

Sophia University Tuition Support Scholarship

Application for Academic Year 2025 (Autumn Semester 2024)

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 Autumn Semester 2024
- Students who do not receive a tuition reduction for the remaining 12 credits or thesis

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 ※We will expand the eligible applicants. (see letters in red)

- Academic Year 2025..... All undergraduate/graduate students who will be enrolled in AY 2025 (1)
- Autumn Semester 2024..... Students who will fulfill the standard period this Autumn Semester
Students who will continue their study from the Autumn Semester 2024 due to retention
- Autumn Semester 2024..... Students enrolled in the Autumn Semester 2024
and AY 2025
Students who were absent from the university for consecutive terms in the Autumn Semester 2023 and Spring Semester 2024
Students who were absent from the university in the Spring Semester 2024 (2)

(1) New students entering in Spring 2025 are not eligible. (They can apply for the scholarship for the spring application)
(2) For the Autumn Semester 2024, students who have already applied for this scholarship for 2024 are not eligible.

4. Application Period

Monday, October 7 - Friday, October 25, 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. (The application documents must be made by the applicant)

6. Scholarship Result

Around the end of January 2025 (It will be announced on the Loyola Bulletin Board)

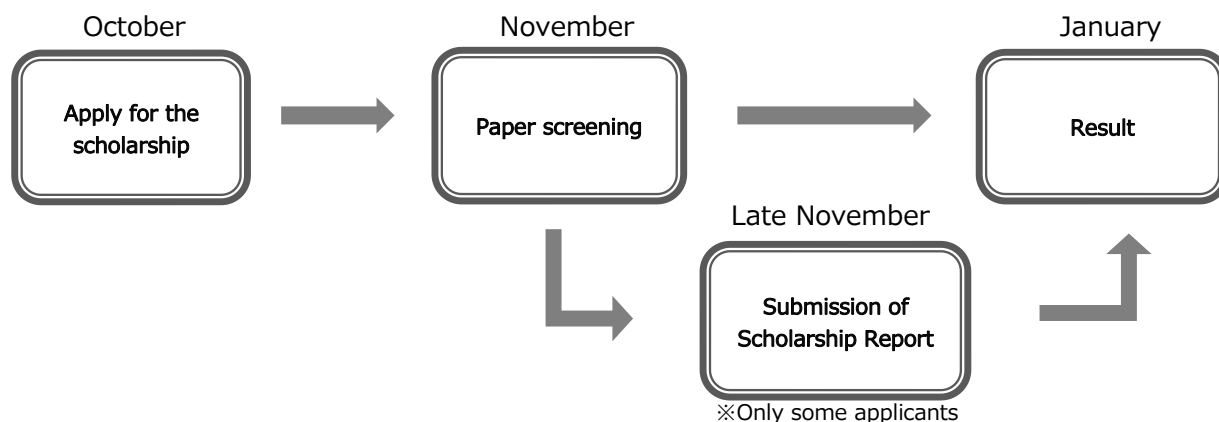
7. How to Get the Scholarship

For Autumn Semester 2024 →We will refund the scholarship to your bank account. (Around mid-February)

For AY 2025 →We will reduce the scholarship from the original tuition fee for AY 2025.

※Your scholarship will automatically be cancelled even after you get accepted if a tuition reduction for the remaining 12 credits or thesis is applied to your 2025 tuition.

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 November.

9. Application Documents

[Documents to be submitted by all applicants]

