

Partner University Guide for Online Nomination / Application Portal Sophia University Exchange Program

IMPORTANT

Log-in account, password and URL for online nomination portal will be sent to each coordinator at our partner universities via email once the online nomination period is open.

After receiving the email, please nominate your students following the instructions below.

Step 1

Access designated URL and log-in with ID and password sent via email.



The screenshot shows the login interface for the Sophia University Partner Portal. At the top left is the Sophia University logo, a circular emblem with a bird and the text 'UNIVERSITAS SEDIS SAPIENTIAE SOPHIA'. To its right is the university's name in Chinese '上智大学' and English 'SOPHIA UNIVERSITY'. The text 'Partner Portal' is in the top right corner. On the left, there is a login form with a light blue background and an orange border. It includes a user icon, a 'Login ID:' label with a text input field, a 'Password:' label with a text input field, and a blue 'LOGIN' button. To the right of the form, a message states: 'This system is designed to work with the following browsers: • Internet Explorer 8.0 or above • Mozilla Firefox • Safari • Google Chrome. If you experience problems with your browser, please try upgrading to one of the above browsers.'

Step 2

Click “Outbound (Sending to Sophia).”

Sophia University

TOP MENU Outbound (Sending to Sophia) Inbound (Receiving from Sophia)

Study Abroad Progress

Welcome to the Study Abroad Progress page for Université d'Abomey-Calavi.
To nominate students to study abroad at Sophia, please click [here](#), or use the “Nomination” link at the top.
Below is a list of students from Université d'Abomey-Calavi who are applying to study at Sophia, are currently enrolled here, or used to be enrolled here.

Please click a student's name to see the Study Abroad Progress screen he/she sees when applying for and studying abroad at Sophia.

Step 3

Choose the semester you would like to nominate students from the pull-down list and click “NEW.”

Sophia University

TOP MENU Nomination

Nomination

You have nominated 0 students to study abroad in Autmn Semester 2019 ▼.

Please click the “New” button to add more students. **NEW**

If you make a mistake on your online nomination form, please contact the Center for Global Education and Discovery (su_inbound@cl.sophia.ac.jp).


Please do not click the “New” button to re-submit or update a previous nomination.

Name	Sex	Date of Birth	Status	Sent Date	Receipt	Receipt Date	Command
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Step 4

Complete all the information and click “Submit.”

Before submitting the nomination, you could temporarily save the information and check for errors by clicking on “Save & Error Check.”

 Nomination

*This question requires an answer.

Autmn Semester 2019 ▼

	Period	Final Exams	Transcript Issuance
Spring Semester	April 1 - September 20	end of July	mid September
Autumn Semester	September 21 -March 31	end of January	late March

Regarding contact person:

Institution

Outbound Coordinator *

Outbound Coordinator E-mail *

Outbound Coordinator Phone number *

Middle Name

Last Name (Surname) *

Student E-mail *

Sex *

Date of Birth *

Starting Term *

Enrollment Duration *

Please carefully review the details above then click Submit to send the nomination to Sophia.

Save & Error Check

Submit

Once you have completed this online nomination, the student will receive an email with the link to log-in the application portal.

If students do not receive the email within 3 business days from our office, please let us know.

Step 5

Students are required to complete the online application form. After completing online application form, the following materials are required to be uploaded through online portal.

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

List of Documents to be Submitted

- (1) Application form (online form)
- (2) Letter of academic recommendation (form provided)
- (3) Official academic transcript(s)
- (4) List of courses currently enrolled (if not listed on the transcript)
- (5) Proof of English language proficiency
- (6) Proof of Japanese language proficiency
- (7) Certificate of health (form provided)
- (8) Digital color photo
- (9) Photocopy of passport
- (10) Essay explaining motivation and academic background *only for those applying to GPGS
- (11) Housing application

After receiving necessary documents, we will check all the documents and give feedback for each student in order to advise about any missing information and documents so that they can correct and complete the application.

Within approximately two weeks after the completion of the application process, students will receive contact from Support Administrative Legal Specialists regarding the CoE (Certificate of Eligibility). Students are asked to 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

Notes:

- All application forms are available online for download.
- Documents printed in languages other than English or Japanese must be translated into either language and be officially certified by the home university.