

Sophia University
Graduate School
Kamokuto Rishusei
(Non-Matriculated Graduate 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 10 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 university
- (2) Those who hold an undergraduate degree
- (3) Those who have finished 16 years of education outside Japan
- (4) Those certified by the Ministry of Education, Science, Sports and Culture
- (5) Those who have completed at least 3 years of undergraduate education and have been certified by Sophia University as having compiled an outstanding record
- (6) Those who studied in foreign university systems where an undergraduate degree can be earned in 15 years, and have been certified by Sophia University as having outstanding records
- (7) Those who have attained the age of 22, and have been certified by Sophia University as having the equivalent qualification of university graduation by virtue of individual entrance screening
- (8) Those who are certified by Sophia University as having the equivalent qualification of university 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). 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
Please paste a 4.5 x 3.5 Photograph showing head and shoulder only 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

[B]For all applicants who apply for any of the following major (5)

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

Major	Documents
神学専攻	成績証明書（最終学歴のもの。ただし、2023年度春学期から継続して神学専攻の科目を履修する者は提出不要。）
国文学専攻	成績証明書（最終学歴のもの）
英米文学専攻	成績証明書（最終学歴のもの）
Master's Program in Education	1) Transcript 2) Applicants should show their English proficiency level by submitting test results of TOEFL, TOEIC etc. (for all non-native speakers of English)
Master's Program in Sociology	Transcript
Master's Program in Economics	Transcript
Master's Program in Management	Transcript
Master's Program in Linguistics	1) Transcript 2) Regarding TESOL, applicants should show their English proficiency level by submitting test results of TOEFL, IELTS or EIKEN Grade 1. This test should be taken not more than 2 years. This requirement is waived for native applicants.
Master's Program in International Relations	1) Transcript 2) Applicants should show their English proficiency level by submitting test results of TOEFL, TOEIC etc. This requirement is waived for native applicants or Sophia University alumni.
Master's Program in Global Studies	1)A letter of recommendation [Form 3] 2)Official university / college transcripts Photocopies are not acceptable. If the transcript 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 (the embassy or consulate) 3)TOEFL scores (for all non-native speakers of English) "My Best Score" will be acceptable. This test should be taken not more than 2 years before the application deadline. Applicants should have a TOEFL score of at least 100 on the internet-based test. This requirement is waived for non-native applicants who have obtained a degree from an institution where all their courses were taught in English, and English is the official medium of instruction.

Major	Documents
Master's Program in International Cooperation Studies	* For those who wish to take “環境と開発 2(MFIC1530)” Applicants should show their language proficiency level by submitting test results as below. (For all non-native speaker of English) Certificate of result of TOEFL, IELTS or EIKEN (For all non-native speaker of Japanese) Test results of JLPT(N1 or N2) or JPT or J-TEST
Science and Technology	Transcript

[C]For International Students

- (6) Photocopy of both sides of the Residence Card
- (7) 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
----------	---

SCREENING METHOD

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

For the followings, interview is mandatory. Please come directly to the interview location on the day of the interview; please wait for the department to contact you for more information about ZOOM interviews.

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

Major	Date	Time	Place
神学専攻	8月27日(火)	10時30分～	7号館12階1225室(神学部共用室)
史学専攻	9月5日(木)	15時00分～	7号館9階史学研究室(7-920)
国文学専攻	8月28日(水)	11時00分～	7号館8階国文学科会議室
Master's Program in Education	August 30(Fri)	contact directly	ZOOM
Class	Date	Time	Place
看護管理学特論(MHNU7250)	8月26日(月)	13時00分～	2号館16階1630室
国際比較文化論(MHNU7140) 看護研究法 II(MHNU7220) 看護研究法 III(MHNU7230)	8月27日(火)	10時00分 ～15時00分	ZOOM
MARGINALIZED PEOPLES AND COMMUNITIES 2(MFIC1510)	August 26(Mon)-September 5(Thu)	contact directly	ZOOM
環境と開発 2(MFIC1530)	August 27(Tue)	4 p.m.-	ZOOM

NOTICE OF RESULTS / TUITION

- (1) Notification of Results will be sent to you by mail on September 6, 2024
 - (2) Courses other than follows: 24,000 yen per credit
Master's Program In Nursing; 41,300 yen per credit
Master's Program In Science And Technology; 46,600 yen per credit
Master's Program In Global Environmental Studies; 27,700 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. When the procedures are completed, the applicant will receive a student ID card.

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 10 credits can be applied to a degree at Sophia University. Applications for credit transfer can only be made after obtaining the status of degree graduate school 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.

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					
単位合計 Total Credits			春学期と秋学期 合計 10 単位まで Up to 10 credits of 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	V16
--------	------	-----

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。

This form may be filled out either in English or in Japanese. /英語または日本語で記入してください。

Applicant's Name: _____
志願者氏名 (LAST) (FIRST) (MIDDLE)
姓 名

1. How long and in what capacity have you known the applicant?
推薦者と志願者の関係及びその関係の発生した時期

2. How would you assess his/her purpose in coming to Sophia? Please consider motivation, perseverance and academic abilities.
志願者の本学志望の目的、及びその動機確かさ、持続性、学習遂行に必要な能力について

3. Please include any other information or remarks which, in your estimation, are relevant in deciding the applicant's acceptance or rejection.
その他

Your Name: _____
推薦者氏名 (LAST) (FIRST) (MIDDLE)
姓 名

Your Institution/職業: _____ Your Position/役職: _____

Address/住所: _____ Tel/電話: _____

Date/日付: _____ Signature/署名: _____ 印

TO THE RECOMMENDER: After completing this form, please enclose it in an envelope, seal it, and sign your name across the seal. Then return it directly to the applicant, who will send it to Sophia along with all his/her other application documents./記入後、厳封の上志願者にお渡しください。