、心理学科、社会学科、社会福祉学科、看護学科
法学部	法律学科、国際関係法学科、地球環境法学科
経済学部	経済学科、経営学科
外国語学部	英語学科、ドイツ語学科、フランス語学科、スペイン語学科、ロシア語学科、ポルトガル語学科
総合グローバル学部	総合グローバル学科
理工学部	物質生命理工学科、機能創造理工学科、情報理工学科

日本語受入専攻 Japanese-Taught Graduate Programs	
https://www.sophia.ac.jp/jpn/academics/g/	
神学研究科	神学専攻、組織神学専攻
実践宗教学研究科	死生学専攻
文学研究科	哲学専攻、史学専攻、国文学専攻、英米文学専攻、ドイツ文学専攻、フランス文学専攻、新聞学専攻、文化交渉学専攻
総合人間科学研究科	教育学専攻、心理学専攻、社会学専攻、社会福祉学専攻、看護学専攻
法学研究科	法律学専攻、法曹養成専攻
経済学研究科	経済学専攻、経営学専攻
グローバル・スタディーズ研究科	国際関係論専攻、地域研究専攻
言語科学研究科	言語学専攻
理工学研究科	理工学専攻
地球環境学研究科	地球環境学専攻

COURSE GUIDE

Course Information	Bulletin for spring and autumn semester 2025 will be published in March 2025. Course offer and syllabi may vary each year. Please refer to the latest information available online. https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/course_info/
Japanese Language Course	The Center for Language Education and Research provides multiple tracks and levels of Japanese language courses according to students' needs and linguistic backgrounds. Students who wish to attend Japanese class can choose from regular track or intensive track. Students who have prior Japanese study experience will be placed to appropriate class level according to the result of Japanese placement test. https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/registration/#JLP
	Regular Track (4 credits)
	The regular track offers beginning, intermediate and advanced courses where 100-minute classes meet four or five times per week. This track aims to focus on developing communicative competence through extensive practice by integrating four skills, listening, speaking, reading and writing.
	Intensive Track (8 credits)
	The intensive track, which offers four-level intensive courses at basic, intermediate, and advanced levels, is designed for students whose main purpose of coming to Japan is to mainly study Japanese. Sixteen hours of class time per week allow students to spend sufficient time to gain the high level of Japanese proficiency.
Registration Requirements	Exchange students must register and attend more than 10 hours of classes per week. To fulfill this requirement, attending at least 6 periods (100 minutes constitute one period) every week is necessary.
Course Restriction	<ul style="list-style-type: none"> •FLA core programs, FST laboratory classes, GPGS compulsory courses, the foreign language courses (except Japanese language), seminars, courses in Studies in Christian Humanism, compulsory courses in General Studies, "Studies in Christian Humanism: For Others, with Others", "Liberal Arts of the Body", "Critical Thinking & Writing", "Overview of Data Science", "Thinking about Issues, Perspectives and Positionality" are NOT open to exchange students. •Exchange students should mainly take courses offered by their own faculties and programs. https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/registration/
Credit Restriction (per semester)	Faculty of Liberal Arts: 20 Faculty of Science and Technology: 27 Graduate Program in Global Studies: 12
Standard Course Load	<ul style="list-style-type: none"> •Regular Japanese track + 2-4 lecture classes •Intensive Japanese track + 1-3 lecture classes <ul style="list-style-type: none"> •14 credits of lecture classes or more


CREDIT EXPLANATION & GRADING SYSTEM

Credits	Type of course	Credits awarded		
	Lecture course	2 or 4 credits per course :one credit = 675 minutes class successfully completed		
	Language course	2-8 credits, depending on the course: one credit = 1,350 minutes class successfully completed		
	Physical education practice	1 credit per course: one credit = 1,350 minutes class successfully completed		
Grading Scale	Grade	Scale	Description	Quality Point Index
	A	100 - 90	Excellent	4.0
	B	89 - 80	Good	3.0
	C	79 - 70	Satisfactory	2.0
	D	69 - 60	Passing	1.0
	W F		Withdrawal Failure	


