

Scholarship Application Guidelines 2025

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

These scholarships are designed to support students facing financial hardship who have chosen our university as their first choice and who struggle to pursue studies here due to financial difficulties despite having excellent grades.

ELIGIBLE STUDENTS

- **Students who will be obtaining a Student visa upon admission**
- Students who have completed the application process for the 2025 entrance examination to Sophia University's Undergraduate or Graduate School

ADACHI SCHOLARSHIP

Students from Southeast Asia and African countries who apply for the New Student Scholarship will also be considered applicants for the Adachi Scholarship. Students from the countries listed in the box below may receive either the New Student Scholarship or 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

SCHOLARSHIP AMOUNT

One of the following scholarship amounts will be provided to successful applicants.

Sophia University New Student Scholarship

- The amount equal to the full of the tuition
- The amount equal to one-half of the tuition
- The amount equal to one-third of the tuition

Sophia Benefactors' (Adachi) Scholarship

- The amount equal to the full of the tuition and education enhancement fee



The scholarships do not cover other fees, such as entrance or enrollment fees.

SCHOLARSHIP PERIOD

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

The scholarships cover tuition for the first two semesters only, but they can be renewed by applying for another tuition reduction scholarship after enrollment. For more information, please check the 'Loyola' web bulletin board after being accepted.

APPLICATION PERIOD

Applications will be accepted during specific periods depending on admission types. Please make sure to check the application period on our website. For details, please refer to the following websites.

Scholarship Information : https://piloti.sophia.ac.jp/eng/scholarships1/scholarship_e0005/

Admissions Information : <https://adm.sophia.ac.jp/eng/admissions/>

⚠ Note:

- Students who applied during the first application period cannot apply during the second application period.
- Students applying to multiple programs must submit a separate application for the scholarship for each admission.

SCREENING

Applicants will be chosen based on their application documents, financial situation, and grades.

NOTICE OF RESULTS

After the admission results are released, we will notify the successful applicants of the scholarship results via **email**. They can download a bank transfer form from the online admission page, 'MyPage'. The scholarship amount will be deducted from the original tuition fees.

SUBMISSION METHOD

1. Submission by postal mail

- Please send your application to our office using traceable services. The address is shown at the bottom.
- **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 (123456) to the (M.A.) in (Global Studies)

- Domestic scholarship applications will be accepted if postmarked by the deadline. Applications from overseas must arrive by the deadline.

2. Submission at our office

- If you are in Japan, you can bring your application to our office. Please come to our office during the office hours by the deadline.

3. Submission by email

- In case you cannot submit your application by the above-mentioned ways for some reason, you may send your application documents via email. The subject should be the same as shown above.
- If your application does not reach us due to a network connection error, we do not consider the situation.
- **Applications are accepted ONLY during the application period (JST) with no exception.**

APPLICATION DOCUMENTS

Applicants must submit documents No. 1-3. For the documents No. 4-10, applicants should submit if applicable.

Documents to be submitted by all applicants		
①	Application Form	<ul style="list-style-type: none"> • The applicant must type the designated form. (No handwriting) • In the "Family Members" section, please fill out all your family members. • If your father or mother is divorced or deceased, please indicate this next to their name. • In the "Personal History" section, please provide details of your educational history starting from high school graduation and also mention your career experiences.
②	Transcript of Records (original)	<ul style="list-style-type: none"> • Submit an official transcript of records showing your GPA, issued by your previous school. • If your previous school issues only one original certificate, you can submit a certified copy of the transcript of records.
③	Certificate of Income for 2023	<ul style="list-style-type: none"> • The certificate must show the total income for 2023 (Jan. to Dec. 2023). • Submit the document as follows: -For dependent students: Submit your certificate along with your father's and mother's certificates. If you have a financial supporter besides your parents, submit the person's certificate. -For married students: Submit your income certificate and your partner's income certificate. -For financially independent students: Submit only your income certificate if you receive no financial support from your parents. • An income certificate that shows only a net income is not accepted. • The language must be either English or Japanese. Please attach an English translation if the certificate is issued in other languages. (A translation by the applicant is acceptable.) • If you or someone had no income that year, submit a certificate that proves no income. • If your financial supporter receive income from multiple places, submit income certificates from all the companies. • In case you are unable to prepare an official income certificate, you may submit a letter of explanation by your financial supporter that shows the 2023 income in a free format instead.

Documents to be submitted by applicants whose parents, spouse, or 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). • An individual number (<i>My Number</i>) is not needed.
⑤	FY2023 Taxation Certificate or Tax Exemption Certificate (Jan. - Dec.2023) (original)	<ul style="list-style-type: none"> • This document can be obtained at the municipal office. • Submit the certificate for all family members, regardless of whether they live together or not (excluding an independent person and a student who is a high school or university student). • The certificate must show the total income for the year 2023. • If you have another financial supporter other than your parents or spouse, you must submit the income certificate of the person.

⑥	2023 Withholding Tax Certificate	<ul style="list-style-type: none"> • Submit the certificate issued by the company. • Submit all certificates issued by each company if you worked at more than one place.
	2023 Income Tax Return	<ul style="list-style-type: none"> • Submit the certificate (Page 1 & 2) if they filed the tax return in 2023.
	Document regarding pension	<ul style="list-style-type: none"> • Submit the document if your family member received a pension in 2023. • If they received more than one pension, you must submit all documents.
⑦	Certificate of enrollment (original)	<ul style="list-style-type: none"> • If you have siblings who attend high school or university, submit the certificate.

⚠ For documents requiring originals, submit documents issued within three months.

Documents to be submitted by applicants who currently live in Japan		
⑧	Payslips	<ul style="list-style-type: none"> • If you are currently working part-time or full-time in Japan, submit a copy of the payment slips for the last three months issued by the company.
⑨	Housing contract	<ul style="list-style-type: none"> • The contract should include a valid contract period, address, rent, and the resident's name. • If the applicant's name is not on the contract, they should submit a letter of explanation from the person who signed the contract in a free format. • If you live with a roommate and share the rent, please have your roommate write a letter to explain the situation.
⑩	Other documents to verify income	<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 to highlight the received money.

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

NOTES

Please keep the following in mind:

- **We may request additional documents or information if necessary. When you receive an email from us, please respond promptly.** Your application might be rejected if you do not respond to our message.
- If there are any deficiencies or false statements in the application documents, you will lose eligibility. If any false statement is discovered after you have been selected as a recipient, you may be required 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.

CONTACT

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 Department of Financial Support, Counter No.10 (Bldg. 2 1F)
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