

# **2025 Application Procedures**

## **Sophia University New Student Scholarship**

These procedures are for undergraduate/graduate students with a status of residence other than “College Student” at enrollment. There are different application procedures for those with a student visa.

This scholarship is intended to contribute to human resources development by supporting students with financial hardship who consider our university as their first choice and find it difficult to study here due to financial problems despite having excellent grades.

### **Eligible Students**

Students applying to the 2025 Sophia University Undergraduate & Graduate School entrance examination and who meet the above requirements.

### **Scholarship Amount**

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

- ① The amount equal to full tuition (annual)
- ② The amount equal to half of tuition (annual)
- ③ The amount equal to one-third of tuition (annual)

### **Scholarship Period**

- The Academic Year 2025 Spring New Students: April 2025 - March 2026
- The Academic Year 2025 Autumn New Students: September 2025 - September 2026

### **Application Period**

Scholarship 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 taking more than one type of entrance exam need to apply for the New Student Scholarship for each admission.

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

- 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.
- Do not enclose any admission documents. Please make sure to send them separately.
- On the envelope, write the following in red:  
“Application for New Student Scholarship Enclosed (<your admission type> Admission Applicant)”
- Domestic scholarship applications will be accepted if postmarked by the deadline date. Applications from overseas must arrive by the deadline date.
- 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 make sure to let us know in advance.
- Applications are accepted ONLY during the application period with no exceptions.

Application Documents

The following documents ① to ⑦ are required. (⑥,⑦: only if applicable)

①	Scholarship Application Form	<ul style="list-style-type: none"> <li>• On “Family Members”, please fill out all your family members other than financially independent persons.</li> <li>• Parents: regardless of separation, divorce, or bereavement; if they do not live on common living expenses due to such incidents, please mark one of the incidents above the table, and fill in the date.</li> <li>• Parent’s name is not required if an applicant is financially independent.</li> <li>• Parents: if your father/mother is divorced or deceased, please state that and fill in the date in the box below.</li> <li>• Annual Income of family members: gross income as stated on the 2023 Income Certificate (<u>income for Jan. to Dec.2023</u>)</li> <li>• <u>Schools of family members: if attending a school, state either public or private school</u></li> <li>• Personal history: names of schools attended from the graduation of senior high school up to present (including school attended at the time of application and expected to graduate from) and places of employment; leave no blank period. If you took a leave of absence for study abroad or other reasons, give the period and the details of the leave. If there are periods of employment, college prep schools after graduating from high school, or home study, please fill in such information. (Information on part-time jobs while attending school is not required.)</li> </ul>
②	Transcript of records (original)	<ul style="list-style-type: none"> <li>• Applicants for Undergraduate Programs: A school report showing an average evaluation, Grade Point Average, issued by a high school graduated from (or currently enrolled in). If enrolled in other universities after graduating from high school, transcript of records of the school last graduated from (or currently enrolled in).</li> <li>• Applicants for Master’s Programs: official transcript of records issued by university graduated from (or currently enrolled in)</li> <li>• Applicants for Doctoral Programs: official transcript of records of Master’s Program issued by university graduated from (or currently enrolled in)</li> <li>*If your previous school is located overseas, submit an official transcript of records showing an average evaluation such as GPA. If the overseas school issues only one original certificate of an official transcript, you can submit a certified copy or present the original document and submit the photocopy.</li> <li>*If credits obtained during study abroad are recognized as a graduation requirement, attach a transcript of records for the study abroad period.</li> </ul>
③	Residence Certificate (original)	<ul style="list-style-type: none"> <li>• Submit Residence Certificate(s) that shows the applicant and all individuals listed as family members on the “Application Form”.</li> <li>• Residence certificate of separated parent/grandparents/siblings who do not live on common living expenses is not required.</li> <li>• A Residence Certificate for father/mother is not required if an applicant is financially independent.</li> <li>• This certificate must show the name of the “householder” (setai nushi) and “family relationship” (tsuzukigara). Obtain a certificate on which My Number is not displayed.</li> <li>• If a family member is living separately, a separate Residence Certificate of the individual is required.</li> </ul>
④	<b>FY2024 Taxation Certificate or Tax Exemption Certificate</b> (2023 Jan. to Dec.)  *The name of the certificates may vary. *the certificates are issued from the municipal office where they have/had residence registration on Jan. 1 <sup>st</sup> , 2024.	<ul style="list-style-type: none"> <li>• Certificates for applicant, parents, partner (if applicable), and all members who contribute financially to the household excluding siblings who attend schools.</li> <li>*Applicant’s income certificate must be submitted.</li> <li>*Certificates of independent members are not required.</li> <li>*Certificates for father/mother are not required if an applicant is financially independent.</li> <li>• They must show incomes and tax exemption/deduction for spouse/ dependents of <u>year 2023 (Jan. to Dec.)</u>.</li> <li>• Certificates without incomes is not acceptable. It must show income “0” if the individual did not have any income.</li> <li>• If employed overseas in 2023, applicants must obtain an official certificate issued by the government or the company that your parents worked at. (Translation needed if it is in neither Japanese nor English.)</li> <li>• Certificate of mother/father who lives separately is also required.</li> </ul>

