

Sophia University Exchange Program

Guide for Online Application Portal for Students

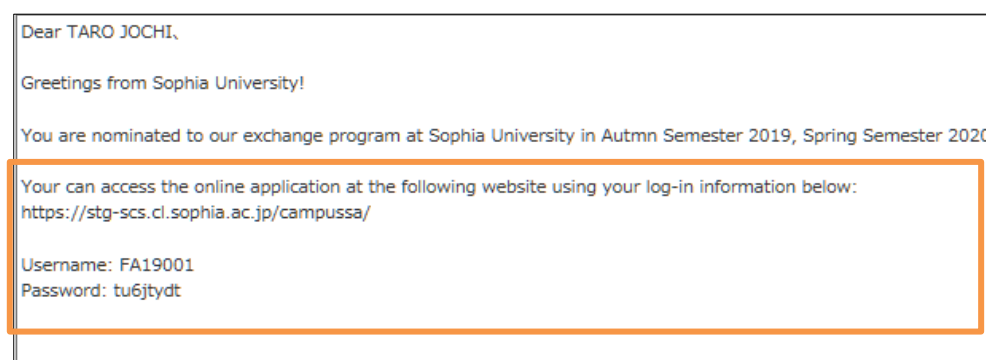
IMPORTANT

Log-in account, password and URL for online application portal will be sent to each student via email once the online nomination is completed by the home university.

After receiving the email, please complete online application following the instructions below.

Step 0: Receiving an Email for Online Application

After the nomination from your home university is complete, online application information will be sent to you.



Step 1: Log-in

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



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

Pre-Departure	
Submit Online Application :	Incomplete (Deadline: 2019/04/10)
Submit Required Documents :	Incomplete (Deadline: 2019/04/10)
Submit Immigration Information :	Incomplete (Deadline: 2019/04/10) <input type="button" value="参照..."/> <input type="button" value="Upload"/>
Submit Housing Application :	Incomplete (Deadline: 2019/04/10)

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

PERSONAL INFORMATION	
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"/>

Please do not forget your password!!

Step 2: Complete Application Information

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

Sophia University

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](#).

Pre-Departure

Submit Online Application :	Incomplete (Deadline: 2019/04/10)
Submit Required Documents :	Incomplete (Deadline: 2019/04/10)
Submit Immigration Information :	Incomplete (Deadline: 2019/04/10) <input type="text"/> 参照... Upload
Submit Housing Application :	Incomplete (Deadline: 2019/04/10)

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

Online Application

Sophia University
Autmn Semester 2019 - Spring Semester 2020
Online Application

1. PERSONAL INFORMATION
*This question requires an answer

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

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

NAME IN ENGLISH Spelling and order of names must be exactly as shown at the bottom of the photo page of your passport. (e.g. For P>JPNJOCHI>>SOPHIKO>JANE>>>>>>>>>, the last name is JOCHI, first name is SOPHIKO and middle name is JANE.)

Name in Alphabet アルファベット氏名
Your name will be automatically converted to capital letters. 入力した氏名は大文字に自動変換されます。

Last(姓)*

First(名)*

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

If you are an undergraduate English-speaking student and 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,”

Online Application

Sophia University
Autmn Semester 2019 - Spring Semester 2020
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 course code and title. You can search for course details using the syllabus inquiry.

Autmn Semester 2019 Syllabus シラバス

Course Code	Course Title
AJPN111	Japanese 1
RPH341	Japanese Religions

Spring Semester 2020 Syllabus シラバス

Course Code	Course Title
AJPN112	Japanese 2
IBE306	Management Accounting

On the confirmation page, you can preview the information you have filled in. Please check the list of required documents and agree to the promise.

8. APPLICATION CHECKLIST

Autumn Semester 2019 Exchange Program Application Check List

- Application form (printed after online submission)
- 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 (For applicants to departments/ graduate programs taught in Japanese)
- Certificate of Health (form provided)
- 3 color photographs (length 4cm × width 3cm *exact size)
- Photo copy of your passport (and visa, if you have any)

Promise 誓約

an applicant for admission to Sophia University, hereby promise to obey the laws of Japan and the regulations laid down by the government for the conduct of students coming from abroad. I am fully aware that a serious violation of these laws and regulations may be followed by expulsion from the University and deportation from the country.

During my study abroad, I promise to take credits by semester according to the criteria of Sophia University and to finish the final examinations. In particular, I promise not to abandon my studies in the middle of a semester for any reason nor will I ever ask for special arrangements at Sophia University, such as early scheduling of examinations, in order to return to my country earlier than the academic calendar permits.

