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/

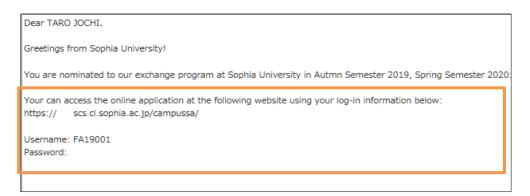
Please also refer to the following web page for FAQ for application (the page will be updated). https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_faqs/

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.

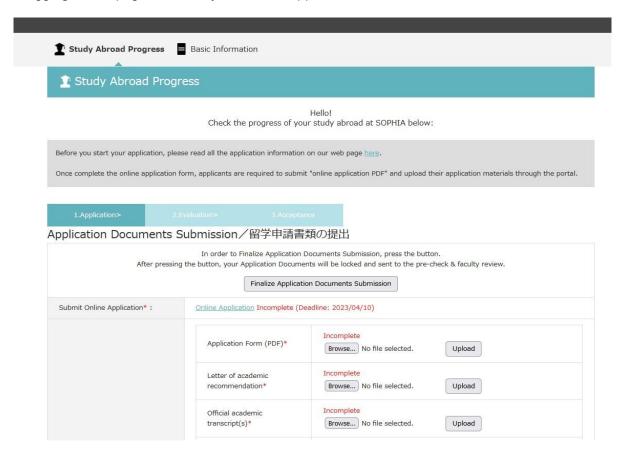


2.2 Log-in & Password Change

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

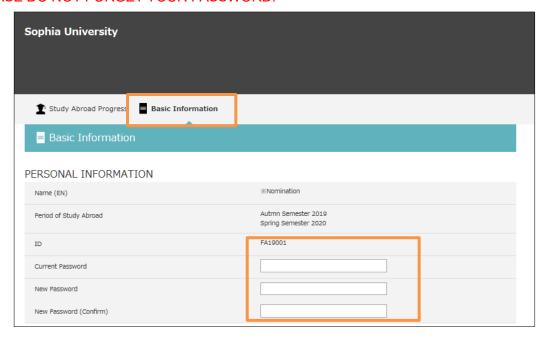


After logging-in, the page will show your current application status.



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

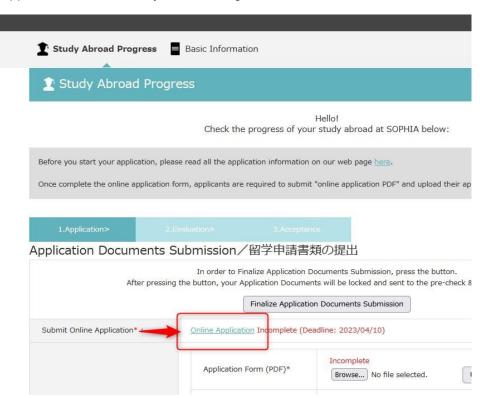
3.1 Input Procedure

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

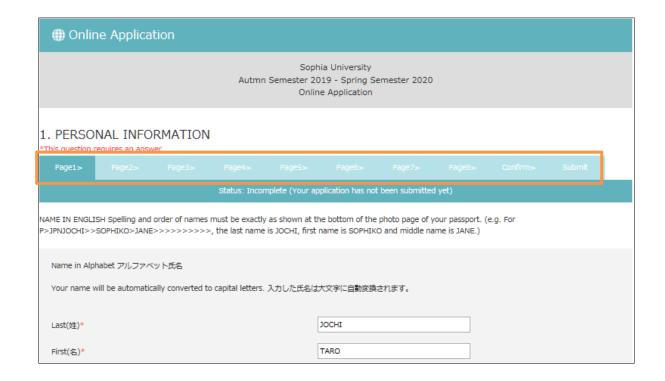
- Personal Information (Name, Birth Date, Nationality)
- Contact Information (Your Current Contact and Emergency Contact)
- Current Academic Information
- Academic Background
- Study Plan (Program / Department, List of Courses You Expect to Take at Sophia)
- Personal Statement and Applicant Survey
-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

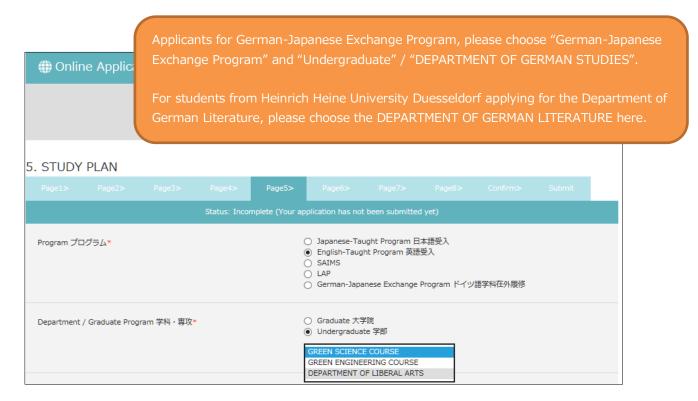


There are 8 pages in total. Please fill in all the required information.

