

Sophia University Application Guidelines for Foreign Special Research Student Academic Year 2025

1. Foreign Special Research Student

- (1) Foreign special research students are enrolled in the Graduate School Master's program for the purpose of receiving education in specific fields of study. These students will not earn credits for the courses.
- (2) Students will be assigned an advisor in their chosen major field. (Student can't decide your advisor and not allowed to contact any advisors in advance.)
- (3) Students must attend courses related to their research field for at least 10 hours per week, which may include undergraduate courses.
- (4) The maximum period for research student with college student visa status is 2 years including research student's period of other schools.

■ Call for Academic year 2025

For the programs taught in Japanese, please see Japanese Application Guidelines '外国人特別研究生出願要項'.

○ : Available × : Not available

Graduate Program	Major	Spring Entrance	Autumn Entrance
Education (Instruction in English)		○	○
Global Studies	Global Studies	×	×
Science and Technology	Science and Technology * 1	○	○
Global Environmental Studies	Global Environmental Studies * 2	○	○

* 1 Please choose 'Green Science and Engineering Division', and write it on the application form.

* 2 Please choose 'Global Environmental Studies(International Course)', and write it on the application form.

■ Enrollment Period

Spring Entrance : April 1, 2025 – March 31, 2026

Autumn Entrance : September 21, 2025 - March 31, 2026

- (1) Foreign Special Research Students can remain enrolled for the research period permitted at the time of admission.
- (2) The maximum enrollment period for research students is 2 years. (The maximum enrollment period for research students of Global Environmental Studies is 1 year.)
- (3) After entrance, Foreign Special Research Students wishing to continue must submit 「研究生継続受入願」 during the application period.

2. Qualifications

Applicants who meet one or more of the following criteria may apply for Foreign special research students.

- (1) Those who have graduated, or are expected to graduate Japanese universities
- (2) Those who have completed, or are expected to complete, 16 years or more of formal education in foreign countries .
- (3) Those who have been recognized individually by Sophia University as having qualifications equivalent to (1) or (2) and will reach the age of 22 at the time of entrance to Sophia University
- (4) Those who have been recognized by Sophia University as having qualifications equivalent to (1), (2), or (3)

Applicants must hold a Bachelor's degree or equivalent at the time of matriculation. Those who meet (3) or (4), or who holding an undergraduate degree other than a Bachelor's degree should inquire at the Center for Academic Affairs in advance.

3. Application documents

All documents must be original. If an original document cannot be reissued, a copy certified by the school official (Principal or Registrar) or Center for Academic Affairs of Sophia University is acceptable.

If the certificates and letters of recommendation are in languages other than Japanese or English, please attach official translation in English or Japanese certified by a school official or an official agency, such as an embassy or consulate.

The application documents once submitted are not returnable.

- (1) Application Form
- (2) Certificate of graduation (or expected graduation)
- (3) Official university/college transcript
- (4) Letters of recommendation by the instructor the university you graduated from or representatives of affiliated organizations. Prospective graduates of Sophia University Graduate School are exempt.
- (5) Statement of purpose, method, and content of research project, written in the language as blow;

★Language

Major	Japanese	Japanese or English	English
Education (Instruction in English)		●	
Science and Technology (Green Science and Engineering Division)			●
Global Environmental Studies (International Global Environmental Studies)			●

(6) The following proof of Japanese proficiency

Major	Japanese Language Proficiency Test N1(*1)	Documents to prove your Japanese skills (*2)	No need to submit
Education (Instruction in English)			●
Science and Technology (Green Science and Engineering Division)			●
International Global Environmental Studies			●

(*1) Submit “Japanese-Language Proficiency Test Certificate of Result and Scores” or “Score Report”. Original one is acceptable. A copy of “Score Report”, certified by an official of your university or Center for Academic Affairs of Sophia University is also accepted.

(*2) Choose one from a),b) and c)

- Japanese Language Proficiency Test Certificate of Result and Scores.
- If you are studying in a Japanese Language School, submit a certificate of prospective completion, transcript, letters of recommendation.
- If you have studied Japanese in a Japanese University, submit letters of recommendation by an instructor qualified to comment on your Japanese skills.

★Letters of recommendation on your Japanese skills are different from (4). You are required to submit both () and C).

(7) A copy of resident card if you are a resident of Japan

If you completed previous school more than 3 months before entering Sophia University, you will not be able to extend your college student visa status. You need to go back to your home country and reapply for college student visa .

(8) For applicants to the ‘Education (Instruction in English) ’ ‘Green Science and Engineering Division’ or ‘International Global Environmental Studies (Non native English speaker only)’

TOEFL or IELTS scores

—Applicants whose native language is not English must submit an official score for the TOEFL or the IELTS

These tests should be taken not more than two years before the time of application.