ACADEMIC CALENDAR in 2025 (based on AY2024- subject to change)

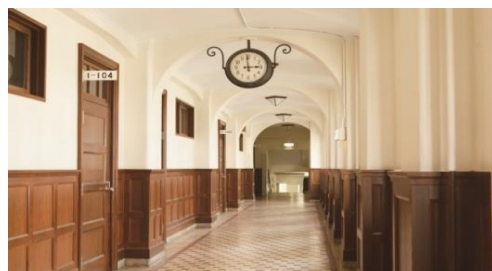
	Spring Semester (subject to change)	Autumn Semester (subject to change)
Arrival Date	By April 1	By September 20
Orientation	April 2 and April 9	September 21 and September 25
JP Placement Test	April 3	September 22
Course Registration	early April - mid April	late September - early October
Classes	April 12 - July 23	September 27 - January 21
Final Exams	July 24 - July 31	January 22 - January 29
Transcript Issuance	MID-SEPTEMBER	LATE MARCH
Other Important Academic Information	Summer Recess : August 1 - September 20 (subject to change) Winter Recess : December 24 - January 5 (subject to change) Spring Recess : January 30 - March 31 (subject to change)	
Latest Calendar	https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/academic_calendar/	

ACCOMMODATION AND LIVING EXPENSES

Off-Campus Accommodation	Housing	Dormitory Fee for 1 semester and 1 year (Subject to change without notice)
	Sophia Soshigaya International House	Dormitory fees and their conditions vary considerably in amount. 1 semester fee (4 months): from ¥240,400.- to ¥715,100.- 1 year fee (10 months): from ¥520,300.- to ¥1,476,740.- Please refer to the "Housing Summary" on this page for more details. https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/housinginfo_costs/housing_list/
	Sophia-Arrupe International Residence (Applications temporarily suspended)	
	Sophia Edagawa Men's Dormitory (for Men)	
	Wakeijuku (for Men)	
	DK House Tokyo Nerima	
	DK House Shinkoiwa (Applications temporarily suspended)	
	Kasai International House (for Women)	
	Dormy Naka Kasai Global House (for Women)	
	Dormy Kasai Global House (for Men)	
	Dormy + café Nakanosakaue	
	BeGood ZoshigayaEkimae	
	FlatShare SHIN-Otsuka Campus	
	Fukunichi Heim	
	Azalea House	
	 https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/housinginfo_costs/housing_list/	
Other Expenses	Meals: 30,000 - 60,000 yen per month/ Public Transportation: 5,000 - 10,000 yen per month Books: 30,000 - 50,000 yen per semester/ Personal Expenses: 30,000 yen per month (depends on lifestyle)	
Insurance (Mandatory)	Japanese National Health Insurance	Personal Accident Insurance for Students Pursuing Education and Research
	1,500-3,000 yen/ month (depends on resident areas)	800 yen

OTHER INFORMATION

Student Supporter	Exchange students can sign up for the Student Supporter Program before arriving at Sophia. The student supporter is usually the first Sophia student the exchange student meets before classes start. Student supporters not only assist exchange students with their needs at the beginning of the semester, but students are also encouraged to interact with each other throughout the study abroad period and beyond.	
Events	Exchange Students also regularly participate in events. Sophia University is holding events such as "Rakugo Event", "Koyasan Event", "Flower arrangement Experience", "Tea ceremony Experience", and "Kabuki Tour". https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/past-events/	
GL- Net	"Global-Network," or more commonly known as "GL-Net" is a student volunteer organization runs various events for interaction of local and international students at Sophia. What makes "GL-Net" unique is that it is officially sponsored by the Center for Global Education and Discovery, Sophia University.	
Extracurricular Activities	At Sophia University, more than 270 groups are active as authorized circles. All exchange students are welcome to participate in Sophia's Extracurricular Activities. For more information including the list of student club and circles, please visit the link below. https://piloti.sophia.ac.jp/eng/activity/ea/	
Short-term Programs	Sophia University offers short-term programs in June/ July and January. Short-term programs are aside from exchange program, and participants in short-term programs are responsible for arranging their own visas and accommodations. The programs enable participants to look at Japan from many different perspectives. As for the summer session, over 11,000 students from around the globe have attended the programs over the years, and many have gone on to pursue exciting careers related to Japan. https://piloti.sophia.ac.jp/eng/studyabroad/short-term/	
Youtube	https://www.youtube.com/playlist?list=PLPmHXQbKIWTxi0QFvti3D6dUitlt0Uf6d	
Instagram	https://www.instagram.com/sophiauniversity/?hl=en	 SOPHIA_CGED



