

Sophia University

Kamokuto Rishusei

(Non-Matriculated Undergraduate Student)

Application Procedure

Autumn Semester 2024

1. Incomplete applications will not be accepted.
See “Application Procedure”. All of Step1-3 are required.
2. Documents submitted to the university will not be returned.
3. As a general rule, courses for which no degree students have registered will be cancelled and cannot be taken.

<Privacy Policy>

The names, addresses, and other personal information provided in the application process will be used for the following purposes: (1) screening, (2) notification of screening results, (3) procedures, and other related matters.

Please make inquiries using following contact form,
<https://www.sophia.ac.jp/eng/contact/academic/>

<Notice>

We will not be able to respond to inquiries from August 10(Sat) to August 19(Mon) due to the summer holiday.
Contact Foam also will not be available during that period.



Non-Matriculated undergraduate students (Kamokuto Rishusei) are persons of any nationality who wish to take one or more courses of their choice, up to 30 credits in one year, but do not intend to earn a degree from Sophia. Students are accepted for a period of one semester.

You can apply only for the courses listed in "Course List".

Non-Matriculated Students take courses together with our current students. Students may be required to have the same or higher academic level, language level, ICT skills, etc. as current students. (There is no special support for Non-Matriculated Students.)

ELIGIBILITY

Applicants who meet one of the following requirements are eligible to apply for status as Kamokuto Rishusei (non-matriculated undergraduate students):

- (1) Those who have graduated / will graduate from senior high schools
- (2) Those who hold a certificate of university qualification examination
- (3) Those who have finished 12 years of education outside Japan
- (4) Those certified by the Ministry of Education, Science, Sports, and Culture
- (5) Those who have been certified by Sophia University as having qualification equivalent to senior high school graduation

* For international students: **International students must have a status of residence that will allow them to stay in Japan at least till the end of Autumn Semester, March 31, 2025. In principle, students with the status of residence of "College Student" are not allowed to apply for Non-Matriculated student.** However, they may apply only if they are enrolled in other institutions (universities, Japanese language schools, etc.) and the institution has appropriate residency management.

APPLICATION DOCUMENTS

You need to submit the application documents by post mail.

Photocopies are not acceptable. If the certificate is printed in a language other than English or Japanese, it must be translated into English and certified by a school official or an official agency. Those who were non-matriculated student in autumn semester 2023 or spring semester 2024 don't have to submit (4) and (5). In that case, please be sure to enter your student ID number at that time in the web form.

[A] For all applicants

- (1) ID Photo (face photo data)
Please paste a 4.5 x 3.5 Photograph showing your head and shoulder on Application Form 1.
- (2) Application Form (Form 1)
In addition to the name, a seal or signature is required.
- (3) Statement of Purpose (Form2)
Purpose for taking the course(s) should be written in English. You can apply for the courses listed in "Course List".
- (4) Certificate of graduation (or expected graduation) / Certificate of Withdrawal
- (5) Official transcripts

[B] Proof of language proficiency who are applying for any of the following

- (1) Proof of Language Proficiency
 - 1. Applicants for Faculty of Science and Technology English Course** (*For non-native English speaker)
Applicants must prove their English proficiency by taking the TOEFL or IELTS (Academic). Examinee Score Report" will be acceptable. This test should be taken not more than 2 years before the application deadline.
 - 2. Applicants for the Faculty of Liberal Arts or the SPSF course (Department of Education, Economics)**
(*For non-native English speakers)
Applicants should have a TOEFL score of at least 550 (79 on IBT) or at least 6.0 on IELTS. This requirement is waived for non-native speakers who have obtained a degree from an institution where all their courses were taught in English, and English is the official medium of instruction. "Examinee Score Report" will be acceptable. This test should have been taken no more than 2 years before the application deadline.

3. Applicants for the Japanese Language Course offered by CLER

- (1) For those who wish to take Japanese Language Course offered by CLER (other than AJPN4060 and AJPN4072)
Applicants are required to submit the one of the test results of the following:
TOEFL® (including ITP), IELTS, TOEIC (including IP)
*TOEFL®, IELTS or TOEIC can be waived if applicants have studied at least five years out of six years in an institution where English is the primary medium of instruction or hold a C2 on Cambridge ESOL Examination.