Upon completion of the exchange studies, I give Sophia the right to release my academic transcript to the home institution.

Finally, I do not hold the school responsible for my personal conduct or for my personal debts or fines imposed upon me for violations of laws.

ここに、日本政府の制定した外国人留学生としての行いに関する法令に従うことを誓います。これらの法令に違反することは大学からの除籍および日本国からの追放になることを承知しています。留学中は、上智大学の基準に従って学期毎に単位を取得し、期末試験を終了することを誓約いたします。いかなる理由においても学期の途中で転学を放棄したり、学期終了前に帰国するために上智大学での試験日程の繰上げなど特別な配慮を求めるようなことはいたしません。

また、交換留学期間終了後に上智大学が私の母校へ成績を送付することを認めます。

最後に、借金、罰金、法令違反などの指摘行為についての責任を大学に負わせることはいたしません。

I hereby promise. 誓約します

When you click "Print", a PDF file "OnlineApplication.pdf" is created. You can open and save the file, so please print the pdf file and send it to Sophia University together with other required documents.

Printをクリックすると、OnlineApplication.pdfというPDFファイルが生成されます。このフォームを印刷して、他の必要書類と一緒に上智大学に郵送してください。

< Previous Page

Print

Submit >

When you click "Print," a file named "OnlineApplication.pdf" (2 pages) is created in PDF. After printing the file, attach a digital photo on the first page in the designated box, and send a scanned copy to Sophia University via email together with other required documents.

Academic Year 2019 (Application Period: March 01 - April 10, 2019)		上智大学 Sophia University	
APPLICATION FORM FOR EXCHANGE PROGRAM (交換留学者申請書)			
Name of applicant to study abroad 留学希望する者の名前		Autumn Semester 2019 and Spring Semester 2020	
Program プログラム		English-Taught Program 英語授課	
Department / Graduate Program 学部・専攻		Undergraduate 学部 DEPARTMENT OF LIBERAL ARTS	
Name in Alphabet カタカナ/アルファベット氏名		JOCHI TARO	
Name in Kanji 漢字氏名		上智 太郎	
Name in Latin カタカナ/ラテン氏名		Name in HIRAGANA カタカナ氏名	
Sex 性別		F	
Country of Citizenship 国籍		Nationality 1: <input checked="" type="checkbox"/> JAPAN Nationality 2: <input type="checkbox"/> BRAZIL	
Birth Place 出生地		Tokyo City 市 Country 国 JAPAN	
Home University 出身大学		Universite d'Abomey-Calavi 国立大学 Business	
Expected Graduation 卒業見込年月		05 2020 Degree to be awarded 取得見込学位	
Health Conditions 病状/身体状況		None	
Exchange Language Study Background 日本語学習経歴		Yes	
List of Courses You Expect to Take at Sophia 上智大学で履修を希望する科目を列挙して下さい			
Autumn Semester 2019		Spring Semester 2020	
Course Code	Course Title	Course Code	Course Title
APN111	Japanese 1	APN112	Japanese 2
BPH241	Japanese Religions	ENR206	Management Accounting

Academic Purpose 留学目的

Through living abroad, I broadened my horizons and learned more about other cultures and lifestyles. I also learned German language and acquainted myself with health care system in Germany. Therefore, I consider this as an enriching experience both personally and professionally which has incited me to further develop my skills and knowledge. I am especially interested to continue my studies in Health Science as my interests in mental health care field research. After graduating from this master I want to pursue a PhD in the field of the Health Sciences. For example, I am very interested in the NOCTIP method and other neuroprotective methods at the mentioned before. I am convinced that studying a Master in Public Health at Teikyo University will provide me the knowledge and skills I will need as a researcher. And I am sure that I will be successful in this program and maintain the high standards of your university. Thank you for considering my request.

Chairman カワト 野田

Promise 誓約

an applicant for admission to Sophia University, hereby promise to obey the laws of Japan and the regulations laid down by the government for the conduct of students coming from abroad. I am fully aware that a serious violation of these laws and regulations may be followed by expulsion from the University and deportation from the country. During my study abroad, I promise to take credits by semester according to the criteria of Sophia University and to finish the final examinations. In particular, I promise not to abandon my studies in the middle of a semester for any reason nor will I ever ask for special arrangements at Sophia University, such as early scheduling of examinations, in order to return to my country earlier than the academic calendar permits. Upon completion of the exchange studies, I give Sophia the right to release my academic transcript to the home institution. Finally, I do not hold the school responsible for my personal conduct or for my personal debts or fines imposed upon me for violations of laws.