		<ul style="list-style-type: none"> <li>• Certificates of those who contribute financially to the household such as grandparents, siblings over 18 years of age are required unless the individual makes own living or attending to school (submit enrollment certificate).</li> <li>• <u>If you have another financial supporter other than your parents or spouse, you must submit the income certificate of the financial supporter (e.g.: if your grandparents are supporting you financially)</u></li> </ul>
⑤	Certificates of income other than the above item ④. Below apply to parents, partner (if applicable), and other financial supporter.	
	2023 Withholding Tax Certificate (copy)	<ul style="list-style-type: none"> <li>• A copy of certificate issued by the employer whether full-time or part-time. (If working in multiple places, certificates from each employer are required.)</li> <li>• If it has not been issued or lost, please request the employer for reissuance.</li> </ul>
	2023 Income Tax Return (copies of page 1 and 2)	<ul style="list-style-type: none"> <li>• If income tax return is filed, the copies of original sheets with tax office seal are required.</li> <li>*Please consult us if they do not have tax office seal.</li> <li>• If filed electronically, it must have confirmation number; please submit along with the confirmation receipt.</li> <li>• Tax return filed in Feb. to Mar. 2024</li> </ul>
	Documents regarding pension (copy)	<ul style="list-style-type: none"> <li>• A recipient of pension must submit one of the following: Notification of pension provision, Notification of pension payment (postcard), or a copy of Withholding tax statement of official pension etc.. If receiving multiple types of pensions, please submit the document for each pension.</li> <li>• A recipient of bereaved family pension or disability pension must submit the document.</li> </ul>
⑥	Certificate of enrollment of school for siblings	<ul style="list-style-type: none"> <li>• For siblings who attend high school or higher, certificate of enrollment is required. A copy of student card is not accepted. (Prep school student is not considered as a student; please submit income certificate/ tax exemption certificate.)</li> <li>• It must be issued within 3 months before application of this scholarship, and copies are not accepted.</li> <li>• Enrollment certificates for middle schoolers and elementary schoolers are not necessary.</li> </ul>
⑦	Please submit the following documents if applicable.	
	Notice of determination (change) of public welfare assistance	<ul style="list-style-type: none"> <li>• A recipient of public welfare assistance must submit the document. (Issued at the welfare office.)</li> <li>• Make sure that the notice shows the amount.</li> </ul>
	A copy of the qualification certificate for receiving employment insurance benefits (double-sided)	<ul style="list-style-type: none"> <li>• Recipient or possible recipient of unemployment benefits must submit the document.</li> <li>• It is issued at the employment bureau.</li> </ul>
	Certificate of the disabled Long-term care insurance card(copy)	<ul style="list-style-type: none"> <li>• Submit if the family member who contributes financially to the household has a disability or in need of long-term care.</li> </ul>
	Documents regarding damage from natural disasters	<ul style="list-style-type: none"> <li>• Documents that show financial damage if it affected the basic living and financial condition.</li> <li>• This is for those who suffered from natural disasters within a year and will also be financially affected for the next 2 years.</li> <li>• Submit a disaster certificate if living or working in the area where the disaster relief law is/was applied. (Issued by municipal office)</li> </ul>

**Notes:**

- ① The applicant must type the Application Form. (No handwriting)
- ② The applicant must sign the pledge. \*Electronic signature is also acceptable.
- ③ If there are any deficiencies or false statements in the application documents, you will lose eligibility.  
If any false statement is detected after you have been selected as a recipient, you may be asked to return the scholarship grant; pay attention to provide accurate information.
- ④ Application documents for the scholarship shall not be used for any purposes other than scholarship selection.
- ⑤ Documents submitted for application will not be returned.

