

Sophia University
Graduate School
Kamokuto Rishusei
(Non-Matriculated Graduate Student)
Application Procedure
Spring Semester 2026

1. Incomplete applications will not be accepted.
See “Application Procedure”. All of Step1-3 are required.
2. Documents submitted to the university will not be returned.
3. As a general rule, courses for which no degree students have registered will be cancelled and cannot be taken.

<Privacy Policy>

The names, addresses, and other personal information provided in the application process will be used for the following purposes: (1) screening, (2) notification of screening results, (3) procedures, and other related matters.

Please make inquiries using following contact form,
<https://www.sophia.ac.jp/eng/contact/academic/>



Non-Matriculated undergraduate students (Kamokuto Rishusei) are persons of any nationality who wish to take one or more courses of their choice, up to 10 credits in one year, but do not intend to earn a degree from Sophia. Students are accepted for a period of one semester.

You can apply only for the courses listed in "Course List".

Non-Matriculated Students take courses together with our current students. Students may be required to have the same or higher academic level, language level, ICT skills, etc. as current students. (There is no special support for Non-Matriculated Students.)

ELIGIBILITY

Applicants who meet one of the following requirements are eligible to apply for status as Kamokuto Rishusei (non-matriculated undergraduate students):

- (1) Those who have graduated / will graduate from university
- (2) Those who hold an undergraduate degree
- (3) Those who have finished 16 years of education outside Japan
- (4) Those certified by the Ministry of Education, Science, Sports and Culture
- (5) Those who have completed at least 3 years of undergraduate education and have been certified by Sophia University as having compiled an outstanding record
- (6) Those who studied in foreign university systems where an undergraduate degree can be earned in 15 years, and have been certified by Sophia University as having outstanding records
- (7) Those who have attained the age of 22, and have been certified by Sophia University as having the equivalent qualification of university graduation by virtue of individual entrance screening
- (8) Those who are certified by Sophia University as having the equivalent qualification of university graduation

* For international students: International students must have a status of residence that will allow them to stay in Japan at least till the end of Spring Semester, September 20, 2026. In principle, students with the status of residence of "College Student" are not allowed to apply for Non-Matriculated student. However, they may apply only if they are enrolled in other institutions (universities, Japanese language schools, etc.) and the institution has appropriate residency management.

APPLICATION DOCUMENTS

You need to submit the application documents by post mail.

Photocopies are not acceptable. If the certificate is printed in a language other than English or Japanese, it must be translated into English and certified by a school official or an official agency. Those who were non-matriculated student in the Spring Semester 2025 or the Autumn Semester 2025 don't have to submit (4) and (5). In that case, please be sure to enter your previous student ID number on the web form. [B] must be submitted regardless of your previous course history. Applications with incomplete documents will not be accepted. Submitted application materials will not be returned.

[A]For all applicants

- (1) ID Photo
Please paste a 4.5 x 3.5 Photograph showing head and shoulder only on Application Form 1.
- (2) Application Form (Form 1) * In addition to the name, a seal or signature is required.
You can apply for the courses listed in "Course List".
- (3) Statement of Purpose (Form2)
Purpose for taking the course(s) should be written in English if the course(s) conducted in English.
If you wish to apply for two or more courses, please make copies of the form and use them.
- (4) Certificate of graduation (or expected graduation) / Certificate of Withdrawal
- (5) Official transcripts

[B]For all applicants who apply for any of the following major *Submission is required regardless of past course history.

* Regarding the classes held in Japanese, the following is not described in English.

Major	(5) Documents that must be submitted
Master's Program in Education	1) Transcript 2) Applicants should show their English proficiency level by submitting test results of TOEFL, TOEIC etc. (for all non-native speakers of English)
文化交渉学専攻	証明書は求めませんが、出願には N1 相当の日本語能力が必要です。
Master's Program in Linguistics	Regarding TESOL, applicants should show their English proficiency level by submitting test results of TOEFL, IELTS or EIKEN Grade 1. This test should be taken not more than 2 years. This requirement is waved for native applicants.
Master's Program in International Relations	Applicants should show their English proficiency level by submitting test results of TOEFL, TOEIC etc. This requirement is waved for native applicants or Sophia University alumni.
Master's Program in Global Studies	1) A letter of recommendation [Form 3] 2) Proof of English Proficiency (TOEFL or IELTS) (for all non-native speakers of English) 【TOEFL】Applicants must have a minimum TOEFL iBT score of 100, or an overall score of 5.0 with a reading score of 5.0 on the new scale effective January 2026. MyBest score is acceptable. TOEFL Home Edition, TOEFL ITPR, TOEFL Essentials are not acceptable.

