

# Sophia University Tuition Support Scholarship

## Application for Academic Year 2024 (Spring Application)

### Application Guidelines



The Sophia University Tuition Support Scholarship is a non-repayable tuition reduction scholarship that provides partial or full scholarships to students with financial difficulties despite their motivation to study.

#### 1. Eligible Students

- All undergraduate/graduate students
- Students with Japanese nationality or foreign nationality whose status of residence is other than "College Student"
- Students currently enrolled or studying abroad (exchange/general) in the Spring Semester 2024

#### 2. Scholarship Amount

The successful applicants will receive one of the following amounts.

Other fees other than tuition fee (Enrolment fee, Educational Enhancement Fee, etc.) are not covered by the scholarship.

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

#### 3. Scholarship Period

Academic Year 2024..... All undergraduate/graduate students who will be enrolled in AY 2024

Spring Semester 2024..... Students who will continue their studies from the Spring Semester 2024 due to retention (Note 1)

(Note 1) Not eligible for students who receive a tuition reduction for the remaining 12 credits or thesis.

#### 4. Application Period

Tuesday, May 7 - Friday, May 24, 2024

#### 5. Application Method

① Submission at the Center Student Affairs: Counter No.⑩ Office Hours: 10:00-11:30 12:30-15:30

- ② Submission by postal mail: Please submit your application to the office below by using traceable services such as registered mail (簡易書留) or *Letter Pack* by the deadline. (**Postmark Valid**)

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

- Please indicate your name and student ID No. and write as follows in red on the envelope: Sophia University Tuition Support Scholarship Application Documents
- If you are studying abroad during the application period and are out of Japan, we accept your application sent from your parents or other family members by post. However, the applicant must make the application documents.

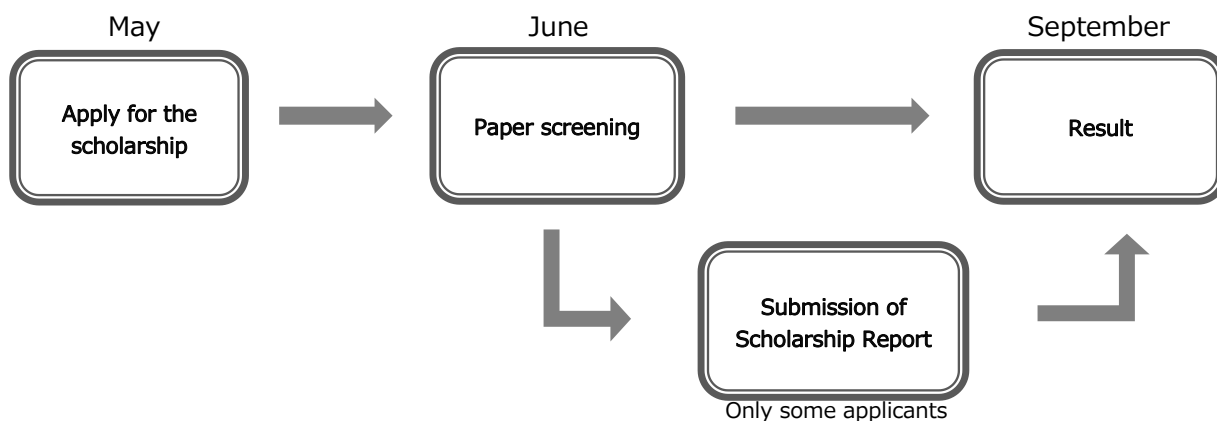
## 6. Result Notice

Around the end of September 2024 (It will be announced on the Loyola Bulletin Board)

## 7. How to Receive the Scholarship

We will reduce the scholarship amount from the original tuition fee for the Autumn Semester 2024. If applicants have already paid the annual tuition fees or the scholarship amount exceeds the autumn tuition fees, we will refund the overpaid fee to your bank account.

## 8. Application flow



About the Scholarship Report :

If an applicant does not meet the criteria set by our university, they will be asked to submit the Scholarship Report. We will notify them via Loyola by the end of June.

