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 Restrictions and obligation of the Sophia's Exchange Program

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

Please refer to the obligation.

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 name of the courses and those registration code, for you need to fill out that information in 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

#	Title	Contents
1	Department & Courses	Exchange students must choose courses mainly from the department/graduate program that he/she applies (except Japanese language courses). It may be difficult to take courses offered by departments other than you are enrolled in. In principle, students are expected to choose courses offered by the department/ graduate programs they have applied.
2	Graduate Course	Students applying for the undergraduate level programs or GJP (German-Japanese exchange program) cannot choose courses of code starting from "M", or "D" which are graduate level courses.
3	Course Offerings	Some courses in the bulletin may not be offered every year. Actual course schedule is posted in March each year. The syllabus for each academic year (April- March) will be released in March of previous academic year. Please choose courses from the current course information at the time of application. The courses offered in the previous year may not be offered in the semester you will be attending, but courses can be fixed during course registration period after arriving at Sophia, so you need not to worry about that.
4	JLP (Japanese Language Program)	● Japanese language courses are not mandatory for exchange students. ● For those who wish to take Intensive Japanese; since the Intensive Japanese is a very demanding course, we usually recommend students to take no more than two courses besides Intensive Japanese.

5	Closed Courses	Some Courses are NOT open to exchange students.
		- FLA core courses (Academic English Skills, English Composition, Public Speaking, Thinking Process) - FST laboratory classes - GPGS compulsory courses - Language courses (except Japanese) - Seminars - 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".
6	Maximum credit	20 credits for Faculty of Liberal Arts 12 credits for Graduate Program in Global Studies (GPGS)
7	Minimum class hour	Students should register for more than 10 hours (600 minutes) of class work per week (1 hour being 60 minutes) in order to qualify for a "College Student" visa status. Regardless of visa status, exchange students must register and complete more than 10 clock hours of courses (600 minutes) per week in order to maintain their exchange student status at Sophia. To fulfill this requirement, attending at least 6 periods (100 minutes constitute one period) every week is necessary.
8	Possible registration example (Credit and Class hour)	For your reference, the following examples of course registration fulfill the minimum class hour requirement for exchange students. Example A: JLP intensive truck only Example A': JLP intensive truck + 1 courses Example B: JLP normal truck + 1 courses Example C: 3 FLA courses Example C': 6 courses of 2 credits
9	LAP	LAP students are strongly recommended to choose the Comparative Studies courses of Japan and Latin America: "Comparative Literature of Japan and Latin America" (Spanish, Spring only) or "Seminar (Brazilians in Japan: Education and Social Conditions) " (Portuguese, Spring and Autumn).
10	SAIMS	SAIMS students must choose at least one of the following courses: "Conservation", "Sustainable Development", or "Environmental Science".
11	German-Japanese Exchange	German-Japanese exchange applicants from German institutions must choose at least one course from the provided course list of the applying department.

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 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.

Dear TARO JOCHI、

Greetings from Sophia University!

You are nominated to our exchange program at Sophia University in Autmn Semester 2019, Spring Semester 2020:

Your can access the online application at the following website using your log-in information below:
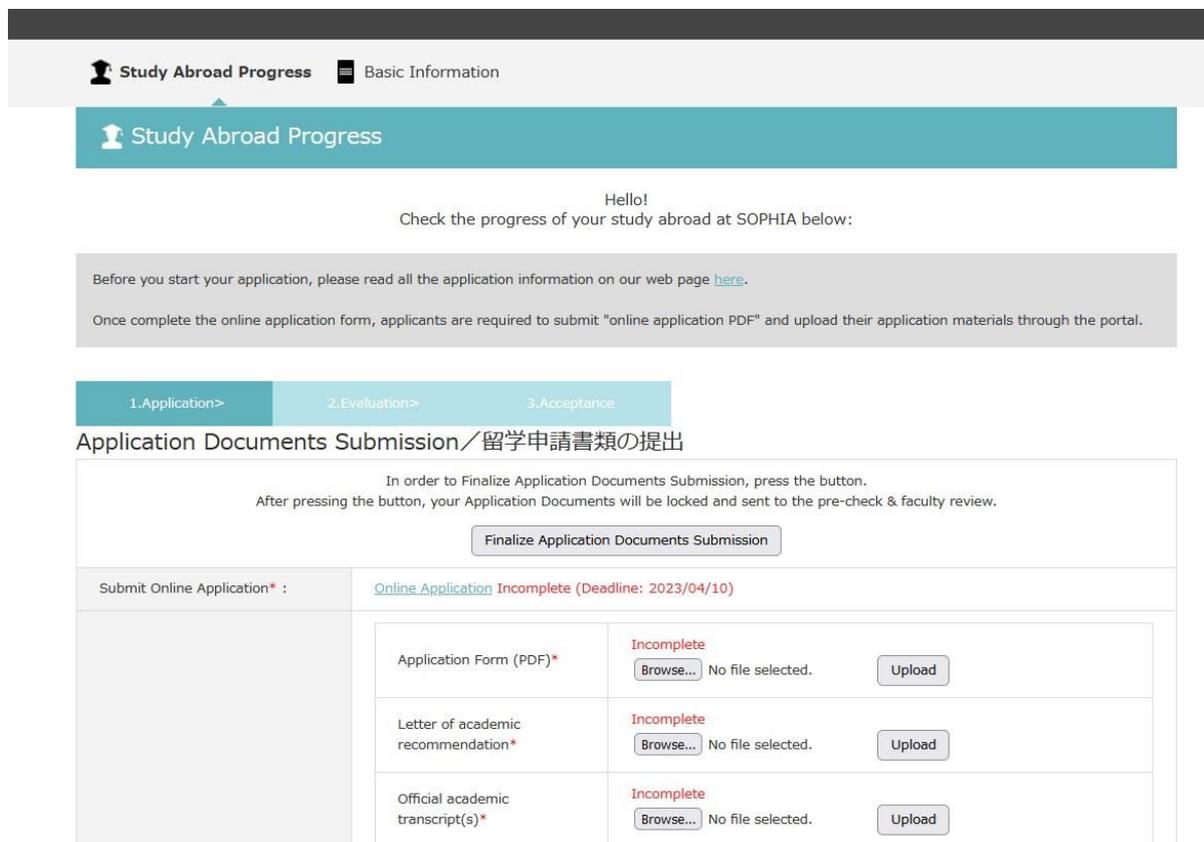https://   scs.cl.sophia.ac.jp/campussa/

Username: FA19001
Password:

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.

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

Please do not forget your 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."

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.

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.

3.3 Confirmation and creating an Application PDF

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

When you click "Print", a PDF file "OnlineApplication.pdf" is created. You can open and save the file. Please upload the PDF file through the portal 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。このフォームを他の必要書類と一緒にポータル上でアップロードしてください。

| < Previous Page | Print | Submit > |

When you click "Print," a file named "OnlineApplication.pdf" (2 pages) is downloaded in PDF, which must be submitted through the application portal together with other required documents.

3.4 Complete the Application Form
To complete the online application form, click "Submit".

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DO NOT FORGET TO CLICK "SUBMIT!!"

3.5 Uploading the created Application PDF

You can download 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 download the application form, please click the "Online Application."

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/

There are provided form for Some Documents (Recommendation Letter, Certificate of Health and Certificate of Eligibility application) on "Documents" area in Sophia Go Global Portal.

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."

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

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: Application Review and Acceptance Notice

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

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 4-6 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.

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.

8. Step 7: 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.

9. Contact

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

You can also contact us using the email address below:

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Email: inbound-co@sophia.ac.jp