	<p>【IELTS】Applicants must have a minimum IELTS (Academic) score of 7.0. IELTS Online and IELTS Indicator are not acceptable. The exam must have been taken no more than two years before the time of application. This requirement is waived for non-native applicants who have obtained a degree from an institution where all their courses were taught in English, and English is the official medium of instruction.</p>
Master's Program in International Cooperation Studies	<p>1) For those who wish to take "PEACEBUILDING SEMINAR" (MFIC1040) Applicants should submit Certificate of result of TOEFL,</p> <p>2) For those who wish to take "MARGINALIZED PEOPLES AND COMMUNITIES" (MFIC1500) Applicants should show their language proficiency level by submitting test results as below. (For all non-native speaker of English) Certificate of result of TOEFL, IELTS or EIKEN</p> <p>3) For those who wish to take "環境と開発 1" (MFIC1520) Applicants should show their language proficiency level by submitting test results as below. (For all non-native speaker of English) Certificate of result of TOEFL, IELTS or EIKEN (For all non-native speaker of Japanese) Results of Japanese Language Proficiency Tests such as JLPT N1/N2, JPT, J-TEST, etc.</p>

[C]For International Students

- (6) Photocopy of both sides of the Residence Card
- (7) Japanese Language Proficiency Test Certificate of Result and Scores or Score Report (N1) ; provided, however, that the applicants shall not apply to any of the following
1. Those who were non-matriculated student in the Spring Semester 2025 or the Autumn Semester 2025.
 2. Those who have studied in Japanese school and have the ability to speak and write Japanese equivalent to N1.
 3. Those who apply only for Japanese class of the Center for Language Education and Research or/and the courses by English.

APPLICATION PROCEDURE

1 . Application Period

March 9, 2026 ~ March 13, 2026 (should be postmarked)

2 . Application Procedure

Application is accepted through the following steps. Make sure to prepare for the application documents and complete each step.

STEP1 Fill out the web application form

Please register your application information.
<https://forms.office.com/r/TOQ0Weq1b0>



STEP2 Pay the application fee.

Application Fee: 10,000yen

Please pay the application fee to the following transfer bank account by the application deadline March 13, 2026.

Payee's Bank	Sumitomo Mitsui Banking, Corporation Head Office
A / C No.	8860455
Payee's Name	ガク) ジョウチガクイン

- ※ **Please put "J - (hyphen)" before the applicant's name. We can not confirm your remittance if the remitter is not the applicant.**
- ※ Please kindly bear the bank remitting charges concerned.
- ※ Please refer to the attached "Refund of Application Fee" for details on the refund of application fee.
- ※ The bank receipt you receive at the bank is the university's fee receipt. Please store it for your records.
- ※ If you wish to apply for Undergraduate and Graduate courses, you will need to transfer the application fee and submit the application documents for each.

STEP3 Mail the application documents.

The application documents should be enclosed in an envelope and **sent to the following address by trackable express mail** within application period (should be postmarked).

Address: Academic Records Section Center for Academic Affairs, Sophia University
7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554

SCREENING METHOD

The application screening will be done by each Department. There is no written test.

For the following courses, an interview is mandatory. Please come directly to the interview location on the scheduled date. For ZOOM or ONLINE interviews, please wait for the department to contact you with further details.

* Regarding the classes held in Japanese, the following is not described in English.

Major	Date	Time	Place
国文学専攻	3月30日(月)	11時30分～12時	7号館9階国文学科会議室
Master's Program in Education	March 25 (Wed)	Coordinate with the applicant	ZOOM
看護学専攻	3月23日(月) ～3月25日(水)	出願者と調整	ZOOMにて実施
Class	Date	Time	Place
<東洋史学>近・現代演習 I (MHHT7360)	3月23日(月)	13時30分～	史学科研究室 7-1025 室
<西洋史学>近・現代演習 I (MHHT7440)	3月31日(火)	11時～	史学科研究室 7-1025 室
ソーシャルケースワーク研究 (MHSV7250)	3月26日(木)	13時～	ZOOMにて実施
PROJECT MANAGEMENT 1 (MFIC1350)	March 23 (Mon)	10:00 AM – 12:00 PM	ONLINE
MARGINALIZED PEOPLES AND COMMUNITIES 1 (MFIC1500)	Coordinate with the applicant	Coordinate with the applicant	ONLINE
環境と開発1 (MFIC1520)	March 24 (Tue)	13:00 PM – 13:30 PM	Building 2, 16th Floor, 7 Room 1611

※From the Autumn Semester 2025 onward, continuing non-matriculated students taking courses within the same department, as well as graduates and graduate students of this university who belong to the same department offering the desired courses, will not be required to undergo an interview.

