

Sophia University Tuition Support Scholarship Application Procedures

Academic Year 2023

【Application Period】

Monday, May 8 - Monday, May 29, 2023

I . Sophia University Tuition Support Scholarship

Sophia University Tuition Support Scholarship is intended to provide partial or total support for the tuition fee of students experiencing financial hardship that makes it difficult to continue their studies despite tremendous motivation. Students **do not need to repay** the scholarship.

II . Scholarship amount

The amount is equivalent to the full, half, or one-third of the tuition.

(There is a maximum limit for the FLA students who entered the university in 2019 or before. See the FAQ for details.)

III . Eligible students and scholarship period

◆ Eligible students

Those who meet the two conditions:

- Students of Japanese nationality or foreign nationality with a visa status **other than** “College Student.”
- All students who are currently enrolled in the university or studying abroad (Exchange/General) in the Spring Semester 2023.

*All students refer to Undergraduate Students/Graduate Students (including Law School Students) and the Course of Midwifery Students.

*Continuing students who start studying beyond the minimum required residence term starting Spring Semester 2023 are eligible.

*Students who will complete the standard residence requirement in March 2023 or receive a reduction for the remaining 12 credits or a reduction for the thesis are not eligible.

◆ Scholarship period

Academic Year 2023 (April 2023 - March 2024)

IV. Application period and application method

【Application Period】

Monday, May 8 - Monday, May 29, 2023

【Application Method】

① Submission at the Center Student Affairs, Counter No. ⑩

Office Hours: 10:00-11:30 12:30-15:30 *We cannot accept outside our office hours.

② Submission by postal mail *It must be postmarked by the deadline.

Address: 7-1 Kioi-cho, Chiyoda-ku, Tokyo, 102-8554
Center for Student Affairs, Sophia University

*Please write as follows in red on the envelope:

“Sophia University Tuition Support Scholarship Application Documents”

*Please send the documents to the office using traceable services such as registered mail (簡易書留) or Letter Pack.

*Students residing outside of Japan can apply via email.

E-mail: scholarship-co@sophia.ac.jp

*As for students studying abroad, we accept submissions by their parents on behalf of applicants.

IV. Selection process

① Check application procedures

Check the application procedures and documents on Loyola and our website.



② Submit application documents

Prepare application documents listed on this guideline. After that, ensure that all the documents are correctly prepared using the checklist.

Application Period: Monday, May 8 - Monday, May 29, 2023



③ Screening

We will proceed with a selection based on application documents.



④ Submit a Scholarship Report (Not all applicants)

You may be asked to submit the report. The information will be notified through Loyola.



⑤ Announcement of the results

The scholarship results will be posted on Loyola in late September.

V . Application documents

① Report on Living Conditions (2 pages)

② Scholarship Application Form (1 page)

- **These documents must be typed.**
- If a third person fills out the application forms or makes any false statements, the scholarship application will be rejected.
- Applicant must state the reasons for applying for the scholarship, including your family finances and study motivation.
- Family Members:
 - Fill in your parents' name, regardless of separation or death. Please state the date and choose the reason from the box if your father or mother does not live together due to separation or death.
 - Fill in your grandparents' and siblings' names even if they do not live together unless they are financially independent.
- **Print in A4 size.**

③ Official transcript of records 【original】

2023 New Students

- Undergraduate New Students :
 - Students from high school in Japan → 調査書 showing Grade Average (評定平均値)
 - Students from high school in foreign countries → Transcript of records showing GPA
- Transfer/Second degree/Readmission Students: Transcript of records issued by the university that an applicant graduated from
- New Graduate Students: Transcript of records issued by the university that an applicant graduated from
- *Graduate students who graduated from Sophia University (Sophia Graduate School) will not be able to have an official transcript of records issued at the automated issuing machine. Please ask for it at the Center for Academic Affairs.

Current students

- Transcript of records printed at Loyola (**No screenshot**)
Loyola > grades > inquiry on registered courses and grades > all grades earned at Sophia > start file output

④ Certificates of income

Applicants must submit income certificates for **all family members who contribute financially to the household**. Certificates must be issued according to the income category.

All family members

All family members (excluding siblings or grandparents who are financially independent)

☐ Residence Certificate **【original】**

All family members including the applicant (excluding siblings attending schools)

☐ 2021 Taxation Certificate (Income Certificate) **【original】**

☐ 2021 Tax Exemption Certificate **【original】**

Siblings who enrolled in high school or university

☐ Enrollment Certificate **【original】**

【Certificates of income of father, mother, or spouse】

In addition to the above certificates, submit all documents applicable according to income earned from January to December 2021.