①	Report on Living Conditions	<ul style="list-style-type: none"> •No handwritten documents are acceptable. (Print in A4 size) •In the income section, fill in the <u>total income</u> in 2023 for salaried employees and the <u>net income</u> for self-employed persons. •In addition to parents, enter information on dependents (siblings, grandparents, etc.) at the time of application in the Family section. •The information for divorced/deceased or financially independent persons is not required. •For married students, fill in information on spouse and children. (In this case, parents' information is not required)
②	Scholarship Application Form	<ul style="list-style-type: none"> •No handwritten documents are acceptable. (Print in A4 size) •Sign the form after printing. •Students studying abroad may sign the form electronically.
③	Official Transcript of Records (Original)	<ul style="list-style-type: none"> ▶Current students : The Academic Record printed from Loyola Loyola> grades> grade inquiry> All grades including those of the past> Output to PDF ▶New undergraduate students enrolled in September : 調査書 from the high school that you graduated from. For students from overseas high schools: Submit the transcripts with GPA ▶New graduate students enrolled in September : Transcripts from the university that you graduated from.
④	FY 2023 Income Certificate (Original)	<ul style="list-style-type: none"> •Income (taxable/non-taxable) certificate issued within the last three months. •Regardless of whether your family members have income or not, a certificate for all persons must be submitted. (The applicant must also submit their own certificate) •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. •If your financial supporter is divorced or deceased, you do not need to submit the certificate for that person. •If the income certificate is not issued in Japan due to overseas work, please submit a document showing the total income for the year. If it is issued in a language other than English, provide an English or a Japanese translation.
⑤	FY 2023 Withholding Tax Certificate	<ul style="list-style-type: none"> •If your financial sponsor changed their workplace in 2023, you must submit the certificate from their former and current workplace. •The total income must be the same as the income shown on the income certificate. •If you do not have the certificate due to the loss, please ask the company to reissue it. •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)

⑥	FY 2023 Tax Return (Table 1/Table 2)	<ul style="list-style-type: none"> •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. •If your financial supporter did not file the tax return in 2023 and received only salary income, you do not have to submit this document. •If you have income from dividends/share transfers, please also submit Table 3. •If you have filed an amended return, please submit the amended return.
⑦	Residence Certificate (Original)	<ul style="list-style-type: none"> •Submit the certificate for all family members issued within the last three months. (This is not required for an independent person at the time of application.) •The documents should not include the <i>My Number</i>.
⑧	Application Checklist	<ul style="list-style-type: none"> •Please refer to the Checklist to ensure that all required documents are prepared.

[Documents to be submitted by applicable applicants]

①	2023 Document on a pension	<ul style="list-style-type: none"> •Submit the document if your family member receives a pension in 2023. •You do not have to submit the document if they start receiving a pension this year. •If they receive more than one pension, you must submit all documents.
②	Enrollment Certificate (original)	<ul style="list-style-type: none"> •Submit the certificate issued within the last three months if you have siblings enrolled in high school or above. •Prep school students should submit a tax exemption certificate.
③	Rental Contract Dormitory Residence Certificate	<ul style="list-style-type: none"> • Submit if the applicant commutes to school away from their parents' home. •The applicant's name/address/rent/term of the contract must be indicated on the document. •If the contract expires at the time of application, submit something to show that the contract has been renewed. <ul style="list-style-type: none"> ▶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) ▶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)
④	Disability Certificate	<ul style="list-style-type: none"> •If there is a family member, including the applicant, who has a disability certificate, submit the certificate.
⑤	Other Documents	<ul style="list-style-type: none"> •You may have to submit additional documents in addition to those listed documents. For more information, please refer to the Checklist.

※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.

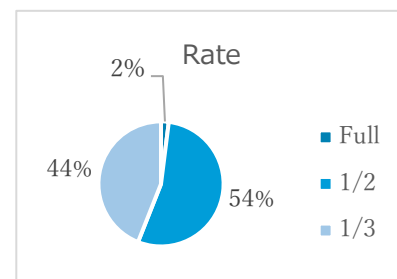
11. Scholarship Recipient Information (AY 2024)

As of September 2024

Total 389 Recipients (Adoption Rate : 79%)

Full : 8 Recipients One-half : 210 Recipients One-third : 171 Recipients

We do not decide how many applicants we recruit in advance. All applications will be considered 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, it is not possible to 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 make up the difference from our scholarship. If the scholarship amount of the Tuition Support Scholarship is lower than the government scholarship, the amount will be 0.

13. Notes

- 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 next application in Spring 2025. Please note that you must pay the original tuition fees for the Spring Semester once in the spring application.
- 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 Email: scholarship-co@sophia.ac.jp

上智大学
SOPHIA UNIVERSITY