NOTICE OF RESULTS / TUITION

- (1) Notification of Results will be sent to you by mail on April 6, 2026
 - (2) Courses other than follows: 24,800 yen per credit
 Master's Program In Nursing; 43,100 yen per credit
 Master's Program In Science And Technology; 48,500 yen per credit
 Master's Program In Global Environmental Studies; 28,700 yen per credit
- We will not respond to any inquiries regarding the screening process or results.

ENROLLMENT PROCEDURES

Enrollment procedures will be completed when the applicant has paid the tuition fees and has submitted the pledge to the Academic Records Section of the Center for Academic Affairs by registered mail. When the procedures are completed, the applicant will receive a student ID card.

Period for Registration Procedures: April 13- April 20, 2026 (should be postmarked)

Please note:

- If you do not complete the procedures during the stated time period above, your approval for registration will be cancelled.
- You cannot change or cancel the courses you have registered for.
- A course for which no degree students register will be cancelled.
The materials submitted by the applicant and any fees such as registration and tuition will not be returned; however, in cases such as when the course an applicant has registered for is canceled by Sophia University,
- tuition fee for that course will be returned.
- Please be certain to attend the first day of class.
Please check the syllabus or Loyola by yourself regarding the classroom. For details, please refer to the notice enclosed with the notification of the acceptance.

GRADING

Students who have completed the course work satisfactorily will be granted credits. However, it is impossible to earn a degree from Sophia University with all credits taken while enrolled as a non-matriculated undergraduate student. Up to 10 credits can be applied to a degree at Sophia University. Applications for credit transfer can only be made after obtaining the status of degree graduate school student.

ACADEMIC ACCOMMODATIONS

Any applicant with physical conditions that might require special attention to undertake university work should consult the Academic Records Section, the Center for Academic Affairs well in advance.

ACADEMICS

1 . ACADEMIC CALENDAR FOR SPRING SEMESTER 2026

Classes	April 11 – July 24 ※Although April 29 and July 20 is public holiday, classes will be held
No class day	June 4, July 3
Make-up classes	May 16, June 13, June 20, July 11
Final Examination	1Q : June 4 · June 6 2Q and Spring semester: July 25 – August 1
Summer Vacation	August 2 – September 20

2 . CLASS HOURS

Class Period	Hours
1	9 : 00 ~ 10 : 40
2	10 : 55 ~ 12 : 35
3	13 : 30 ~ 15 : 10
4	15 : 25 ~ 17 : 05
5	17 : 20 ~ 19 : 00
6	19 : 10 ~ 20 : 50

3 . INFORMATION ON ICT SKILLS SUCH AS “MY SOPHIA” AND “LOYOLA”

Information regarding classrooms and courses (university announcements, class cancellations or make-up classes, and classroom changes) will be provided through “My Sophia” and “Loyola.” Details on how to use these systems will be provided at the time of enrollment procedures.

In addition, depending on the course, submitting assignments via PC may be required. Please note that you will be expected to operate your own PC or smartphone as needed.

4 . HOW TO READ THE “LIST OF COURSE OFFERINGS”

This “Course List” contains the courses available to non-matriculated students.

Department	Registration Code	Course Title	Level	Credit	Professor	Course Term Category (※)	Day·Time (※)	Notes
〇〇	XXXX5020	△△	100	4	**	春学期	月 2, 木 2	
〇〇	YYYY5030	△△	200	4	**	春学期	火 4, 火 5	
〇〇	ZZZZ5080	△△	300	2	**	1クォーター	月 2	
〇〇	WWWW5100	△△	400	4	**	2クォーター	木 4, 木 5	

- ※ Courses with Multiple Class Periods: These are courses that meet more than once per week.
Example: If a course is held on Monday in Period 2 and Thursday in Period 2, it will be shown as “月 2, 木 2.”
- ※ The class period differs depending on the course offering category. Please make sure to check the following schedule and pay attention to the course period for the classes you wish to take.
 - Spring Semester: : April 11 (Sat), 2026 – July 24 (Fri), 2026
 - 1Q : April 11 (Sat), 2026 – June 4 (Thu), 2026
 - 2Q : June 5 (Fri), 2026 – July 24 (Fri), 2026

5 . SYLLABUS

You can see the syllabus on the website of Sophia University (following URL). Please check the syllabus for application. The syllabus for the Spring Semester will be published in the middle of March 2026.