上智大学に留学を志願する私、上智 太郎 は、

ここに、日本政府の制定した外国人留学生としての行いに関する法令に従うことを誓います。これらの法令に違反することは大学からの除籍および日本国からの追放になることを承知しています。留学中は、上智大学の基準に従って学期毎に単位を取得し、期末試験を終了することを誓約いたします。いかなる理由においても学期の途中で転学を放棄したり、学期終了前に帰国するために上智大学での試験日程の繰上げなど特別な配慮を求めるようなことはいたしません。

また、交換留学期間終了後に上智大学が私の母校へ成績を送付することを認めます。

最後に、借金、罰金、法令違反などの指摘行為についての責任を大学に負わせることはいたしません。

Applicant's name
送着者氏名

Date (YYYY/MM/DD)
日付(年/月/日)

2018/11/28

After printing the application file, please click “Submit” to complete online application form.



DO NOT FORGET TO CLICK “SUBMIT!!”

You can download and print the application form in pdf after submission from the top page “Study Abroad Progress.” If you would like to review the submitted application information or print the application form, please click the “Online Application.”

A screenshot of a web dashboard titled 'Study Abroad Progress'. It features a teal header with a user icon and the title. Below the header, it says 'Hello!' and 'Check the progress of your study abroad at SOPHIA below:'. A grey bar contains the text: 'Before you start your application, please read all the application information on our web page [here](#).' Below this is a section titled 'Pre-Departure' with a table of application status.

Item	Status
Submit Online Application :	Complete (2018/11/26)
Submit Required Documents :	Incomplete (Deadline: 2019/04/10)
Submit Immigration Information :	Incomplete (Deadline: 2019/04/10)

Step 3: Application for Certificate of Eligibility (*online submission)

Download the Certificate of Eligibility (CoE) application form from “Documents” and fill in all required information.

A screenshot of a 'Documents' section showing a list of files. The file 'CoE Application Form Spring2019.xlsx' is highlighted with an orange border.

Document Name	Download Link
00.Details about Application Materials.pdf	00.Details about Application Materials.pdf
01.Recommendation Letter Form.pdf	01.Recommendation Letter Form.pdf
01.Recommendation Letter Form.xlsx	01.Recommendation Letter Form.xlsx
02.Certificate of Health.pdf	02.Certificate of Health.pdf
CoE Application Form Spring2019.xlsx	CoE Application Form Spring2019.xlsx
(Sample)CoE_Application_Form_Spring2019.xlsx	(Sample)CoE_Application_Form_Spring2019.xlsx
Calendar&Arrival Spring 2019.pdf	Calendar&Arrival Spring 2019.pdf

Please upload the completed CoE application form to “Submit Immigration 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](#).

Pre-Departure

Submit Online Application :	Incomplete (Deadline: 2019/04/10)
Submit Required Documents :	Incomplete (Deadline: 2019/04/10)
Submit Immigration Information :	Incomplete (Deadline: 2019/04/10) <input type="text"/> 参照... Upload
Submit Housing Application :	Incomplete (Deadline: 2019/04/10)

Step 4: Housing Application (*online submission)

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

Click the “Housing Application.”

Pre-Departure

Submit Online Application :	Incomplete (Deadline: 2019/04/10)
Submit Required Documents :	Incomplete (Deadline: 2019/04/10)
Submit Immigration Information :	Incomplete (Deadline: 2019/04/10) <input type="text"/> 参照... Upload
Submit Housing Application :	Incomplete (Deadline: 2019/04/10)

If you have chosen “Sophia Associated Housings,” please number the housings in the order of your preference on the second page.

Housing Application Form

Sophia University
Autmn Semester 2019 - Spring Semester 2020
Housing Application Form

*This question requires an answer.

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 宿舎斡旋*

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

SOPHIA Associated Housings 上智大学の寮
 SELF Arrangement 自己手配

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 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 関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 MATSUDO DKハウス松戸

Step 5: Send Scanned Copies of Application Materials

After submitting online application, **applicants are required to send scanned copies of all application documents by e-mail to "inbound-co@sophia.ac.jp" with the title "Application for Exchange Program (Home Institution/ Your Name).**

We will check all the documents and give feedback for each student in order to advise about missing information and documents so that they can correct and complete application documents.