Application Guide for Sophia University Exchange Program

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1. Gather Information & Decide which Program/Department to Apply for

1.1 Check our FACT SHEET

<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/>

All basic information is written in this FACT SHEET.

1.1.1 Qualifications and obligation of the Sophia's Exchange Program

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/qualification/

1.2 Create Your Study Plan

1.2.1 Decide which program / department you apply for and make the "List of Courses You Expect to Take at Sophia"

You must specify the semester and the department/ graduate program for which you are applying for.

You can refer to the course information (Bulletin and Syllabus) on the website.

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/course_info/

We recommend you take note of the names of the courses and their registration codes, as you will need to fill out that information in the application form.

Please note that there are restrictions of the course registration, because of exchange students, and as well as depending on which program / department you apply for.

1.2.2 Restrictions and regulations of the course registration

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/registration/

1.3 Check and Prepare Application Documents

Prepare application documents that are required by the program/department of your choice.

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/

Please also refer to the following web page for FAQ for application (the page will be updated).

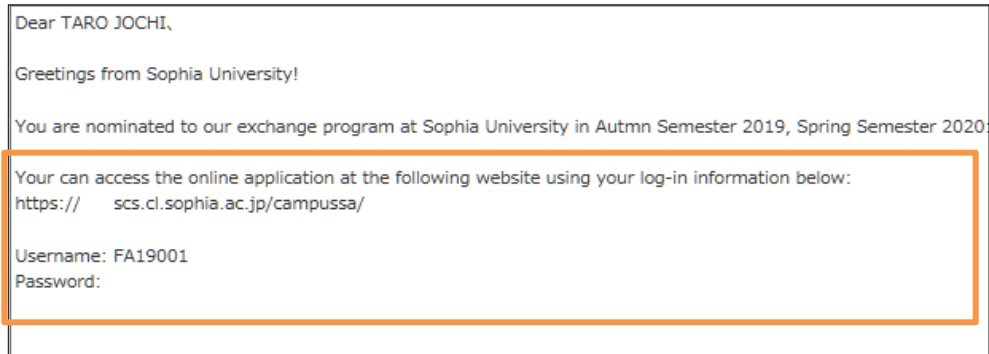
https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_faqs/

2. About Sophia Go Global Portal

Basically, you are expected to submit all of your application documents except COE application documents in Sophia Go Global Portal.

2.1 Log-in account, password and URL

Log-in account, password and URL for Sophia Go Global Portal will be sent to each student via email once the online nomination is completed by the home institute.



2.2 Log-in & Password change

Go to the designated URL and log-in with ID and password.



After logging-in, the page will show your current application status.

The screenshot shows the 'Study Abroad Progress' page. At the top, there are two tabs: 'Study Abroad Progress' (active) and 'Basic Information'. Below the tabs, a teal banner reads 'Study Abroad Progress'. The main content area says 'Hello! Check the progress of your study abroad at SOPHIA below:'. A grey box contains instructions: 'Before you start your application, please read all the application information on our web page [here](#). Once complete the online application form, applicants are required to submit "online application PDF" and upload their application materials through the portal.'