For those who wish to take “Intensive Japanese” course

In addition to the proof of English language proficiency mentioned above, applicants should show their Japanese proficiency level by submitting test results of Japanese Language Proficiency Test (日本語能力試験) or J-Test.

In addition, applicants should submit a report of their previous experiences in studying Japanese, and any background information including history of residence, language use at home, and any experience of previous contact with Japanese. The report should be one page of A4 in the format of your own choice.

- (2) For those who wish to take “AJPN4060; TRANS ENG TO JPN: THEORY & PRAC 2” or “AJPN4072; TRANS JPN TO ENG: THEORY & PRAC”

Applicants are required to submit the one of the test results of the following:

English Proficiency:

- TOEFL score of at least 550 (79 on IBT) [note 1]
- TOEIC score of at least 730 [note 1]
- IELTS score of at least 6.0 [note 1]
- TEAP score of at least 334 (600 on CBT) [note 1]
- The EIKEN Test in Practical English Proficiency; Grade 1 / Grade pre-1 [note 2]

[note 1] The documents must be original. These tests should be taken not more than 2 years before the application deadline.

[note 2] Copy is accepted.

Japanese proficiency:

*AJPN4060: This course is offered only for students who are Japanese native speakers, and they are required to have studied in public or private Japanese schools (excluding international schools) for 10 years or more.

*AJPN4072: Students should demonstrate sufficient proficiency (JPN 431/ JPN345 or above) by the JPT or have studied in public or private Japanese schools (excluding international schools) for 10 years or more.

[C] For International Students

- (1) Photocopy of both sides of the Residence Card
- (2) Japanese Language Proficiency Test Certificate of Result and Scores or Score Report (N1) ; provided, however, that the applicants shall not apply to any of the following
1. Those who were non-matriculated student in autumn semester 2023 or spring semester 2024.
 2. Those who have studied in Japanese school and have the ability to speak and write Japanese equivalent to N1.
 3. Those who apply only for Japanese class of the Center for Language Education and Research or/and the courses by English.

APPLICATION PROCEDURE

1 . Application Period

August 7, 2024 ~ August 20, 2024(should be postmarked)

2 . Application Procedure

Application is accepted through the following steps. Make sure to prepare for the application documents and complete each step.

STEP1 Fill out the web application form

Please register your application information.
<https://forms.office.com/r/VNfFwbbRHv>



STEP2 Pay the application fee.

Application Fee: 10,000yen

Please pay the application fee to the following transfer bank account by the application deadline August 20, 2024.

Payee's Bank	Sumitomo Mitsui Banking, Corporation Head Office
A / C No.	8860455
Payee's Name	ガク) ジョウチガクイン

- ※ **Please put "J - (hyphen)" before the applicant's name. We can not confirm your remittance if the remitter is not the applicant.**
- ※ Please kindly bear the bank remitting charges concerned.
- ※ Please refer to the attached "Refund of Application Fee" for details on the refund of application fee.
- ※ The bank receipt you receive at the bank is the university's fee receipt. Please store it for your records.
- ※ If you wish to apply for Undergraduate and Graduate courses, you will need to transfer the application fee and submit the application documents for each.

STEP3 Mail the application documents.The application documents should be enclosed in an envelope and [sent to the following address by trackable express mail](#) from August 7 to August 20, 2024 (should be postmarked).

Address:	Academic Records Section Center for Academic Affairs, Sophia University 7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554
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SCREENING METHOD

The application screening will be done by each Department. There is no written test.

For the followings, interview is mandatory.

*Regarding the classes held in Japanese, the following is not described in English.

