

2024 Application Procedures

- **Sophia University New Student Scholarship**
- **Sophia University Benefactors' (Adachi) Scholarship**

<For students with a status of residence "College Student" at the time of admission>

These scholarships are intended to contribute to human resources development by supporting students with financial hardship whose first choice is our university and who find it difficult to study at our university due to financial problems despite having excellent grades.

***To applicants from Southeast Asia and African countries**

Students from Southeast Asia and African countries who apply for the Sophia University New Student Scholarship will automatically be considered applicants for the Adachi Scholarship.

[Applicable countries] (Alphabetical order)

Algeria, Angola, Benin, Botswana, Brunei, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Cote d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Indonesia, Kenya, Laos, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Mali, Mauritania, Mauritius, Morocco, Mozambique, Myanmar, Namibia, Niger, Nigeria, Philippines, Republic of Congo, Republic of South Africa, Republic of South Sudan, Rwanda, San Tome and Principe, Senegal, Seychelles, Sierra Leone, Singapore, Somalia, Sudan, Swaziland, Tanzania, Thai, the Democratic Republic of the Congo, Togo, Tunisia, Uganda, Viet Nam, Zambia, Zimbabwe

Either one of the scholarships will be granted to the recipients.

Eligible Students

- Students who are applying to the 2024 Sophia University Undergraduate/Graduate School entrance examination
- Those who will obtain a student visa at the time of admission

Scholarship Amount

Selections are made based on "Sophia University New Student Scholarship Regulations", and one of the following scholarship amounts will be provided to successful applicants:

- Sophia University New Student Scholarship
 - The amount equal to the full tuition
 - The amount equal to half of the tuition
 - The amount equal to one-third of the tuition
- Sophia Benefactors' (Adachi) Scholarship
 - The amount equal to full tuition and education enhancement fee

Scholarship Period

Only for the first year after enrollment

- The Academic Year 2024 Spring New Students: April 2024 - March 2025
- The Academic Year 2024 Autumn New Students: September 2024 - September 2025

Application Period

The applications will be accepted during the application periods that differ depending on admission types. Please make sure of the application period on our website.

Those applying to multiple programs must apply for the New Student Scholarship for each admission.

WEB PILOTI >Scholarships>Scholarships that Students May Apply For Before Entering Sophia University

Method of Submission

- In principle, applicants must send the documents to the Center for Student Affairs using traceable services such as “registered mail”(kani-kakitome) or “Letter Pack Plus” for domestic mail or EMS for international mail.
- Please do NOT enclose any admission documents. Make sure to send them separately.
- On the envelope, please write as follows in red :
Application for the New Student Scholarship (Reference No.) to the (Course) in (Program)
 e.g., Application for the New Student Scholarship (12345) to the (M.A.) in (Global Studies)
- Domestic scholarship applications will be accepted if postmarked by the deadline date. Applications from overseas must arrive by the deadline date. We are not able to accept applications that arrive after the deadline.
- In case the postal service in your country has been suspended or delayed for some reason, you may send your application documents via email. Those who would like to send this way, please let us know in advance.
- Applications are accepted ONLY during the application period with no exception.

Application Documents

All applicants must submit ① to ③.

Documents to be submitted by all applicants		
①	Application Form	<ul style="list-style-type: none"> • On the Family Members section, please fill out all your family members other than financially independent persons. • If your father/mother is divorced or deceased, please state that next to his/her name. • Personal history: educational history starting from high school graduation and career except for part-time jobs.
②	Transcript of Records (original)	<ul style="list-style-type: none"> • Submit an official transcript of records issued by your previous school. *In case your previous school issues only one original certificate, you can submit a certified copy of the transcript of records.
③	Certificate of Income (copy)	<ul style="list-style-type: none"> • Certificates must show the 2022 income (Jan.-Dec. 2022) of your financial supporter. The language must be either English or Japanese. Please attach an English translation if the certificate is issued in other languages. (No notarization required. Translation by the applicant is acceptable.) NOTE 1)Both father and mother’s income certificates are required unless they are divorced, or your father/mother is deceased. If they have no income, please submit certificates that prove no income in 2022. 2)If the applicant is married, your partner’s income certificate is also required. 3)If they receive income from multiple places, submit income certificates from all the companies. 4)<u>In case you are unable to prepare an official income certificate, please enclose a letter of explanation that shows the 2022 income (free format) instead.</u> 5)If you are financially independent and receive no financial support from your parents, submit your income certificate. In this case, applicants do not need to submit their parents’ income certificates. 6)If you have work experience of more than half a year in a full-time position in 2022, submit your income certificate as well. • If your financial supporters live in Japan, please read the following.