List of Documents to be Submitted

- (1) Application form (2 pages to be downloaded in PDF after online submission)
 - *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.
- (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) Valid IELTS/ TOEIC/ TOEFL (ITP or iBT) results for English-taught program

applicants

(6) JLPT test report (N1) for Japanese-taught program applicants

(7) Certificate of health (form provided)

(8) Digital color photo (length 4cm × width 3cm *exact size)


(9) Photocopy of passport

Notes:

- All application forms are available online to be downloaded.
- Documents printed in a language other than English or Japanese have to be translated into English or Japanese and certified by the home institution.
- Application documents will not be returned to the applicant after submission.

Step 6: Application Review and Acceptance Notice

We will send confirmation email to home university and/ or students after checking all application materials. 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.

 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](#).

Pre-Departure	
Submit Online Application :	Complete (2018/11/26)
Submit Required Documents :	Incomplete (Deadline: 2019/04/10) Missing Docs: • Photo copy of your passport • TOEFL/ IELTS(Academic)/ TOEIC test report
Submit Immigration Information :	Complete (2018/11/26) <input type="button" value="Download"/>
Submit Housing Application :	Incomplete (Deadline: 2019/04/10)
Acceptance Letter :	Screening Complete (2018/11/28)
Submit Arrival Form :	Resubmit (Deadline: 2019/08/18)

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 a few 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.

Pre-Departure:	
Submit Online Application :	Complete (2019/09/26)
Submit Required Documents : 日本語はこちら	Complete (2019/11/13)
Submit Immigration Information : Upload CoE Application form (excel file)	Complete (2019/10/26) <input type="button" value="Download"/>
Submit Housing Application :	Complete (2019/10/26)
Acceptance : Letter of Acceptance	Screening Complete (2019/12/05)
Arrival Form :	Not Available (Deadline: 2020/02/18) (Available after: 2020/01/27)
Documents	
Calendar&Arrival Spring 2020.pdf	Academic schedule and arrival information
Visa Instruction.pdf	Visa Instructions
Course Registration and Obligation.pdf	
FactSheet(Sophia).pdf	Basic Information of Sophia Exchange Program

An Acceptance Package including the official acceptance letter and Certificate of Eligibility (CoE) will be sent to your home university by post mail in the end of July for Autumn entrance or in early February for Spring entrance.

Step 7: Arrival Information (*online submission)

After receiving the acceptance package, you can submit arrival information online.

Pre-Departure	
Submit Online Application :	Complete (2018/11/28)
Submit Required Documents :	Complete (2018/11/23)
Submit Immigration Information :	Complete (2018/11/28) <input type="button" value="Download"/>
Submit Housing Application :	Complete (2018/11/28)
Acceptance Letter :	Screening Complete (2018/11/28)
Submit Arrival Form :	Incomplete (Deadline: 2019/08/18)

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

Airport Meeting Service 空港送迎サービス希望*	
<input type="radio"/> Apply 希望する <input type="radio"/> NOT apply 希望しない	
ARRIVAL INFORMATION 到着情報	
*Arrival Date and Time at the Dormitory Required for those who arranged housing through Sophia and will directly go to the dormitory by your own. Please indicate the arrival DATE and TIME to THE DORMITORY.	
Arrival Date to Japan 到着日*	<input type="text"/>
Arrival Time to Japan 到着時刻* (in JAPAN TIME, e.g. 14:10)	<input type="text"/>
Flight number or Final Flight to Japan フライト番号* e.g. UA837	<input type="text"/>
Flight Number of ALL Connecting Flight(If any) 経由便 e.g. UA755→UA837	<input type="text"/>
Final Depature Airport to Japan 最終出発空港* e.g. San Francisco,SFO	<input type="text"/>
Arrival Airport in Japan 到着空港 Narita/Haneda/Others(Airport Meeting Service is available only at Narita or Haneda Airport.)	<input type="text"/>
Arrival Date to Dormitory 寮到着日	<input type="text"/>

Notes:

Airport pick-up service is available for:

- (1) Those who have made the accommodation arrangement through Sophia.
- (2) Those who have completed and requested pick-up service on the arrival form by deadline.
- (3) Those who will arrive at Narita/Haneda airport on the designated arrival date.
- (4) Those who choose a flight scheduled to arrive in Narita/Haneda between designated arrival time (9:00 AM to 4:00 PM).

Contact

If you have any questions or problems about the application procedure, please feel free to 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