Application Guide for Sophia University Exchange Program

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1. Gather Information & Decide which Program/Department to Apply for

1.1 Check our FACT SHEET

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/

All basic information is written in this FACT SHEET.

1.1.1 Qualifications and obligation of the Sophia University Exchange Program

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application info/qualification/

1.2 Create Your Study Plan

1.2.1 <u>Decide which program / department you apply for and make the "List of Courses You</u> Expect to Take at Sophia"

You must specify the semester and the department / graduate program for which you are applying for. You can refer to the course information (Bulletin and Syllabus) on the website:

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/course_info/

We recommend you take note of the course titles and their registration codes, as you will need to list them in the application form.

Please note that there are some course registration restrictions for exchange students, as well as depending on which program / department you apply for.

1.2.2 Restrictions and regulations for course registration

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application info/registration/

1.3 Check and Prepare Application Documents

Prepare application documents that are required by the program/department of your choice. https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/

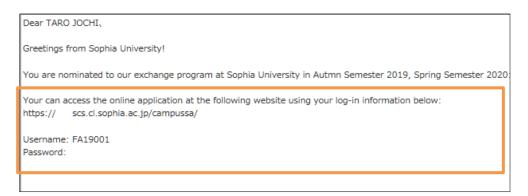
Please also refer to the following web page for FAQ for application (the page will be updated). https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_faqs/

2. About Sophia Go Global Portal

Applicants are expected to submit all your application documents expect CoE application documents in *Sophia Go Global Portal*.

2.1 Log-in Account, Password and URL

Log-in account, password and URL for *Sophia Go Global Portal* will be sent to each student via email once the online nomination is completed by the home university.

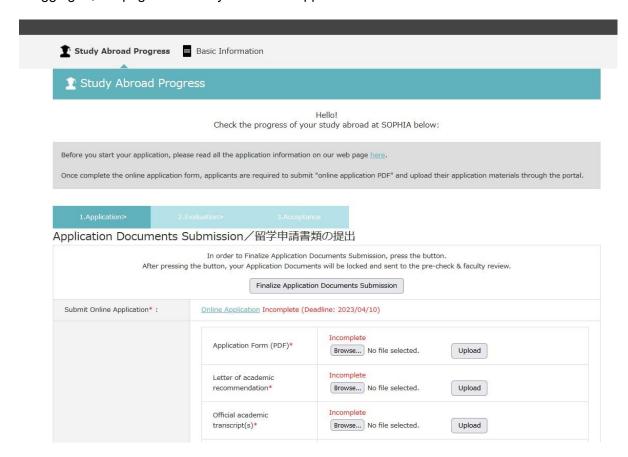


2.2 Log-in & Password Change

Access designated URL and log-in with ID and password.

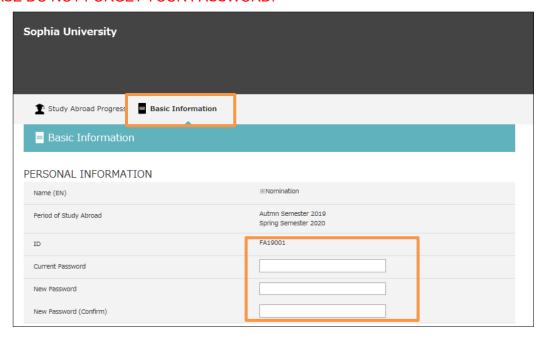


After logging-in, the page will show your current application status.



If you would like to change your password, please click "Basic Information."

PLEASE DO NOT FORGET YOUR PASSWORD.



3. Online Application Form and Documents Submission

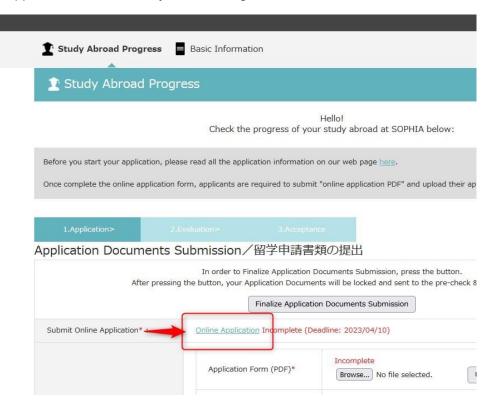
3.1 Input Procedure

In this application form, you will input basic and important information such as:

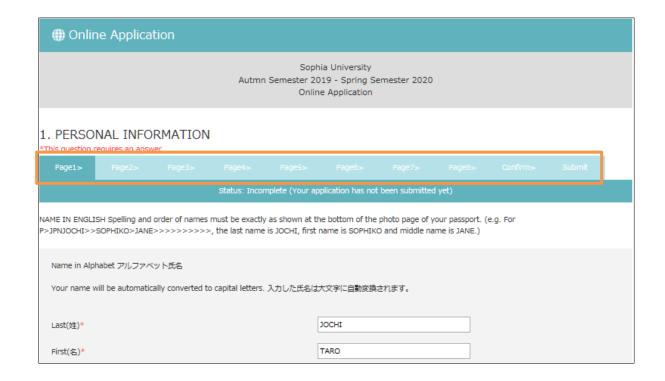
- Personal Information (Name, Birth Date, Nationality)
- Contact Information (Your Current Contact and Emergency Contact)
- Current Academic Information
- Academic Background
- Study Plan (Program / Department, List of Courses You Expect to Take at Sophia)
- Personal Statement and Applicant Survey
- Other Information

You may save your current data at any time until you submit the Application Form.

Click "Online Application" on the "Study Abroad Progress."

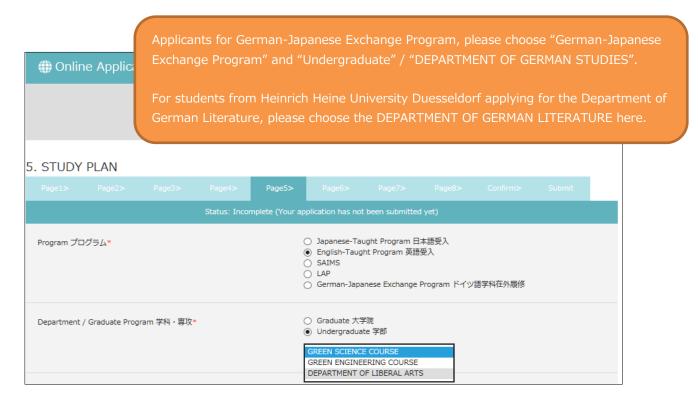


There are 8 pages in total. Please fill in all the required information.

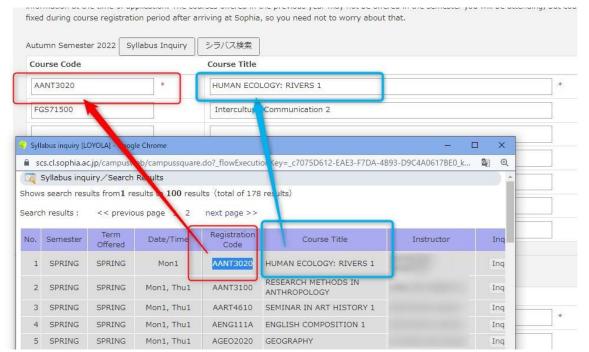


3.2 Input your Study Plan

On Page 5, you will be required to choose a program which you wish to be enrolled at Sophia. If you wish to take courses (including Japanese language courses) from the Faculty of Liberal Arts, please choose "English-Taught Program," "Undergraduate," and "Faculty of Liberal Arts."



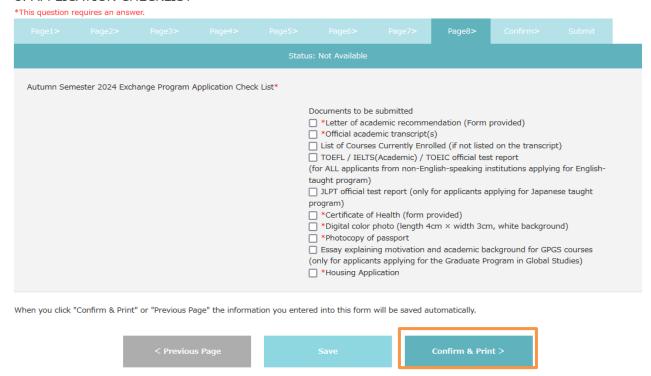
On Page 5, you also need to choose courses you wish to take at Sophia. Please read the instructions carefully and fill in the registration code and title. You can search for course details using the Syllabus Inquiry.



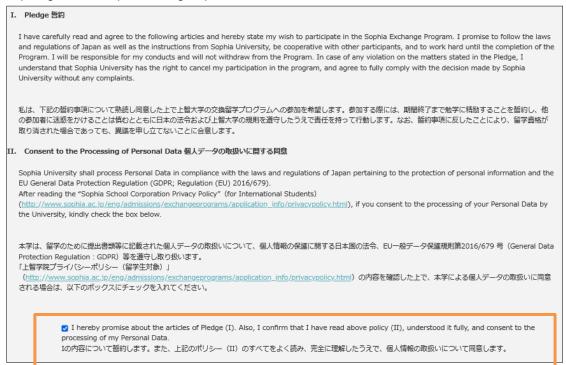
3.3 Confirmation and Submit

Once you complete all other required documents, go back to Online Application Form page 8, and click "Confirm and Print".