*No need to submit for family members who are deceased/separated, or financially independent. However, their income certificates are required if the applicant receives any financial support from other family members.

Self-employed (freelance etc.)

Self-employed/ real estate income/ freelance etc.

☐ 2021 income tax return (Table 1/Table 2) **【copy】**

If a business is closed in January 2021 or later

☐ 2021 income tax return (Table 1/Table 2) **【copy】**

In addition, please submit one of the followings:

☐ Certificate of business closure

☐ Notification of business closure

☐ Notification of private business commencement/ closure

④ Certificates of Income

Salary income

Company employee, part time worker, etc.

If they have been working since before January 2021

☐ 2021 Withholding Tax Certificate 【copy】

If they changed jobs after January 2021

☐ 2021 Withholding Tax Certificate 【copy】

☐ Resignation Certificate from a former workplace 【copy】

If they retired from work after January 2021

☐ 2021 Withholding Tax Certificate from a former company 【copy】

☐ Retirement certificate 【copy】

☐ Certificate of retirement payment (or Withholding Tax Certificate of retirement payment) 【copy】

If they receive wages for family employees

☐ 2021 Withholding Tax Certificate 【copy】

☐ 2021 Income Tax Return (Table 1/Table 2) 【copy】

Retirement income

(including surviving family pension/ disability pension/ worker's compensation pension)

If they have received a pension since before January 2021

☐ 2021 Withholding Tax Certificate 【copy】

☐ 2021 Income Tax Return (Table 1/Table 2) 【copy】

☐ Pension Payment Notice 【copy】

⇒ submit one of the above documents

If a pension amount has changed since January 2021

☐ 2021 Withholding Tax Certificate (before the change) 【copy】

☐ Notice of Revised Pension Amount 【copy】

If they have received a pension since January 2021

☐ 2021 Withholding Tax Certificate 【copy】

☐ Notice of Revised Pension Amount 【copy】

④ Certificates of Income

Miscellaneous
income/
remuneration



Fees for manuscript/ lecture/mentorship/agent etc.

☐ 2021 income tax return (Table 1/Table 2) 【copy】

Dividend



Stock dividend/investment trust dividend, etc.

☐ 2021 income tax return (Table 1/Table 2) 【copy】

Unemployment
insurance
benefits



If they receive unemployment insurance benefits

☐ Employment insurance eligible recipient certificate
【copy】

Public
assistance



If they receive public assistance from the government

☐ Public Assistance Commencement Notice 【copy】

Overseas
assignment



If they are outside of Japan.

☐ Proof of 2021 Income Documents 【copy】

⑤ Other certificates relevant to livelihood

Commuting
from outside
home



If you live away from your family

- ☐ Rental contract showing rent/contract period/tenant/address 【copy】

Students with
disability or
special need



If you have a family member with disability or special needs

- ☐ Disability Certificate 【copy】
- ☐ Nursing care insurance card 【copy】(if the member is of age 40 to 64, submit a copy of Health Insurance Card)

Long-term
care



If you have a family member who needs long-term care for over 6 months, and the annual medical cost exceeds 100,000 yen.

- ☐ Bill/Receipt of medical care and medication expenses for the past 6 months 【copy】
- ☐ Report on the prospective annual medical cost based on the receipt above 【free format】

Disaster/
Earthquake
Victims



If a natural disaster has damaged your house.

- ☐ Documents on the cost of the damage.
- ☐ Disaster Victim certificate 【copy】

All applicants
must submit
the Checklist



Submit all the necessary documents with the Checklist.

*** In the process of the scholarship selection, you may be asked to submit additional documents.**

⑥ Documents to be submitted

【Residence certificate 住民票】

original

- Submit the residence certificates for all the family members.
 - * This is not needed if your father or mother is deceased/separated or other family members are financially independent.
- The certificate must show the name of the head of the household and the relationship of family members to the head of household.
- The certificate must not show the *My Number*.
- The residence certificate must be submitted for family members who live separately unless they are dependent. A younger brother commuting to school from outside the home or a father who lives away from home due to a job assignment must submit it.
- The original certificate issued **within the past 3 months only**.

