

## Partner Institute Guide for Online Nomination / Application portal Sophia University Exchange Program

### IMPORTANT

Log-in account, password and URL for online nomination portal will be sent to each coordinator at our partner universities via email once the online nomination period is open.

After receiving the email, please nominate your students following the instructions below.

### Step 1

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

Partner Portal

上智大学  
SOPHIA UNIVERSITY

UNIVERSITAS SEDIS SAPIENTIAE  
SOPHIA

Login ID:

Password:

LOGIN

This system is designed to work with the following browsers:

- Internet Explorer 8.0 or above
- Mozilla Firefox
- Safari
- Google Chrome

If you experience problems with your browser, please try upgrading to one of the above browsers.

### Step 2

Click “Outbound (Sending to Sophia).”

**Sophia University**

TOP MENU   Outbound (Sending to Sophia)   Inbound (Receiving from Sophia)

**Study Abroad Progress**

Welcome to the Study Abroad Progress page for Universite d'Abomey-Calavi.  
 To nominate students to study abroad at Sophia, please click [here](#), or use the "Nomination" link at the top.  
 Below is a list of students from **Universite d'Abomey-Calavi** who are applying to study at Sophia, are currently enrolled here, or used to be enrolled here.

Please click a student's name to see the Study Abroad Progress screen he/she sees when applying for and studying abroad at Sophia.

### Step 3

Choose the semester you would like to nominate students from the pull-down list and click "NEW."

**Sophia University**

TOP MENU   Nomination

**Nomination**

You have nominated 0 students to study abroad in  .  
 Please click the "New" button to add more students.

If you make a mistake on your online nomination form, please contact the Center for Global Education and Discovery ([su\\_inbound@cl.sophia.ac.jp](mailto:su_inbound@cl.sophia.ac.jp)).  
 Please do not click the "New" button to re-submit or update a previous nomination.

| Name | Sex | Date of Birth | Status | Sent Date | Receipt | Receipt Date | Command |
|------|-----|---------------|--------|-----------|---------|--------------|---------|
|------|-----|---------------|--------|-----------|---------|--------------|---------|

## Step 4

Complete all the information and click “Submit.”

Before submitting the nomination, you could temporarily save the information and check for errors by clicking on “Save & Error Check.”

### Nomination

\*This question requires an answer.

Autmn Semester 2019 ▼

|                 | Period                 | Final Exams    | Transcript Issuance |
|-----------------|------------------------|----------------|---------------------|
| Spring Semester | April 1 - September 20 | end of July    | mid September       |
| Autumn Semester | September 21 -March 31 | end of January | late March          |

Regarding contact person:

Institution

Outbound Coordinator \* Maki Hayasaka

Outbound Coordinator E-mail \* su\_inbound@cl.sophia.ac.jp

Outbound Coordinator Phone number \* +81-3-3238-3521

Middle Name

Last Name (Surname) \* JOCHI

Student E-mail \* su\_inbound@cl.sophia.ac.jp

Sex \*  M  F

Date of Birth \* 1996/10/16

Starting Term \*  FA2019

Enrollment Duration \*  FA2019  SP2020

Please carefully review the details above then click Submit to send the nomination to Sophia.

Save & Error Check Submit

Once you have completed this online nomination, the student will receive an email with the link to log-in the application portal.

If students do not receive the email within 3 business days from our office, please let us know.

## Step 5

Students are required to complete the online application form. After completing online application form, the following materials are required to be uploaded through online portal.

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application\\_info/application\\_materials/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/)

## List of Documents to be Submitted

(1) Application form (2 pages to be downloaded in PDF after online submission)

- (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) Proof of English Language Proficiency
- (6) Proof of Japanese Language Proficiency
- (7) Certificate of health (form provided)
- (8) Digital color photo
- (9) Photocopy of passport
- (10) Essay explaining motivation and academic background for GPGS courses
- (11) CoE application form
- (12) Housing application

After receiving their documents, 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.

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.