## 9. Application Documents

[Documents to be submitted by all applicants]

①	Report on Living Conditions	<ul style="list-style-type: none"> <li>• No handwritten documents are acceptable. (Print in A4 size, two pages)</li> <li>• In the income section, fill in the <u>total income</u> in 2022 for salaried employees and the <u>net income</u> for self-employed persons.</li> <li>• In addition to parents, enter information on dependents (siblings, grandparents,</li> </ul>
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		<p>etc.) at the time of application in the Family section.</p> <ul style="list-style-type: none"> <li>•The information for divorced/deceased or financially independent persons is not required.</li> <li>•For married students, fill in information on spouse and children. (In this case, parents' information is not required)</li> </ul>
②	Scholarship Application Form	<ul style="list-style-type: none"> <li>•No handwritten documents are acceptable. (Print in A4 size)</li> <li>•Sign the form after printing. •Students studying abroad may sign the form electronically.</li> </ul>
③	Official Transcript of Records (Original)	<ul style="list-style-type: none"> <li>▶Current students : Submit the Academic Record printed from Loyola Loyola&gt; grades&gt; grade inquiry&gt; All grades including those of the past&gt; Output to PDF</li> <li>▶New undergraduate students enrolled in April : Submit a 調査書 (<i>chosasyo</i>) from your high school. For students from overseas high schools: Submit transcripts with GPA</li> <li>▶New graduate students enrolled in April : Submit transcripts from your former university.</li> </ul>
④	FY 2022 Income Certificate (Original)	<ul style="list-style-type: none"> <li>•Income (taxable/non-taxable) certificate issued within the last three months.</li> <li>•Regardless of whether your family members have income or not in that year, a certificate for all persons must be submitted. (You also must submit your income certificate.)</li> <li>•Regardless of whether they live together or separately, you also need to submit the income certificate for dependent persons. However, if a person is no longer a dependent at the time of application, you do not have to submit the certificate for that person.</li> <li>•If your financial supporter is divorced or deceased, you do not need to submit the certificate for that person.</li> <li>•If the income certificate is not issued in Japan due to overseas work, please submit a document showing the total income for that year. If it is issued in a language other than English, provide an English or a Japanese translation.</li> </ul>
⑤	FY 2022 Withholding Tax Certificate	<ul style="list-style-type: none"> <li>•If your financial supporter changed their workplace in 2022, you must submit the certificate from their former and current workplace.</li> <li>•The total income must be the same as the income shown on the income certificate. If the amount on the income certificate differs, we may ask for an explanation.</li> <li>•If you do not have the certificate due to the loss, please ask the company to reissue it.</li> <li>•If you are married or independent, please submit the certificate for yourself. (In this case, you do not have to submit the certificates for your parents)</li> </ul>
⑥	FY 2022 Tax Return (Table 1/Table 2)	<ul style="list-style-type: none"> <li>•If your financial supporter has income from self-employment/free business/farming/remuneration/miscellaneous income/real estate/dividends/stock transfers, etc., this form must be submitted.</li> <li>•If your financial supporter did not file the tax return in 2022 and received only salary income, you do not have to submit this document.</li> <li>•If you have income from dividends/share transfers, please also submit Table 3.</li> <li>•If you have filed an amended return, please submit the latest tax return.</li> </ul>

⑦	Residence Certificate (Original)	<ul style="list-style-type: none"> <li>•Submit the certificate for all family members issued within the last three months. (This is not required for an independent person.)</li> <li>•The documents should not include the <i>My Number</i>.</li> </ul>
⑧	Application Checklist	<ul style="list-style-type: none"> <li>•Please refer to the Checklist to ensure that all required documents are prepared.</li> <li>•Please ensure that all documents on income are for the year 2022, NOT 2023.</li> </ul>

[Documents to be submitted by applicable applicants]