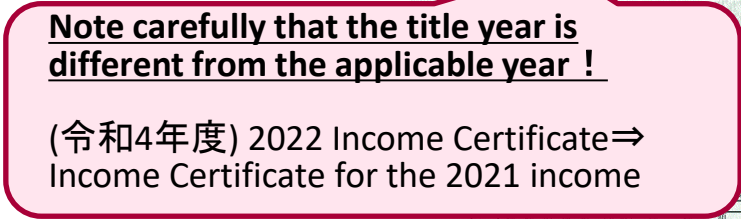
【Enrollment Certificate】

original

- The certificate must be submitted if you have siblings who attend senior high school or above. E.g., High school, vocational college, university, or graduate school
 - * For preparatory school students: Please submit a Certificate of Income.
- A copy of a student ID card is not accepted. Instead, please submit the original certificate issued by the school.
- The applicant's enrollment certificate is not required.
- The original certificate issued **within the past 3 months only**.

⑥ Documents to be submitted

Original



- The title of the certificate may vary by region.
- Certificates are required for **all family members** who share the same livelihood
 - * Married applicant must submit both you and your spouse's certificate.
 - * Not required for siblings who attend schools.
 - * If your financial sponsor had no income in that year, the certificates must show "0" as the amount of income.
- The original certificate issued **within the past 3 months only.**

⑥ Documents to be submitted

【Income Tax Return 確定申告書 (Table 1/Table 2)】

copy

- The certificate must be submitted if your financial sponsor is a self-employed or freelancer or received income from agriculture, real estate business, etc.
- Please submit the latest tax return if your financial sponsor filed an amended tax return.
- Please submit one of the following along with the tax return if they closed business in January 2021 or later:
 - Certificate of Business Closure
 - Notification of Business Closure
 - Notification of Private Business Commencement or Closure

【 Withholding Tax Certificate 源泉徴収票 】

copy

[illegible]

If they started working or retired in 2021, check that the date is shown.

- If there was a retirement or job change during the year, please submit the certificate showing the retirement/employment date.
- If there was a job change, it should be issued from both the former and the new employers. (A certificate from the former company is not required if the income earned from the former company is added to the certificate.
- If they are working at several places, you need to submit all the certificates issued by each company.
- If you do not have it, please request the company to reissue the certificate.

⑥ Documents to be submitted

【Pension Payment Notice/Notice of Revised Pension Amount】

copy

- The documents must be submitted if your father or mother receives Pension (e.g., Surviving Family Pension, Disability Pension, Workers Compensation Pension)
- If receiving benefits from several pension programs, submit all the documents.

【Employment Insurance Eligible Recipient Certificate】

copy

- Please submit the certificate that the following information is stated.

(Reasons for the separation, date of separation, the expiration date of benefits, the basic daily amount, or benefits period)

⑥ Documents to be submitted

【Public Assistance Commencement Notice】

copy

- Please submit a Changes to Public Assistance Notice if there were any changes to public assistance.
- The notice must show the amount of public assistance.

【Income Certificate of a person working overseas】

copy

- If the Income Certificate is not issued in Japan, submit a substitute document.
 - * If the certificates are issued in languages other than English or Japanese, attach a translation in English or Japanese.
- Please submit a document showing a current address if your financial sponsor has not been in Japan.

【Rental Contract of students commuting from outside home】

copy

- If the applicant commutes from outside his/her parents' home
 - Submit the contract that shows the rent, contract period, tenant name, and address.
- If the applicant lives with your friend in a share house
 - Submit the contract and a letter of explanation made by the room mate.
 - * It must describe the relationship with the person, the actual amount of rent, and the signature.
- If the applicant lives in a relative's house
 - Submit a letter of explanation made by the person
 - * It must describe the relationship with the person, the actual amount of rent, and signature.

⑦ Points to note for submitting the documents

- We will not receive any application after the deadline for any reason. If you have any questions or concerns regarding the application, consult the Center for Student Affairs in advance.
- Please be sure to check that all documents are correctly prepared by using the checklist. If any documents are missing or inadequate, it may cause adverse impact on the scholarship selection.
- Please be aware that submitted documents will not be returned. Make copies before you submit original documents.
- If the submitted documents contain any false or inaccurate information, the applicant will be disqualified from the application process and/or the scholarship will be cancelled.
- If any document is missing or inadequate, we will notify you by Email or phone. So, please be sure to reply to us. In case we cannot collect all the necessary documents needed for the selection, the application may be disqualified.

IV. FAQ (frequently asked questions)

Q1. What is the selection criteria for this scholarship?