Below this, there are three progress steps: '1.Application>', '2.Evaluation>', and '3.Acceptance'. The current step is '1.Application>'. The main heading is 'Application Documents Submission / 留学申請書類の提出'. A message states: 'In order to Finalize Application Documents Submission, press the button. After pressing the button, your Application Documents will be locked and sent to the pre-check & faculty review.' A button labeled 'Finalize Application Documents Submission' is present.

Underneath, it says 'Submit Online Application* : [Online Application](#) Incomplete (Deadline: 2023/04/10)'. A table lists the required documents:

Document Name	Status	Action
Application Form (PDF)*	Incomplete	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Letter of academic recommendation*	Incomplete	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Official academic transcript(s)*	Incomplete	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

If you would like to change your password, please click "Basic Information."

Please do not forget your password!!

The screenshot shows the 'Basic Information' page. At the top, there are two tabs: 'Study Abroad Progress' and 'Basic Information' (active). Below the tabs, a teal banner reads 'Basic Information'. The main heading is 'PERSONAL INFORMATION'. The form contains the following fields:

Name (EN)	※Nomination
Period of Study Abroad	Autmn Semester 2019 Spring Semester 2020
ID	FA19001
Current Password	<input type="password"/>
New Password	<input type="password"/>
New Password (Confirm)	<input type="password"/>

3. Online Application Form and Documents Submission

3.1 Input Procedure

In this application form, you will input basic and important information such as

- Personal Information (Name, Birth Date, Nationality)
- Contact Information (Current and Emergency Contact)
- Current Academic Information
- Academic Background
- Study Plan (Program / Department, List of Courses You Expect to Take at Sophia)
- Other Information
- Personal Statement and Applicant Survey

You may save your current data at any time until you submit an Application Form.

Click “Online Application” on the “Study Abroad Progress.”

Study Abroad Progress Basic Information

Study Abroad Progress

Hello!
Check the progress of your study abroad at SOPHIA below:

Before you start your application, please read all the application information on our web page [here](#).
Once complete the online application form, applicants are required to submit "online application PDF" and upload their ap

1.Application> 2.Evaluation> 3.Acceptance

Application Documents Submission / 留学申請書類の提出

In order to Finalize Application Documents Submission, press the button.
After pressing the button, your Application Documents will be locked and sent to the pre-check 8

Finalize Application Documents Submission

Submit Online Application* [Online Application Incomplete \(Deadline: 2023/04/10\)](#)

Application Form (PDF)*	Incomplete Browse... No file selected.
-------------------------	---

There are 8 pages in total. Please fill in all the required information.

3.2 Input your Study Plan

On Page 5, you will be required to choose a program which you wish to be enrolled at Sophia.

If you wish to take courses (including Japanese language courses) from the Faculty of Liberal Arts, please choose “English-Taught Program,” “Undergraduate,” and “Faculty of Liberal Arts.”

Applicants for German-Japanese Exchange Program, please choose “German-Japanese Exchange Program” and “Undergraduate” / “DEPARTMENT OF GERMAN STUDIES”.

For students from Heinrich Heine University Duesseldorf applying for the Department of German Literature, please choose the DEPARTMENT OF GERMAN LITERATURE here.

Online Application

5. STUDY PLAN

Page1> Page2> Page3> Page4> Page5> Page6> Page7> Page8> Confirm> Submit

Status: Incomplete (Your application has not been submitted yet)

Program プログラム*

Japanese-Taught Program 日本語受入
 English-Taught Program 英語受入
 SAIMS
 LAP
 German-Japanese Exchange Program ドイツ語学科在外履修

Department / Graduate Program 学科・専攻*

Graduate 大学院
 Undergraduate 学部

GREEN SCIENCE COURSE
 GREEN ENGINEERING COURSE
 DEPARTMENT OF LIBERAL ARTS

On Page 5, you also need to choose courses you wish to take at Sophia. Please read the instructions carefully and fill in the registration code and title. You can search for course details using the syllabus inquiry.