—For graduates of the Green Science and Engineering courses at Sophia University, a certificate of English proficiency is not required.

4.Application Procedures

(1) Application Period

Research Period	Application Period
Full academic year 2025 (Spring and Autumn)	October 31(Thu)- November 7 (Thu),2024
Autumn Semester 2025	April 7(Mon)-April 11 (Fri),2025

(2) Application documents MUST be sent by registered mail (postmarked on the deadline date is accepted) .

Mail to ; Sophia University, Center for Academic Affairs

c/o Research Student Admission Counter

7-1 Kioi-cho Chiyoda-ku Tokyo, 102-8554, Japan

(3) Print “Application for Research students enclosed” in red ink on the front of the envelope.

(4) **Enter your application data to the below web application form within the application period.**

URL: <https://forms.office.com/r/O6Ey6hQeiA>

5.Screening Method

(1) The application screening will be done by the instructor of major field. There is no written test.

(2) **When the instructor deems it necessary to interview the applicant, you will be contacted after the application has been submitted.**

6.Application Fee

(1) Application Fee : **10,000 yen**

When you remit the fees you need to pay all bank charges.

(2) Period of Payment :

Research Period	Period of payment
Full academic year 2025 (Spring and Autumn)	October 31(Thu)- November 7 (Thu),2024
Autumn Semester 2025	April 7(Mon)-April 11 (Fri),2025

(3) Payment Procedures :

<international remittance>

If you are paying the screening fee from outside Japan, please check “Instruction for the payment from overseas of the application fee”

Precautions for payment of Tuition and Fees

1)Please put “L – (hyphen)” before the payer’s name.

- 2) Any bank charges attached to payment should be covered by the payer.
- 3) The bank receipt you receive at the bank is the university's fee receipt. Please store it for your records.
- 4) Please refer to the attached "Refund of Application Fee" for details on the refund of application fee.

Remittance information

Payee's Name	Sophia University
Address	7-1 Kioi-cho, Chiyoda-ku, Tokyo
Remitter's Name	L—Applicant's Name ※Please put "L—(hyphen)" before applicant's name.
Payee's Bank	Sumitomo Mitsui Banking Corporation Head Office
A / C No.	8860455
Swift Code	SMBCJPT
Bank Address	1-1-2 Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan

7. Notification of Results

- (1) Notification of results will be sent to you.

Research Period	Notification Date
Full academic year 2025 (Spring and Autumn)	January 10 (Fri), 2025
Autumn Semester 2025	June 13 (Fri), 2025

- (2) Instruction on "Entrance Procedure" will be enclosed in the acceptance letter of the admitted applicant. The advisor's name will be on the notification of research student. Unsuccessful applicants will be notified by e-mail.

8. Admission Fees

- (1) For details, please refer to the Instruction on "Entrance Procedure" enclosed with the acceptance letter.
- (2) Successful candidates must submit the CERTIFICATE OF HEALTH enclosed with the acceptance letter no later than the day before enrollment.
- (3) As a rule, the payment will not be refunded.
- (4) Period of Payment :

Research Period	Period of Payment
Full academic year 2025 (Spring and Autumn)	January 11 (Sat) - February 28 (Fri), 2025
Autumn Semester 2025	June 14 (Sat) - June 30 (Mon), 2025

- (5) Fees

	Research Period	Tuition	Laboratory and Research fees	Total
Education Language and Linguistics	6 months	293,000	-	293,000
	1 year	586,000	-	586,000
Science and Technology	6 months	517,000	53,500	570,500
	1 year	1,034,000	107,000	1,141,000
Global Environmental Studies	6 months	338,500	-	338,500
	1 year	677,000	-	677,000

9. Others

- (1) ID Card will be issued to research students who have been matriculated.
- (2) A Certificate of Enrollment can be issued to research students as needed. A transcript cannot be issued to research students.
- (3) Research students cannot obtain student discount commuter pass and student train fare discount.
- (4) When the student's performance is considered inappropriate as a research student, it may result in the cancellation of the student's enrollment.

Sophia University, Center for Academic Affairs
 Research Student Admission Counter
 7-1 Kioi-cho, Chiyoda-ku Tokyo, 102-8554
 03-3238-3519/ +81-3-3238-3519
 academic_records-co@sophia.ac.jp

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) Request for Refund of Application 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

Research Students/Foreign Special Research Student AY2025

3. Deadline for submitting the documents for refund

Full academic year 2025(Spring/Autumn): 17:00 (JST) on December 7 (Sat.), 2024

Spring Semester 2025: 17:00 (JST) on December 7 (Sat.), 2024

Autumn Semester 2025:17:00 (JST) on May 11 (Sun.), 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,

Research Students/Foreign Special Research Student AY2025

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.