Applicants must submit ④ to ⑩ if applicable.

If your parents/spouse/financial supporters live in Japan		
④	Residence Certificate (original)	<ul style="list-style-type: none"> • Submit a Residence Certificate (<i>Juminhyo</i>) listing all your family members, regardless of whether they live together or not (excluding an independent person). •The Individual Number (<i>My Number</i>) is not needed.

⑤	FY2023 Taxation Certificate or Tax Exemption Certificate (2022 Jan. - Dec.) (original) *It can be issued at the municipal office.	<ul style="list-style-type: none"> • Submit the certificate of all family members, regardless of whether they live together or not (excluding an independent person and a student). • The certificate must show the total income for the year 2022. • Applicants must obtain an official certificate issued by the company if they worked overseas in 2022. (Please attach an English translation if the certificate is issued in other languages.) • If you have a family member who attends school, submit an enrollment certificate instead of the income certificate. • If you have another financial supporter other than your parents or spouse, you must submit the income certificate of the person.
⑥	2022 Withholding Tax Certificate (copy)	• Submit the certificate issued by the company. (If they worked at more than one place, certificates from all the companies.)
	2022 Income Tax Return (copy)	• Submit the certificate (Page 1 & 2) if they filed the tax return in 2022.
	Documents regarding pension (copy)	• Submit a document(s) regarding pension if your family member received a pension in 2022.
⑦	Certificate of enrollment (original)	<ul style="list-style-type: none"> • If you have siblings who attend high school or university, submit a certificate of enrollment. • It must be issued within 3 months before applying for the scholarship.

If an applicant lives in Japan		
⑧	Documents to show part-time job earnings (copy)	<ul style="list-style-type: none"> • Submit a copy of the payment slip for the last three months issued by the company. • If it is difficult to submit a payment slip, submit a copy of the employment agreement or a copy of your bankbook showing your income.
⑨	Housing contract (copy)	<ul style="list-style-type: none"> • The contract must show a valid contract period, address, rent and common fee, and the resident's name. • If the applicant's name is not on the contract, submit a letter of explanation from the person who signed the contract (free format). • If you live with somebody and share the rent with a roommate, please have your roommate write a letter to explain the situation.
⑩	Other documents to verify income (copy)	<ul style="list-style-type: none"> • If you receive an allowance from your family, submit documents showing the amount. (e.g., A copy of the remittance or bankbook.) • Make sure the received money for living expenses is highlighted or marked. • If the language is neither Japanese nor English, attach an English translation translated by the applicant.

Notes

- The applicant must type the Application Form. (No handwriting)
- The applicant must sign the pledge. *Electronic signature is also acceptable.
- If there are any deficiencies or false statements in the application documents, you will lose eligibility. If any false statement is detected after being selected as a recipient, you may be asked to return the scholarship grant.
- Application documents for the scholarship shall not be used for any purposes other than scholarship selection.
- Scholarship application documents will not be returned.
- We may ask you to submit additional documents if necessary. When you get an email from us, please reply as soon as possible. Your application could be rejected if you do not respond to our message.

Selection

Selection will be conducted based on the application documents, financial situation, and grades.

Notice of Results

The notification will be sent out to the applicants via **email** when the admission result comes out. The successful applicants will be able to see a bank transfer form that is downloadable on the online admission page. The scholarship amount will be deducted from the original tuition fees. Please pay the fees by the designated period.

Other Points to Note

If you become a recipient of the scholarship, please note the following:

- You can not apply for other tuition reduction scholarships while receiving the New Student/Adachi Scholarship.
- You are eligible to apply for other scholarships offered by Sophia University or external scholarship foundations.
- The New Student/Adachi Scholarships are offered for one year only. Students who wish to apply for a tuition reduction scholarship for the following year must apply for the “Sophia University Tuition Support Scholarship”. To apply for the scholarship for the Academic Year 2025, please check the scholarship information on the Loyola Bulletin Board around the end of October 2024 and send application documents during the application period.