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

tel: +81-3-3238-4090

email: inbound-co@sophia.ac.jp

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

IMPORTANT

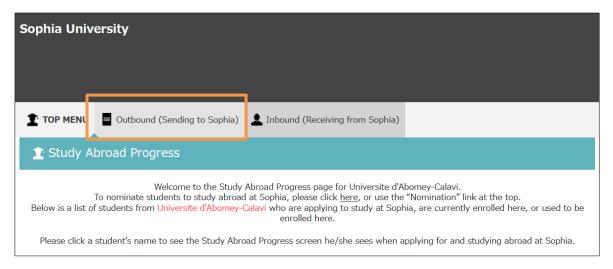
Log-in account, password and URL for online nomination portal will be sent to each coordinator at our partner universities via email once the online nomination period is open.

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.

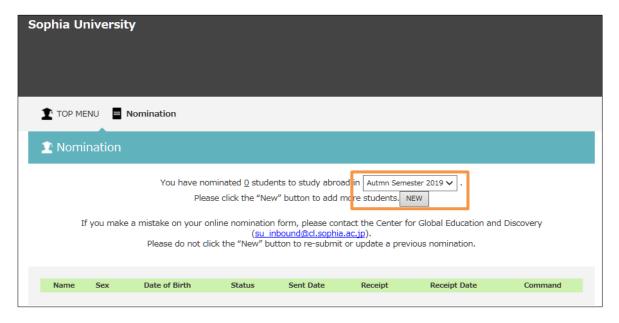


Step 2
Click "Outbound (Sending to Sophia)."



Step 3

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



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
Process Surrence EUL7 Y		Spring Semester	April 1 - September 20	end of July	mid September
		Autumn Semester	-		-
Regarding contact person:					
Institution					
Outbound Coordinator *		Maki Hayasaka			
Outbound Coordinator E-mail *		su_inbound@cl.sophia.ac.jp			
Outbound Coordinator Phone number *		+81-3-3238-3521			
Middle Name					
Last Name (Surname) *		JOCHI			
Student E-mail *		su_inbound@cl.sophia.ac.jp			
Sex *		○ M ● F			
Date of Birth *		1996/10/16			
Starting Term *					
Enrollment Duration *		✓ FA2019 ✓ SP2020			
Please carefully review the details above then click Submit to send the nomination to Sophia.					
	Save & Error Check	Su	bmit		

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.