

# Sophia University Application Guidelines for Research Students Academic Year 2025

## 1. Research Student

- (1) Unlike regular students enrolled in the Graduate School of Sophia University, research students are enrolled in the Graduate School Doctoral Program solely for the purpose of receiving instruction in specific fields of study. Students can audit classes, but cannot earn credits nor degree.
- (2) Students will be assigned an advisor in their chosen major field.
- (3) Applicants must have an acceptable research proposal and ability to carry out their proposed research project successfully.
- (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

You must obtain the permission from the faculty in a field you wish to carry out your research prior to submitting application.

For the programs taught in Japanese, please see Japanese Application Guidelines '研究生募集要項'.

○ : Available    × : Not available

Graduate Program	Major	Call for Academic year 2025
Education (Instruction in English)		○
Languages and Linguistics	Linguistics (TESOL)	○
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 / April 1, 2025 – September 20, 2025

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

- (1) 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) 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 Research students.

- (1) Those who have a master's degree or are expected to be granted.
- (2) Those who have received a degree equivalent to a master's degree in a foreign country.
- (3) Those who have been recognized individually by Sophia University as having qualifications and will reach the age of 24 at the time of entrance to Sophia University.
- (4) Those who are recognized by Sophia University through individual screening of eligibility for admission as having scholastic ability equivalent to or higher than that of persons who have a master's degree or a professional degree.

★The above items (3) and (4) must undergo admission screening in advance. Please contact the Center for Academic Affairs one month prior to the start of application period.

### 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.

★When applying you need to obtain the permission from the instructor in a field of your major. You must receive approval and the signature (seal) in the prescribed section in the application form for research students.

#### ■ For all applicants

- (1) Application Form
- (2) Certificate of graduation (or expected graduation) and official transcript of master's degree
- (3) Recommendation letter by the instructor of the graduate school of the university you graduated from or representatives of affiliated organizations. Graduates or prospective of Sophia University Graduate School are exempt.
- (4) Statement of purpose, method, and content of research project, written in the language as below;

#### ★ Language

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

#### ■ For international students

- (5) A copy of resident's 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.
- (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)			●
Linguistics (TESOL)			●
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 Center for Academic Affairs of Sophia University is also accepted.

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

- a) Japanese Language Proficiency Test Certificate of Result and Scores.
- b) If you are studying in a Japanese Language School, submit a certificate of prospective completion, transcript, letters of recommendation.
- c) If you have studied Japanese in a Japanese University, submit letters of recommendation by an instructor qualified to comment on your Japanese skills.  
★A recommendation letter on your Japanese skills are different from (4). You are required to submit both (4) and C).

#### ■ Others

<For applicants to the Education (instruction in English) or 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 taken within 2years.
- 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/Autumn)	October 31(Thu)- November 7 (Thu),2024
Spring Semester 2025	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/f2Wzc3E9K2>

#### 5.Screening Method

- (1) The application screening will be done by the instructor of major field.  
**When the instructor deems it necessary to interview the applicant, you will be contacted after the application has been submitted.**  
**For ‘Linguistics (TESOL)’, online interview is mandatory.**  
**The schedule and Zoom ID will be informed after the application has been submitted.**
- (2) There is no written test.

#### 6.Application Fee

- (1) Application Fee : **10,000 yen**  
When you remit the fees you need to pay all bank charges of not only a sending bank but also a beneficiary bank and an intermediary bank. Please add the other bank charges to your application fee. Please refer to “Instruction for the payment from overseas of the application fee”.
- (2) Period of Payment :

Research Period	Period of payment
Full academic year 2025 (Spring/Autumn)	October 31(Thu)- November 7 (Thu),2024
Spring Semester 2025	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 “K – (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	K – Applicant’s Name ※Please put “K – (hyphen)” before applicant’s name.
Payee’s Bank	Sumitomo Mitsui Banking Corporation Head Office
A / C No.	8860455
Swift Code	SMBCJPJT
Bank Address	1-1-2 Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan

## 7. Notification of Results

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

Research Period	Notification Date
Full academic year 2025 (Spring/Autumn)	January 10 (Fri), 2025
Spring Semester 2025	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. Unsuccessful applicants will be notified by e-mail.

## 8. Admission Fees

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- (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 enrolment.
- (3) As a rule, the payment will not be refunded.
- (4) Period of Payment :

Research Period	Period of Payment
Full academic year 2025 (Spring/Autumn)	January 11 (Sat) - February 28 (Fri), 2025
Spring Semester 2025	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 Linguistics	6 months	240,500	-	240,500
	1 year	481,000	-	481,000
Science and Technology	6 months	276,500	52,000	328,500
	1 year	553,000	104,000	657,000
Global Environmental Studies	6 months	267,000		267,000
	1 year	534,000		534,000

## 9. Others

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- (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.