学部	学科	面接日	面接時間	面接場所
文学部	国文学科	8月28日(水)	11時30分～	国文学科会議室 (7-811)
総合人間科学部	看護学科	8月28日(水)	14時00分～	2号館16階 1630室
科目		面接日	面接時間	面接場所
文献講読IB(ドイツ語)(HPH53200)		8月26日(月)	14時00分～	7号館3階哲学科共用室 (7-311)
当事者福祉論 (HSS61400)		9月3日(火)	13時00分～	2号館15階 1504室

Japanese placement test

If you wish to take Japanese language courses, except for "JAPANESE 1", you must take the Japanese Placement Test (JPT) after submitting the application (on which you should write the Japanese course/courses you want to take). There is a possibility that you will be placed at a level different from the one you chose. If you miss the placement test, you will not be able to take any Japanese language courses.

The Japanese Placement Test date and time: September 22 (Sun.) 9:30 to 12:15. Place: Bldg. No.12.

Students without any knowledge of Japanese DO NOT need to take the test, instead, they need to submit the "Application Form for JPN111" by August 20.

The result of the Japanese placement test and JPN111 class placement will be noticed on the Loyola system after September 25, 10 a.m. * ID for Loyola system will be issued in advance.

NOTICE OF RESULTS / TUITION

- (1) Notification of Results will be sent to you by mail on September 6, 2024
 - (2) Courses other than following: 37,400 yen per credit
 Department of Journalism; 38,700 yen per credit
 Department of Psychology; 39,900 yen per credit
 Department of Nursing; 52,600 yen per credit
 Faculty of Science and Technology; 54,200 yen per credit
 Faculty of Liberal Arts / Center for Language Education and Research: 44,600 yen per credit
- We will not respond to any inquiries regarding the screening process or results.

REGISTRATION PROCEDURES

Registration will be completed when the applicant has paid the relevant fees and has submitted the pledge to the Academic Records Section of the Center for Academic Affairs by registered mail.

Period for Completion of Registration Procedures: September 27- October 4, 2024 (should be postmarked)

Please note:

- If you do not complete the procedures during the stated time period above, your approval for registration will be cancelled.
- You cannot change or cancel the courses you have registered for.
- A course for which no degree students register will be cancelled.
- The materials submitted by the applicant and any fees such as registration and tuition will not be returned; however, in cases such as when the course an applicant has registered for is canceled by Sophia University, tuition fee for that course will be returned.
- Please be certain to attend the first day of class.
- Please check the syllabus or Loyola by yourself regarding the classroom. For details, please refer to the notice enclosed with the notification of the acceptance.

GRADING

Students who have completed the course work satisfactorily will be granted credits. However, it is impossible to earn a degree from Sophia University with all credits taken while enrolled as a non-matriculated undergraduate student. Up to 30 credits can be applied to a degree at Sophia University. Applications for credit transfer can only be made after obtaining the status of degree undergraduate student.

ACADEMIC ACCOMMODATIONS

Any applicant with physical conditions that might require special attention to undertake university work should consult the Academic Records Section, the Center for Academic Affairs well in advance.

ACADEMICS

1 . ACADEMIC CALENDAR FOR AUTUMN SEMESTER 2024

Classes	September 27 – December 23, January 6 – January 21 ※Although October 14 and November 23 is public holiday, classes will be held
No class day	November 1, 2, 4, December 3
Make-up classes	October 26, December 14, December 21, January 11
Final Examination	January 22 – January 29
Spring Vacation	January 30 – March 31

2 . CLASS HOURS

Class Period	Hours
1	9 : 00 ~ 10 : 40
2	10 : 55 ~ 12 : 35
3	13 : 30 ~ 15 : 10
4	15 : 25 ~ 17 : 05
5	17 : 20 ~ 19 : 00
6	19 : 10 ~ 20 : 50

Class Cancellations, make up classes or any additional no-class days will be announced on the Loyola bulletin board

3 . SYLLABUS

You can see the syllabus on the website of Sophia University (following URL).

Please check the syllabus for application.

※<https://piloti.sophia.ac.jp/eng/academic/syllabi/syllabus-inquiry/>



Refund of Application Fee

If any of the following "Reasons for requesting a refund of the application fee" apply to you and you request a refund of the application fee by submitting the required documents for the refund by the deadline, the application fee will be refunded to your designated bank account.

