

- (1) Access the following website:
URL: https://certificate-s.cl.sophia.ac.jp/cert/i/i_registration.html
- (2) After selecting “LANG: English” in the top-right corner of the screen, enter a valid email address that can receive messages.
- (3) Access the URL sent to your email.
- (4) Check the box indicating “I agree with the above” and click the “Agree” button.
- (5) Enter your full name, phonetic spelling of your name (in Katakana), phone number and click the “Use” button.

上智大学 SOPHIA UNIVERSITY **User information registration**

Name Taro Yamada Please write your name in alphabet here

Department 一般 Please select "一般"

Company name, etc. Company name, etc.

Telephone number Telephone number Please enter your phone number

Mail address [Redacted]

administration department Center for Academic Affairs Please select "Center for Academic Affairs"

Please check the information and click the "Use" button.

Back **Use**

- (6) "Application Fee for Research / Foreign Special Research Student" select "1" in the "Number of Copies" field and click the "Proceed" button.

Select the application form

Center for Academic Affairs

Type of certificate	Commission	Number of copies
Application Fee for Second Degree	35000 yen	0
Application Fee for Re-Admission	35000 yen	0
Application Fee for Re-admission for Doctoral Candidate Advance notice required	10000 yen	0
Application Fee for Research / Foreign Special Research Student	10000 yen	1

1 copy

Proceed

- (7) Leave the “Attachment file” field blank and click the “Proceed” button.

Option for application form

Attachment file (gif, png, jpeg, pdf, xlsx, docx) *Multiple selections possible

ファイル選択 選択されていません

Back **Proceed**