8. APPLICATION CHECKLIST



On the confirmation page, you can preview the information you have filled in. Please agree to the articles of pledge and the processing of personal data.



To complete the online application form, click "Submit".



DO NOT FORGET TO CLICK "SUBMIT"

*If you would like to keep the application form data for your record, please click on the "Print" button.

When you click "Print", a PDF file "OnlineApplication.pdf" is created. You can open and save the file. Please upload the PDF file through the portal together with other required documents.

Printをクリックすると、OnlineApplication.pdfというPDFファイルが生成されます。このフォームを他の必要書類と一緒にポータル上でアップロードしてください。



A file named "OnlineApplication.pdf" (2 pages) will be downloaded in PDF format.



4. Upload Other Application Documents

Upload the completed documents to "Submit Required Documents".

For the list of documents to be submitted, please refer here:

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/



Specific forms are provided for some documents (Recommendation Letter and Certificate of Health) under "Application Documents" in *Sophia Go Global Portal*.



In principle, all documents must be uploaded via the portal – please do not attach documents to email.

If you have any documents that you cannot upload through the portal (e.g. a recommendation letter sent directly from your teacher), please let us know by email.

Uploaded documents can be re-uploaded or replaced UNTIL you click the "Finalize Application Documents Submission".

5. Housing Application

Note: Housing allocation works on first come, first served basis among those who completed their application documents.

Click "Housing Application."



If you have chosen "Sophia Associated Housings," please number the housings in the order of your preference on the second page.





6. Finalizing Application Documents for Submission

After uploading all the required application documents through the portal, applicants must press "Finalize Application Documents Submission" button to let us know that you completed online application.

After pressing the button, your application documents will be locked and sent to Sophia for the pre-check & faculty review.

Note: We will NOT start your application review until you finalize your documents.

7. Certificate of Eligibility (CoE)

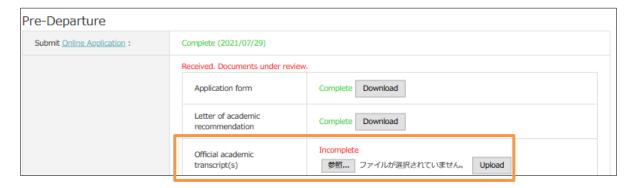
Within approximately two weeks after pressing "Finalize Application Documents Submission" button, you will receive a contact from Support Administrative Legal Specialists, an administrative law firm, regarding the CoE (Certificate of Eligibility). Please follow the provided instructions.

Contact: Support Gyoseishoshi Law Firm (サポート行政書士法人) sophia-u.global@shigyo.co.jp

8. Application Review and Acceptance Notice

If there are any problems or missing information on your application, we will contact you by email, therefore please check your email box regularly. Please give us a reply after receiving our email about missing information or incomplete documents.

You may also check the required updates on the online application portal.



After completing all the application materials, your application will be sent to the faculty's review.

It will take 6-8 weeks for the review and if accepted, acceptance notice will be sent to you via email once your application is accepted by the faculty.

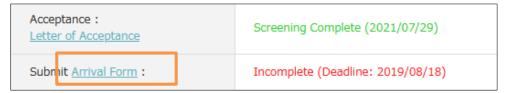
After the acceptance notice is sent, a digital acceptance letter and supporting documents (ex. academic

calendar, visa instructions) will become available online.

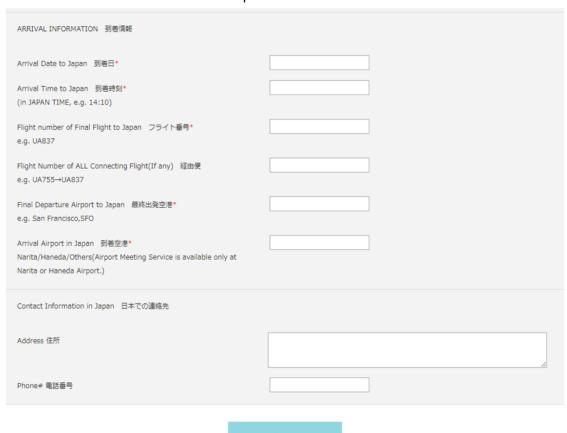


9. Arrival Information

After receiving the CoE, you can apply for visa to enter Japan and book your flight ticket. We will ask you to submit arrival information online.



Click "Arrival Form" and fill in all the required information.



10. Contact

If you have any questions or problems about the application procedure, please refer to our website:

https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/

You can also contact us using the email address below:

Center for Global Education and Discovery, Sophia University 7-1, Kioi-cho, Chiyoda-ku, Tokyo, Japan, 102-8554 Tel: +81-3-3238-4090

Email: inbound-co@sophia.ac.jp