⑥ You may be asked to submit additional documents when considered necessary. When you receive an email from us, please reply as soon as possible. Your application may be rejected if you do not respond to our message.

#### Selection

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

#### Notification of Results

The notification will be sent out to the applicants via email on the day that 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 for tuition with the scholarship amount deducted as you see the admission result.

#### Payment methods of fees for enrollment

The downloadable bank transfer form from the online admission page for the tuition fees for a successful applicant shows the amount with the scholarship amount deducted. Please use the form and pay accordingly.

#### 2025 Special Financial Support for students afflicted by disasters

Information on Special Financial Support provided for 2025 admission applicants is posted on our official website. (<https://piloti.sophia.ac.jp/jpn/scholarship1/hisai/>)

Applicable persons may apply for this scholarship as well as for the Special Financial Support (simultaneously). However, if selected as recipients for both support systems, only a higher amount of tuition reduction will be applied.

#### Other points to note

- ① Sophia University New Student Scholarship is intended to support students with financial difficulties. Therefore, students from high-income families may not be selected. If the sum of annual income of the applicant and the parents exceeds a salary income of 7 million yen (tax included) or business income of 4 million yen, it is unlikely that such students will be selected.
- ② If you become a recipient of the scholarship, please note the following:
  - If you are a recipient of the "New Higher Education support system (高等教育の修学支援新制度) offered by the Japanese Government", please check the details on the Sophia University website. (<https://piloti.sophia.ac.jp/jpn/scholarship1/syugakusien/>)
  - If you are selected for the New Student Scholarship, you are not eligible to apply for other tuition reduction scholarships in that year.
  - You are eligible to apply for scholarships offered by the Japan Student Services Organization (JASSO) or any scholarship programs other than the programs of Sophia University.
  - The New Student Scholarship is offered for one year only. Students who wish to apply for a tuition reduction in the succeeding years must apply for the "Sophia University Tuition Support Scholarship". To apply for the scholarship for the Academic Year 2026, you must check the scholarship information on the Loyola Bulletin Board around the end of September 2025 and send application documents during the application period.

#### Mailing address / Contact

Center for Student Affairs, Sophia University  
Department of Financial Support, Counter No.10 (Bldg. 2 1F)  
Postcode: 102-8554  
Address: 7-1 Kioi-cho, Chiyoda-ku, Tokyo, Japan

Office Hours: 10 : 00 - 11 : 30 12 : 30 - 15 : 30

Phone: +81-3-3238-3523

E-mail: [scholarship-co@sophia.ac.jp](mailto:scholarship-co@sophia.ac.jp)

# New Student Scholarship Application Documents Checklist

- ★ Read through the application procedures, check you have prepared all necessary documents and place tick on boxes of this list.
- ★ Place documents in the order of the check list and submit them together with the Check List.
- ★ If your parent(s) or other family members are living outside of Japan, please submit documents equivalent to the following items.

	Documents to be submitted	Details	Father	Mother	Applicant	Other family members
①	Scholarship Application Form	You can insert your digital photo. Check all boxes are completed.				
②	Transcript of records (original)	Submit an official transcript of records of the previous school.				
③	Residence Certificate (original)	The <i>My Number</i> should not be listed.				
④	Income Certificate (original) (Taxation Certificate/ Tax Exemption Certificate)	All family members, including the applicant. No need to submit for siblings who attend schools.				
⑤	Withholding Tax Certificate (copy)	Must submit it if your financial supporter received an employment income.				
	Income Tax Return (copy)	Must submit it if your financial supporter filed an income tax return.				
	Documents on a pension (copy)	A pensioner who received a pension must submit it. If receiving multiple pensions, submit all documents.				
⑥	Certificate of enrollment of school for siblings(original)	Must submit it if you have siblings enrolled in high school or university.				
⑦	Public Assistance Commencement Notice (copy)	Submit it if your financial supporter receives public assistance.				
	Employment Insurance Eligible Recipient Certificate (copy)	Submit it if your financial supporter receives unemployment insurance benefits.				
	Disability Certificate (copy)	Submit it if you have a family member with a disability.				
	Nursing care insurance card (copy)	Submit it if you have a family member with special needs.				
	Disaster Victim Certificate (copy)	Submit it if your house has been affected by a natural disaster.				