Autumn Semester 2022 Syllabus Inquiry シラバス検索

Course Code Course Title

AANT3020 * HUMAN ECOLOGY: RIVERS 1 *

FGS71500 Intercultural Communication 2

Syllabus inquiry [LOYOLA] - Google Chrome

scs.cl.sophia.ac.jp/campusweb/campussquare.do?_flowExecutionKey=_c7075D612-EAE3-F7DA-4B93-D9C4A0617BE0_k...

Syllabus inquiry / Search Results

Shows search results from 1 results of 100 results (total of 178 results)

Search results: << previous page 2 next page >>

No.	Semester	Term Offered	Date/Time	Registration Code	Course Title	Instructor	Inq
1	SPRING	SPRING	Mon1	AANT3020	HUMAN ECOLOGY: RIVERS 1		Inq
2	SPRING	SPRING	Mon1, Thu1	AANT3100	RESEARCH METHODS IN ANTHROPOLOGY		Inq
3	SPRING	SPRING	Mon1, Thu1	AART4610	SEMINAR IN ART HISTORY 1		Inq
4	SPRING	SPRING	Mon1, Thu1	AENG111A	ENGLISH COMPOSITION 1		Inq
5	SPRING	SPRING	Mon1, Thu1	AGEO2020	GEOGRAPHY		Inq

3.3 Confirmation and Submit

If you complete other documents, go back to Online Application Form page 8, and click “Confirm and Print”.

8. APPLICATION CHECKLIST

*This question requires an answer.

Page1> Page2> Page3> Page4> Page5> Page6> Page7> Page8> Confirm> Submit

Status: Not Available

Autumn Semester 2024 Exchange Program Application Check List*

Documents to be submitted

- *Letter of academic recommendation (Form provided)
- *Official academic transcript(s)
- List of Courses Currently Enrolled (if not listed on the transcript)
- TOEFL / IELTS(Academic) / TOEIC official test report
(for ALL applicants from non-English-speaking institutions applying for English-taught program)
- JLPT official test report (only for applicants applying for Japanese taught program)
- *Certificate of Health (form provided)
- *Digital color photo (length 4cm × width 3cm, white background)
- *Photocopy of passport
- Essay explaining motivation and academic background for GPGS courses
(only for applicants applying for the Graduate Program in Global Studies)
- *Housing Application

When you click "Confirm & Print" or "Previous Page" the information you entered into this form will be saved automatically.

< Previous Page Save Confirm & Print >

On the confirmation page, you can preview the information you have filled in. Please agree to the articles of pledge and the processing of personal data.

I. Pledge 誓約

I have carefully read and agree to the following articles and hereby state my wish to participate in the Sophia Exchange Program. I promise to follow the laws and regulations of Japan as well as the instructions from Sophia University, be cooperative with other participants, and to work hard until the completion of the Program. I will be responsible for my conducts and will not withdraw from the Program. In case of any violation on the matters stated in the Pledge, I understand that Sophia University has the right to cancel my participation in the program, and agree to fully comply with the decision made by Sophia University without any complaints.

私は、下記の誓約事項について熟読し同意した上で上智大学の交換留学プログラムへの参加を希望します。参加する際には、期間終了まで勉学に精励することを誓約し、他の参加者に迷惑をかけることは慎むとともに日本の法令および上智大学の規則を遵守したうえで責任を持って行動します。なお、誓約事項に反したことにより、留学資格が取り消された場合であっても、異議を申し立てないことに同意します。

II. Consent to the Processing of Personal Data 個人データの取扱いに関する同意

Sophia University shall process Personal Data in compliance with the laws and regulations of Japan pertaining to the protection of personal information and the EU General Data Protection Regulation (GDPR; Regulation (EU) 2016/679). After reading the “Sophia School Corporation Privacy Policy” (for International Students) (http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/privacypolicy.html), if you consent to the processing of your Personal Data by the University, kindly check the box below.