※<https://piloti.sophia.ac.jp/eng/academic/syllabi/syllabus-inquiry/>



Refund of Application Fee

If any of the following "Reasons for requesting a refund of the application fee" apply to you and you request a refund of the application fee by submitting the required documents for the refund by the deadline, the application fee will be refunded to your designated bank account.

Any documents for the refund submitted after the deadline will not be accepted. Please note that the refund will take about one to two months after the request.

1. Reasons for requesting a refund of the application fee

- (1) The applicant paid the application fee but did not complete other required procedures.
- (2) The applicant paid the application fee and filled out the web application form and submitted the application documents, but the application was not accepted.

*Applications will not be canceled for personal reasons after the application documents have been mailed.

2. How to obtain the form required for a refund request

<Required Documents for refund>

- (1) Application for Refund of Application Fee (Word)
- (2) Notification Sheet for Overseas Remittance (PDF)
(Only if you wish to have the fee refunded to your overseas bank account)

Please send your request to the following e-mail address.

E-mail address: academic_records-co@sophia.ac.jp

[Subject] Request the forms for refund of application fee.

[Text] Applicant's name, Non-Matriculated Student, Spring Semester 2026.

3. Deadline for submitting the documents for refund

17:00 (JST) on April 13 (Mon.), 2026

*Please note that the application fee is non-refundable after the above deadline.

4. How to submit the documents for refund

Please fill out the "Requests for refund of the application fee" or "Notification Sheet for Overseas Remittance" (if necessary) without omission and send it as an attachment to the e-mail address below. We only accept applications by e-mail.

E-mail address: academic_records-co@sophia.ac.jp

[Subject] Submission of the "Application for Refund of the Application Fee"

[Text] Applicant's name, Non-Matriculated Student, Spring Semester 2026.

We will reply to you within 5 business days after receiving your e-mail.

If you have not received any response from us after 5 business days, please contact us.

2026年度春学期 上智大学科目等履修生 希望科目届出書
Application Form for Sophia University Non-Matriculated Student
Spring Semester 2026

フリガナ		
氏名 Name		印/signature
出願フォームへ登録しました <input type="checkbox"/> (登録のうえ左のボックスにチェックをしてください) I entered my application information on the web application form. <input type="checkbox"/> (Please fill out the application form and check mark tick the box.)		

写真貼付
Photograph

(縦 4.5 cm×横 3.5 cm)
3 ヶ月以内撮影の、正
面上半身脱帽のカラー
写真。
裏面に氏名を記入す
ること。

履修を希望する科目

No	登録コード Registration Code	科目名 Course Title	単位 Credit	曜日・時限 Day・Time	担当者 Professor
1					
2					
3					
4					
5					
単位合計 Total Credits				春学期と秋学期 合計 10 単位まで Up to 10 credits for one year (2026 Spring and Autumn semesters)	

チームリーダー	受付

*本学記入欄	受験番号	V16
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氏名 Name	
登録コード Registration Code	
科目名 Course Title	
担当教員 Professor	

科目等履修生を希望する目的・理由を具体的に記入すること。(400字以内)
Reason for wishing to take this course. (Approximately 200 words in English)

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*1科目につき1枚ずつ、履修の目的・理由を記入して下さい。2科目以上履修を希望する者は、コピーして使用して下さい。
*履修できる科目は、授業科目一覧に記載されている科目のみです。記載のない科目は履修できません。

This form may be filled out either in English or in Japanese. /英語または日本語で記入してください。

Applicant's Name: _____
志願者氏名 (LAST) (FIRST) (MIDDLE)
姓 名

1. How long and in what capacity have you known the applicant?
推薦者と志願者の関係及びその関係の発生した時期

2. How would you assess his/her purpose in coming to Sophia? Please consider motivation, perseverance and academic abilities.
志願者の本学志望の目的、及びその動機確かさ、持続性、学習遂行に必要な能力について

3. Please include any other information or remarks which, in your estimation, are relevant in deciding the applicant's acceptance or rejection.
その他

Your Name: _____
推薦者氏名 (LAST) (FIRST) (MIDDLE)
姓 名

Your Institution/職業: _____ Your Position/役職: _____

Address/住所: _____ Tel/電話: _____

Date/日付: _____ Signature/署名: _____ 印

TO THE RECOMMENDER: After completing this form, please enclose it in an envelope, seal it, and sign your name across the seal. Then return it directly to the applicant, who will send it to Sophia along with all his/her other application documents. /記入後、厳封の上志願者にお渡しください。