

Partner Institute 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'. In the top right corner, it says 'Partner Portal'. 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.

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 an administrative law firm regarding the CoE (Certificate of Eligibility). Students are asked to follow the provided instructions.

Contact: Support Gyoseishoshi Corporation (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.

<Important Notice> Japan Pre-Entry Tuberculosis Screening (JPETS) (Sophia University)

差出人 Sophia Inbound <inbound-co@sophia.ac.jp>

日付 2025-06-30 (月) 15:47

<IMPORTANT NOTE>

-In late June 2025, Sophia Inbound Team sent the below e-mail to our exchange partners on the newly introduced "Japan Pre-Entry Tuberculosis Screening (JPETS)" by the Japanese government.

-If your nominee holds a nationality from one of the following countries, please make sure to share the below information to your nominee at time of nomination:

*Philippines, Vietnam, Indonesia, Nepal, Myanmar, and China **

**As of September, 2025, Indonesia, Myanmar and China are still in the process of finalizing the JPETS preparation. The commencing date for TB screening (reservations) and certificate submission is yet to be decided, and will be updated on the Ministry website once confirmed*

recently established a policy requiring a TB screening for those entering Japan for more than medium-term stay with nationality from Philippines, Vietnam, Indonesia, Nepal, Myanmar, and China.

This screening is officially referred as **"Japan Pre-Entry Tuberculosis Screening", or "JPETS" in short**, by the Ministry of Health, Labour and Welfare of Japan.

A "TB Clearance Certificate" is issued by the designated clinics once the applicant has undergone the test, including a chest x-ray examination, and the result shows no active tuberculosis.

Those applying for visa to enter Japan with the Certificate of Eligibility (CoE) must submit the TB Clearance Certificate at the time of CoE application along with other necessary documents.

<Reference: Notice from the Ministry of Health, Labour and Welfare on JPETS>

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/kenkou/kekkaku-kansenshou03/english.html

<https://jpets.mhlw.go.jp/jp/>

With the above newly established government policy, **Sophia Exchange Program applicants holding a nationality of one of the listed countries will be requested to submit additional documents as part of their application. The submission request will come into effect starting from Spring 2026 application and onwards.**

<Case 1> For those holding a nationality AND residing in one of the listed countries (i.e. applicant holding Chinese nationality residing in China):

-MANDATORY to submit a copy of the TB screening result.

<Case 2> For those holding a nationality, currently residing in another country under a legally permitted long-term residential status (i.e. applicant holding Chinese nationality residing in Australia under a long-term residential status):

- NOT required to under go TB screening, but will need to ALTERNATIVELY SUBMIT (1) a documentation certifying the residential status, along with (2) a statement letter.
- Further instruction will be provided by the Administrative Law Firm responsible for the CoE/visa application arrangements.

As our Exchange Program application closes before the CoE submission date, students who are required to submit TB screening result must go through the test during the following period:

- For Spring semester applicants: August or onwards
- For Autumn semester applicants: January and onwards
- We also suggest that the test date is closer to the starting date of application period (Note: Application period starts from October 1st for Spring, and March 1st for Autumn)

<Important Notes>

- A valid TB Clearance Certificate for the purpose of JPETS is the result provided by the designated clinics. Please refer to the list of designated panel clinics from the above webpage link to the Ministry of Health, Labour and Welfare.
 - As of June, 2025, Indonesia, Myanmar and China are still in the process of finalizing the JPETS preparation. The commencing date for TB screening (reservations) and certificate submission is yet to be decided, and will be updated on the Ministry website once confirmed.
 - Applicant who submit a TB Clearance Certificate will still need to submit the designated Certificate of Health form of Sophia University as well.
- However, as the TB test requires a chest X-ray examination, the applicant is not required to undergo an X-ray examination for the Certificate of Health.

For more information on JPETS, we kindly ask you to check through the most up-to-date information provided by the Ministry of Health, Labour and Welfare.
If you have any other questions, please do not hesitate to contact us.
Thank you for your understanding and cooperation on this government implemented change.

Best wishes,
Sophia Inbound Team

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