本学は、留学のために提出書類等に記載された個人データの取扱いについて、個人情報の保護に関する日本国の法令、EU一般データ保護規則第2016/679号（General Data Protection Regulation : GDPR）等を遵守し取り扱います。「上智学院プライバシーポリシー（留学生対象）」 (http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/privacypolicy.html) の内容を確認した上で、本学による個人データの取扱いに同意される場合は、以下のボックスにチェックを入れてください。

I hereby promise about the articles of Pledge (I). Also, I confirm that I have read above policy (II), understood it fully, and consent to the processing of my Personal Data.
Iの内容について誓約します。また、上記のポリシー（II）のすべてをよく読み、完全に理解したうえで、個人情報の取扱いについて同意します。

4. Upload Other Application Documents

Upload the completed documents to “Submit Required Documents”.

For the list of documents to be submitted, please refer here.

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/

The screenshot shows a web interface for document submission. A table lists various documents, each with a status and an 'Upload' button. The 'Letter of academic recommendation' row is highlighted with an orange box. A callout box points to the 'Upload' button with the text: "After choosing the documents, click 'upload'".

Document Name	Status	Action
Letter of academic recommendation	Incomplete (Deadline: 2019/04/10)	Upload
Official academic transcript(s)	Incomplete	Upload
List of Courses Currently Enrolled	Incomplete	Upload
TOEFL/ IELTS(Academic)/ TOEIC test report	Incomplete	Upload
JLPT N1 test report	Incomplete	Upload
Certificate of Health	Incomplete	Upload
Digital color photographs (length 4cm x width 3cm *exact size)	Incomplete	Upload
Photo copy of your passport	Incomplete	Upload
for GPGS (Graduate)	Incomplete	

There are provided form for Some Documents (Recommendation Letter and Certificate of Health) on “Documents” area in Sophia Go Global Portal.

Documents

Application Documents	
24S_00_(for Students) Application Guide_202302.pdf	00_(for Students) Application Guide
24S_01_Recommendation Letter Form20230915.xlsx	24S_01_Recommendation Letter Form20230915
24S_02_Certificate of Health_20230329.docx	24S_02_Certificate of Health_20230329

All documents must be uploaded through portal and please do not attach documents to the email. If you have any documents that you cannot upload through the portal (e.g. a recommendation letter sent directly from your teacher), please let us know.

Uploaded documents can be replaced UNTIL you click the “Finalize Application Documents Submission”.

5. Housing Application

Notes: Housing allocation works on first-come-first-served basis.

Click the “Housing Application.”

Submit Housing Application :	Incomplete (Deadline: 2019/04/10)
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If you have chosen “Sophia Associated Housings,” please number the housings in the order of your preference on the second page.

Page1>	Page2>	Confirm>	Submit
Status: Incomplete (Your application has not been submitted yet)			
We will not use the personal information on the housing application for other purposes.			
HOUSING ARRANGEMENTS 宿舎申込*			
Housing List for Sophia and Self Arrangement (上智大学の寮と自己手配の宿舎一覧) :			
https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/Housing_List/index.html			
<input checked="" type="radio"/> SOPHIA Associated Housings 上智大学の寮			
<input type="radio"/> SELF Arrangement 自己手配			