Any documents for the refund submitted after the deadline will not be accepted. Please note that the refund will take about one to two months after the request.

1. Reasons for requesting a refund of the application fee

- (1) The applicant paid the application fee but did not complete other required procedures.
- (2) The applicant paid the application fee and filled out the web application form and submitted the application documents, but the application was not accepted.

*Applications will not be canceled for personal reasons after the application documents have been mailed.

2. How to obtain the form of required documents for refund request

<Required Documents for refund>

- (1) Application for Refund of Selection Fee (Word)
- (2) Overseas Remittance Information Sheet (Excel)
(Only if you wish to have the fee refunded to your overseas bank account)

Please send your request to the following e-mail address.

E-mail address: academic_records-co@sophia.ac.jp

[Subject] Request the forms for refund of application fee.

[Text] Applicant's name, Non-Matriculated Student, autumn semester 2024.

3. Deadline for submitting the documents for refund

17:00 (JST) on September 20 (Fri.), 2024

*Please note that the application fee is non-refundable after the above deadline.

4. How to submit the documents for refund

Please fill out the "Requests for refund of the application fee" and "Overseas Remittance Information Sheet" (if necessary) without omission and send it as an attachment to the e-mail address below. We only accept applications by e-mail.

E-mail address: academic_records-co@sophia.ac.jp

[Subject] Submission of "Application for Refund of Selection Fee

[Text] Applicant's name, Non-Matriculated Student, autumn semester 2024.

We will reply to you within 5 business days after receiving your e-mail.

If you have not received any response from us after 5 business days, please contact us.

2024 年度秋学期 上智大学科目等履修生 希望科目届出書
 Application Form for Sophia University Non-matriculated student
 Autumn Semester 2024

フリガナ		
氏名 Name		印/signature
出願フォームへ登録しました <input type="checkbox"/> (登録のうえ左のボックスにチェックをしてください) I entered my application information to the web application form. <input type="checkbox"/> (Please fill out the application form and check mark tick the box.)		

写真貼付
Photograph

(縦 4.5 cm×横 3.5 cm)
 3 ヶ月以内撮影の、正
 面上半身脱帽のカラー
 写真。
 裏面に氏名を記入す
 ること。

履修を希望する科目

No	登録コード Registration Code	科目名 Course Title	単位 Credit	曜日・時限 Day・Time	担当者 Professor
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
単位合計 Total Credits				春学期と秋学期 合計 30 単位まで Up to 30 credits for one year (2024 spring and autumn semesters)	

チームリーダー	受付

*本学記入欄	受験番号	V15
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氏名 Name	
登録コード Registration Code	
科目名 Course Title	
担当教員 Professor	

科目等履修生を希望する目的・理由を具体的に記入すること。(400字以内)
Reason for wishing to take this course. (Approximately 200 words in English)

*1科目につき1枚ずつ、履修の目的・理由を記入して下さい。2科目以上履修を希望する者は、コピーして使用して下さい。
*履修できる科目は、授業科目一覧に記載されている科目のみです。記載のない科目は履修できません。

APPLICATION FORM FOR COURSE JPN111 (JAPANESE 1)

Beginners who have never studied Japanese and wish to register for “Japanese 1” will not be required to take the placement test, but must send this application form to the Academic Records Section by August 20 (Tue) with other application materials.

APPLICATION FORM FOR COURSE JPN111 (JAPANESE 1)

For Non-Native Speakers of Japanese
Autumn Semester, 2024

I would like to take the “JAPANESE 1 (JPN111)” class and will not be taking the “Japanese Placement Test for Non-Native Speakers”.

Date: August ____, 2024

To: Center for Language Education and Research

Office use

ID No.: _____

Name: _____
Last Name First Name

Status: 科目等履修生 *Kamokuto Rishusei*
(Non-Matriculated Undergraduate Student)

Level: (Circle one for each question.)

- ◆ Can you read and write all *Hiragana*? Yes / No
- ◆ Can you read and write all *Katakana*? Yes / No