

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) | <ul style="list-style-type: none">● 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. <ul style="list-style-type: none"> ● 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 | <ul style="list-style-type: none"> ● 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 Autumn Semester 2019, Spring Semester 2020.

You can access the online application at the following website using your log-in information below:

<https://scs.cl.sophia.ac.jp/campus/>

Username: FA19001

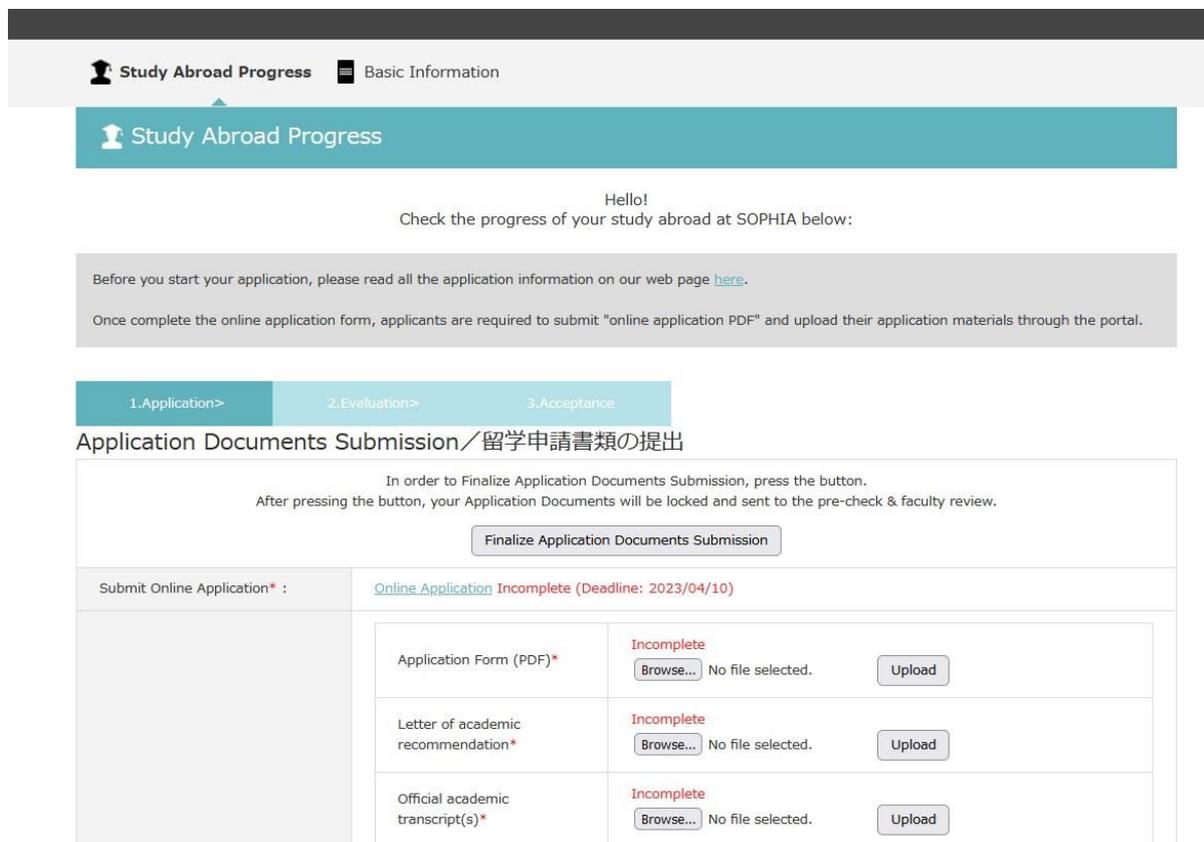
Password:

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.



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 application materials through the portal.

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 & faculty review.

Finalize Application Documents Submission

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

| | | |
|------------------------------------|---|--------|
| Application Form (PDF)* | Incomplete Browse... No file selected. | Upload |
| Letter of academic recommendation* | Incomplete Browse... No file selected. | Upload |
| Official academic transcript(s)* | Incomplete Browse... No file selected. | Upload |

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

Please do not forget your password!!

The screenshot shows the Sophia University application form interface. At the top, there is a dark header with the text "Sophia University". Below the header, there is a navigation bar with two tabs: "Study Abroad Progress" and "Basic Information". The "Basic Information" tab is highlighted with an orange box. Below the navigation bar, there is a teal header with the text "Basic Information". The main content area is titled "PERSONAL INFORMATION" and contains a table with 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"/> |

The password change section, including the "Current Password", "New Password", and "New Password (Confirm)" fields, is highlighted with an orange box.

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.

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 creating an Application PDF

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: Corrections Required (Please make the required corrections as informed by email and resubmit)

Spring Semester 2024 Exchange Program Application Check List*

Documents to be submitted

- *Application form (downloaded after completing online application form via portal)
- 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 x 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)
- Application for Certificate of Eligibility (CoE)
- *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）等を守り守ります。「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。

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.”

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 application materials through the portal.

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 & faculty review.

Finalize Application Documents Submission

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

| | | | |
|--|------------------------------------|---|--------|
| | Application Form (PDF)* | Incomplete Browse... No file selected. | Upload |
| | Letter of academic recommendation* | Incomplete Browse... No file selected. | Upload |
| | Official academic transcript(s)* | Incomplete Browse... No file selected. | Upload |

Application PDF created in Online Application Form

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/

Pre-Departure

Submit [Online Application](#) : Complete (2021/07/29)

Incomplete (Deadline: 2019/04/10)

| | | |
|--|------------------------------------|--------|
| Application form | Incomplete 参照... ファイルが選択されていません | Upload |
| Letter of academic recommendation | Incomplete 参照... ファイルが選択されていません | Upload |
| Official academic transcript(s) | Incomplete 参照... ファイルが選択されていません | Upload |
| List of Courses Currently Enrolled | Incomplete 参照... ファイルが選択されていません | Upload |
| TOEFL/ IELTS(Academic)/ TOEIC test report | Incomplete 参照... ファイルが選択されていません | Upload |
| JLPT N1 test report | Incomplete 参照... ファイルが選択されていません | Upload |
| Certificate of Health | Incomplete 参照... ファイルが選択されていません | Upload |
| Digital color photographs (length 4cm × width 3cm *exact size) | Incomplete 参照... ファイルが選択されていません | Upload |
| Photo copy of your passport | Incomplete 参照... ファイルが選択されていません | Upload |
| for GPGS (Graduate Program in Global Studies) applicants; Essay explaining motivation and academic background for GPGS courses | Incomplete 参照... ファイルが選択されていません | Upload |

Submit [Required Documents](#) : 日本語は[こちら](#)

After choosing the documents, click “upload”

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.

Documents

| | |
|--|--|
| 00.Details about Application Materials.pdf | |
| 01.Recommendation Letter Form.pdf | |
| 01.Recommendation Letter Form.xlsx | |
| 02.Certificate of Health.pdf | |
| CoE Application Form Spring2019.xlsx | |
| (Sample)CoE Application Form Spring2019.xlsx | |
| Calendar&Arrival Spring 2019.pdf | |

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) |
|--|-----------------------------------|

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 宿舎紛旋* | | | |
| 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 | | | |
| <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。配属された場合必ず入居する宿舎のみお選びください。宿舎配属は先着順で行います。配属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 MATSUDO 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: 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 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.

| | |
|---|---------------------------------|
| Acceptance : Letter of Acceptance | Screening Complete (2021/07/29) |
|---|---------------------------------|

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.

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*

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

Flight number or 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.)

Arrival Date to Dormitory 寮到着日

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:

p

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