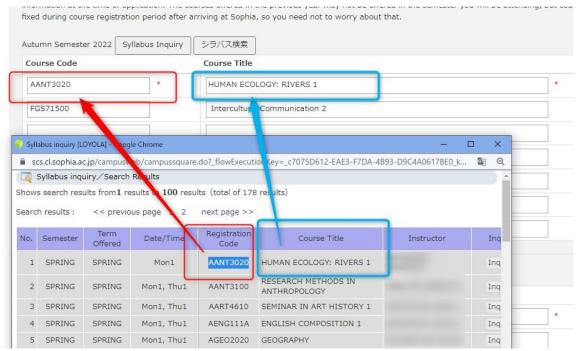


3.2 Input your Study Plan

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."



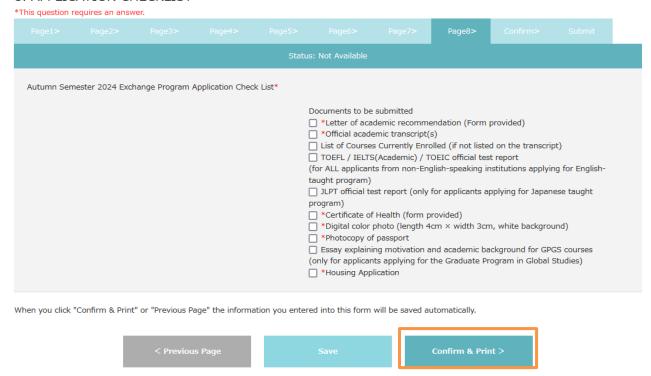
On Page 5, you also need to choose courses you wish to take at Sophia. Please read the instructions carefully and fill in the registration code and title. You can search for course details using the Syllabus Inquiry.



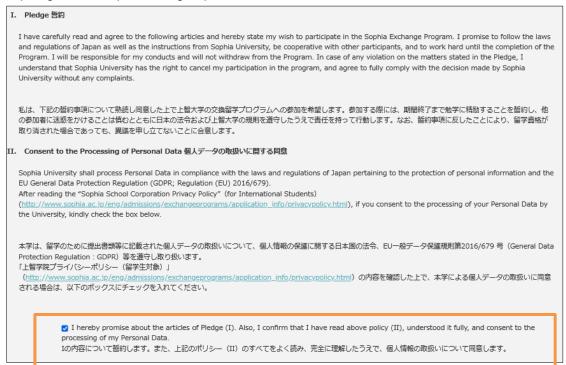
3.3 Confirmation and Submit

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"

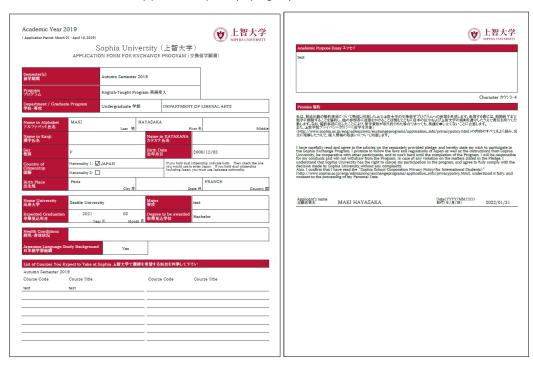
*If you would like to keep the application form data for your record, please click on the "Print" button.

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 an administrative law firm, regarding the CoE (Certificate of Eligibility). Please follow the provided instructions.

Contact: Support Gyoseishoshi Corporation (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.

ARRIVAL INFORMATION 到着情報					
Please contact the manager of your accommodation and inform your arrival date and time by yourself. Please kindly be noted that Airport Meeting Service / Airport pickup Service are no longer available.					
Arrival Date to Japan 到着日*					
Arrival Time to Japan 到着時刻* (in JAPAN TIME, e.g. 14:10)					
Flight number of Final Flight to Japan フライト番号* e.g. UA837					
Flight Number of ALL Connecting Flight(If any) 経由便 e.g. UA755→UA837					
Final Departure Airport to Japan 最終出発空港* e.g. San Francisco,SFO					
Arrival Airport in Japan 到著空港* Narita/Haneda/Others					
Contact Information in Japan 日本での連絡先					
Address: Please be sure to fill out if you arranged your accommodation by yourself. If you will live in the Sophia dormitory or Sophia Associated Dormitory, dormitory name is sufficient. Phone: If you have international or Japanese phone, please fill out.					
Address 住所					
Phone# 電話番号					

Save

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



<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_iryou/kenkou/kekkaku-kansenshou03/english.html

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

With the above newly established government policy, <u>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 <u>Spring 2026 application and onwards.</u></u>

- <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, <u>students who are required to submit TB screening result must go through the test during the following period</u>:

- -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 <u>designated clinics</u>. 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, <u>Indonesia, Myanmar and China are still in the process of finalizing the JPETS preparation</u>. 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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