⇒ The specific selection criteria (income criteria) are not disclosed. It is not likely to be awarded if your annual household income is approximately 7,000,000 yen for an employee or 4,000,000 yen for a self-employed person. However, the income above may not automatically disqualify you, as the scholarship will be awarded based on the applicant's financial situation.

Q2. My grades are not so good, can I apply for the scholarship?

⇒ This scholarship is intended to support students with financial difficulties who have strong motivation to study. Grades and family finances are specific criteria for the selection, but the motivation to study is also considered. Students with low grades can also apply for the scholarship, although it might affect the selection.

Q3. Is it possible to receive multiple scholarship all together?

⇒ You may receive other scholarships simultaneously unless it is a tuition reduction scholarship. In addition, you can concurrently receive other scholarships supporting living or research expenses.

For outside scholarship foundations, inquire at each foundation. You can receive the **JASSO** scholarship loans or the 修学支援新制度 concurrently.

If you were to be accepted for the two scholarships, the 修学支援新制度 would be applied. In case the amount of the tuition support scholarship is higher than the 修学支援新制度, we will make up the difference from the scholarship.

Q4. I am a foreign national, can I apply for the scholarship?

⇒ Foreign national students can apply for the scholarship if they have a visa status other than **“College Student.”**

i.e., Permanent resident/long-term resident/dependent/spouse

Students with a student visa can apply for scholarships for international students.

Please check Loyola for future information.

Q5. My parents have no income. Is it necessary to submit the Income Certificate?

⇒ Please check on p.10 of application procedures. Income Certificates (Tax Exemption Certificates) for all family members must be submitted even if they have no income. In addition, family members enrolled in senior high school or above must submit an Enrollment Certificate in place of the Income Certificate.

Q6. Can I submit the Withholding Tax Certificate (or the Income Tax Return) only?

⇒ You must submit both the Income Certificate and the Withholding Tax Certificate (or Income Tax Return). Please submit your parents' income certificate accordingly.

Q7. I am a working adult student and receive no financial support from my parents. Do I need to submit documents on my parents?

⇒ Those with work experience of more than half a year do not submit their parent's income certificate. You must submit your spouse's income certificate if you are married.

Q8. My residence registration is not where I actually live.

⇒ Please fill in the current address on the application documents and submit the residence certificate issued at the local municipal office where you registered your residence. Attach a memo if someone in your family listed on the certificate lives separately.

Q9. My family live overseas, and they have no residence certificates.

⇒ For school children/students, an Enrollment Certificate can replace the residence certificates. For parents and other family members, please submit official documents (income certificates, identification cards used, etc.) showing their full names and address.

Q10. What does it mean that there is a maximum scholarship amount for the Faculty of Liberal Arts students who entered before 2019?

⇒ The tuition for the FLA students before entering the university 2019 is determined each Semester by the number of credits registered. There is a maximum number of credits set for the scholarship payment.

*As for credits per Quarter(in case of leave of absence), please refer to()as below.

Scholarship amount:

equivalent to full tuition → up to a maximum of 16 credits (8 credits)

equivalent to half tuition → up to a maximum of 8 credits (4 credits)

equivalent to one-third tuition → up to a maximum of 6 credits (3 credits)

*If selected as a scholarship recipient, the amount granted will be up to the maximum award approved, or the number of credits enrolled, whichever is lower. Scholarships will not be awarded exceeding the number of credits enrolled.

Q11. I cannot submit some of the documents during the application period (cannot prepare them in time).

⇒ We do not accept your application submitted after the deadline. If you think submitting some of the documents during the application period is difficult due to unavoidable reasons, please make sure to consult the Center for Student Affairs before the application deadline. We may accept your late submission. However, you must submit the other documents by the application period.

Q12. I may request for a leave of absence while I am a scholarship recipient. What will happen to my scholarship?

⇒ If you study abroad while you are a scholarship recipient, it does not affect your scholarship status. However, the scholarship will be cancelled if you apply for a leave of absence. You might be charged additional tuition due to the leave of absence.

*You can not apply for scholarships during the leave of absence. Please consult the Center for Student Affairs after returning to the university.

Q13. What is the number of recipients ?

⇒ The number of recipients varies every year depending on the applicant's financial situation and academic grades. The number of recipients for last year is as below.

◆ 2022 Scholarship Recipients:

The scholarship is equivalent to full tuition:	8 recipients
1/2 tuition:	209 recipients
1/3 tuition:	162 recipients

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上智大学
SOPHIA UNIVERSITY