Sophia University

Center for Global Education and Discovery

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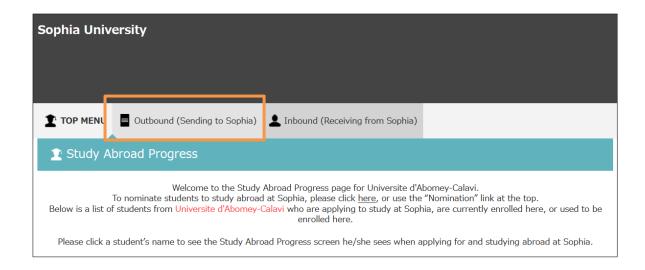## Sophia University Exchange Program

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

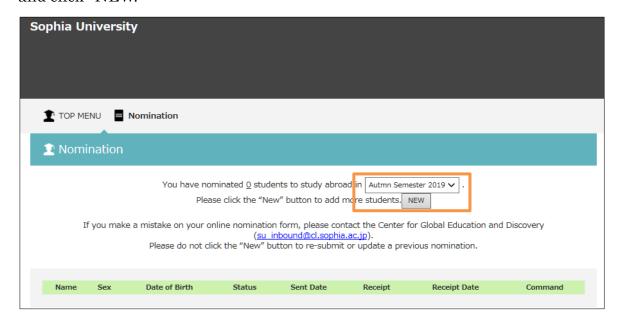Go to the designated URL and log-in with ID and password sent via email.

Step 2

Click "Outbound (Sending to Sophia)."

Step 3
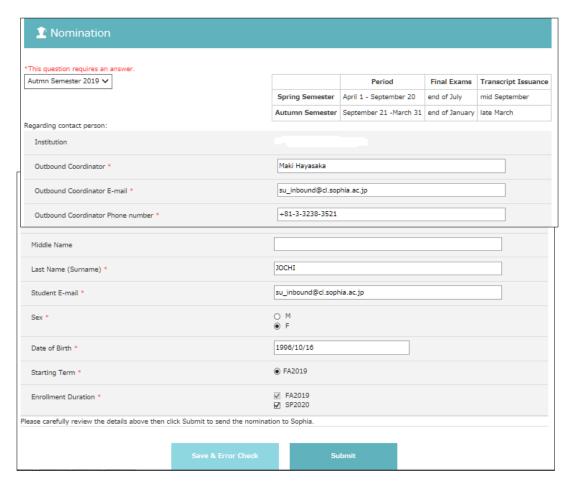
Choose the semester you would like to nominate students from the pull-down list and click "NEW."

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."

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/

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.