①	2022 Document on a pension	<ul style="list-style-type: none"> <li>•Submit the document if your family member receives a pension in 2022.</li> <li>•You do not have to submit the document if they have started receiving a pension since 2023.</li> <li>•If they receive more than one pension, you must submit all documents.</li> </ul>
②	Enrollment Certificate (original)	<ul style="list-style-type: none"> <li>•Submit the certificate issued within the last three months if you have siblings enrolled in high school or above.</li> <li>•Prep school students should submit an income certificate instead.</li> </ul>
③	Rental Contract or Dormitory Residence Certificate	<ul style="list-style-type: none"> <li>• Submit if the applicant commutes to school away from their parents' home.</li> <li>•The applicant's name/address/rent/term of the contract must be included on the document.</li> <li>•If the contract has expired by the time of application, please provide proof of renewal.</li> <li>▶If sharing an apartment If you live with your roommate in a shared apartment, submit the rental contract and a statement of circumstances by the roommate (fee format). (relationship/rent contribution/signature)</li> <li>▶If living with your relative If you live in your relative's house and do not have an official contract, submit a statement of circumstances by the relative (fee format). (relationship/rent contribution/signature)</li> </ul>
④	Disability Certificate	<ul style="list-style-type: none"> <li>•If there is a family member, including the applicant, who has a disability certificate, submit the certificate.</li> </ul>
⑤	Other Documents	<ul style="list-style-type: none"> <li>•You may have to submit additional documents in addition to those listed documents. For more information, please refer to the Checklist.</li> </ul>

※Submit copies of the documents except for the specified documents.

## 10. Criteria

It would be difficult to be granted this scholarship if your annual household income exceeds JPY 7 million (including tax) for salaried income or JPY 4 million for business income. We do not disclose grades criteria.

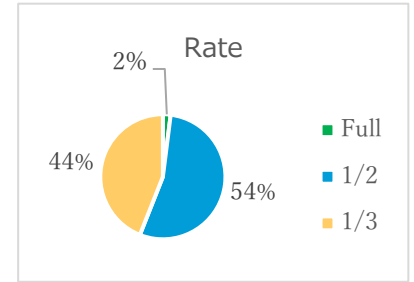
## 11. Scholarship Recipient Information (AY 2023)

As of March 15, 2024

**Total: 411** (Adoption Rate : 75%)

Full : 8 One-half : 223 One-third : 180

We do not decide the number of applicants we will recruit in advance. We will consider all applications based on applicants' financial conditions and grades.



## 12. Applying for Multiple Scholarships

In principle, you are allowed to receive other scholarships while receiving this scholarship. However, you cannot receive another tuition reduction scholarship from our university at the same time.

(To the recipients of the 高等教育の修学支援新制度 *Shugakushien-Shinseido*)

Basically, you will get a tuition reduction from the scholarship offered by the government. In case the scholarship amount of the Tuition Support Scholarship is higher than the scholarship, we will cover the difference with our scholarship.

## 13. Notes

- Students who applied for the autumn application for AY 2024 cannot reapply for this scholarship, regardless of the results. (This excludes students who are experiencing financial difficulties in household income due to job loss, etc.)
- Please note in advance that you need to pay the original tuition fees for this spring semester 2024.
- You cannot apply for scholarships while on leave of absence. Please apply after returning to the university. If you take a leave of absence during the scholarship period, your scholarship will be cancelled.
- We will not receive any application after the deadline or outside our office hours for any reason. Please contact the Center for Student Affairs in advance if you have any questions about the scholarship.
- If you cannot submit the required documents during the application period, your application will not be accepted. Please consider the following application for AY 2025, which you can apply for in October 2024.
- We do not return your application documents once submitted. Please make copies of the documents before submitting them if necessary.
- We may request you to submit additional documents by email or phone if your application is inadequate. Please reply to us as soon as possible. If you do not provide us with the documents/information needed for the selection, we will have no choice but to reject your application.

### **[Contact]**

Center for Student Affairs, Sophia University  
Department of Financial Support, Counter No.⑩ (Bldg. 2 1F)  
Office Hours : 10 : 00-11 : 30 12 : 30-15 : 30  
Phone: 03-3238-3523 E-mail: scholarship-co@sophia.ac.jp

上智大学  
SOPHIA UNIVERSITY