Status: Incomplete (your application has not been submitted yet)	
We will not use the personal information on the housing application for other purposes.	
HOUSING PREFERENCE 宿舎希望	
Read housing information carefully from the link below before ranking selection. Only rank housing options that you are willing to enter if once assigned. Housing allocation works on first come, first served basis. Those who cannot be placed to any of the housing options below should look for housing by your own. *The availabilities are quite limited. We are strongly advised to choose 2 or more housings to assure their housing arrangement.	
下記リンクより宿舎案内をよく読んで、入居希望宿舎の希望順位を記して下さい。配置された場合必ず入居する宿舎のみお選びください。宿舎配置は先着順で行います。配置されない場合はご自身で手配する必要があります。*入居可能人数が限られていますので、少なくとも2つ以上の希望をつけることをお勧めします。	
Housing List (宿舎一覧) : https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/index.html	
(WOMEN)	
<input type="text" value="3"/>	SOPHIA SOSHIGAYA INTERNATIONAL HOUSE 祖師谷国際交流会館
<input type="text" value="4"/>	SOPHIA-ARRUPE INTERNATIONAL RESIDENCE 上智大学アルペ国際学生寮
<input type="text"/>	SOCIAL RESIDENCE HIGASHI-KOGANEI ソーシャルレジデンス東小金井
<input type="text"/>	KASAI INTERNATIONAL HOUSE 葛西インターナショナルハウス
<input type="text" value="1"/>	AZALEA HOUSE アゼリアハウス
<input type="text"/>	DK HOUSE TOKYO NERIMA DKハウス 東京・練馬
<input type="text" value="2"/>	DK HOUSE SHINKOIWA DKハウス 新小岩
<input type="text" value="5"/>	DK HOUSE MATSUJUDO DKハウス松戸

6. Finalize Application Documents Submission

After uploading all the required application documents through portal, applicants must press “Finalize Application Documents Submission” button to let us know that you completed online application.

After pressing the button, your Application Documents will be locked and sent to the pre-check & faculty review.

Notes: We will **NOT** start your application review until you finalize your documents.

7. Step 6: Certificate of Eligibility (CoE)

After pressing “Finalize Application Documents Submission” button, you will receive a contact from administrative law firm, which we are entrusted with, regarding the COE (Certificate of Eligibility) within approximately two weeks. Please follow the instructions of them.

Contact: Support Gyoseishoshi Law Firm (サポート行政書士法人) sophia-u.global@shigyo.co.jp

8. Step 7: Application Review and Acceptance Notice

If there are any problems or missing information on the documents, **we will contact you by email, therefore please check your email box regularly.** You can also check the required updates on the online application system.

Pre-Departure	
Submit Online Application :	Complete (2021/07/29)
	Received. Documents under review.
Application form	Complete Download
Letter of academic recommendation	Complete Download
Official academic transcript(s)	Incomplete 参照... ファイルが選択されていません。 Upload

Please give us a reply after receiving our email about missing information or incomplete documents.

After completing all the application materials, your application will be sent to the faculty's review. It will take 6-8 weeks for the review and acceptance notice will be sent to you via email once your application is accepted by the faculty.

After the acceptance notice is sent, a digital acceptance letter and supporting documents (ex. Academic Calendar, Visa instructions) will be available online.

Acceptance : Letter of Acceptance	Screening Complete (2021/07/29)
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9. Step 8: Arrival Information

After receiving the CoE, you can apply VISA and book flight ticket.

Then we will ask you to submit arrival information online.

Acceptance : Letter of Acceptance	Screening Complete (2021/07/29)
Submit Arrival Form :	Incomplete (Deadline: 2019/08/18)

Click “Arrival Form” and fill in all the required information.

ARRIVAL INFORMATION 到着情報

Arrival Date to Japan 到着日*

Arrival Time to Japan 到着時刻*
(in JAPAN TIME, e.g. 14:10)

Flight number of Final Flight to Japan フライト番号*
e.g. UA837

Flight Number of ALL Connecting Flight(If any) 経由便
e.g. UA755→UA837

Final Departure Airport to Japan 最終出発空港*
e.g. San Francisco,SFO

Arrival Airport in Japan 到着空港*
Narita/Haneda/Others(Airport Meeting Service is available only at
Narita or Haneda Airport.)

Contact Information in Japan 日本での連絡先

Address 住所

Phone# 電話番号

[Save](#)

10. Contact

If you have any questions or problems about the application procedure, please refer to our Web page.

You can also contact us using the email address below:

Sophia University, Center for Global Education and Discovery
7-1, Kioi-cho, Chiyoda-ku, Tokyo, Japan, 102-8554 Tel: +81-3-3238-3521
Email: inbound-co@sophia.ac.jp