

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 Decide which program / department you apply for and make the “List of Courses You 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 except 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.

Dear TARO JOCHI,

Greetings from Sophia University!

You are nominated to our exchange program at Sophia University in Autumn Semester 2019, Spring Semester 2020.

You can access the online application at the following website using your log-in information below:

<https://scs.cl.sophia.ac.jp/campusssa/>

Username: FA19001

Password:

2.2 Log-in & Password Change

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



 上智大学
SOPHIA UNIVERSITY

Username:

Password:

LOGIN

This system is designed to work with the following browsers:

- Internet Explorer 8.0 or above
- Mozilla Firefox
- Safari
- Google Chrome

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

The screenshot shows the 'Study Abroad Progress' page. At the top, there are two tabs: 'Study Abroad Progress' (active) and 'Basic Information'. Below the tabs, a teal banner reads 'Study Abroad Progress'. The main content area includes a greeting 'Hello!' and instructions to check progress at SOPHIA. A grey box contains instructions to read application information and submit documents. A progress bar shows three steps: '1. Application>' (active), '2. Evaluation>', and '3. Acceptance'. The main heading is 'Application Documents Submission / 留学申請書類の提出'. Below this, there is a button 'Finalize Application Documents Submission'. A status section shows 'Submit Online Application* : [Online Application](#) Incomplete (Deadline: 2023/04/10)'. A table lists required documents: 'Application Form (PDF)*', 'Letter of academic recommendation*', and 'Official academic transcript(s)*'. Each row shows 'Incomplete' status, a 'Browse...' button, 'No file selected.', and an 'Upload' button.

If you would like to change your password, please click “Basic Information.”

PLEASE DO NOT FORGET YOUR PASSWORD.

The screenshot shows the 'Basic Information' page. At the top, there are two tabs: 'Study Abroad Progress' and 'Basic Information' (active). Below the tabs, a teal banner reads 'Basic Information'. The main content area is titled 'PERSONAL INFORMATION' and contains a table with the following fields: 'Name (EN)' with a 'Nomination' dropdown; 'Period of Study Abroad' with options for 'Autmn Semester 2019' and 'Spring Semester 2020'; 'ID' with the value 'FA19001'; 'Current Password' with an input field; 'New Password' with an input field; and 'New Password (Confirm)' with an input field. The 'ID' field and the password input fields are highlighted with an orange box.

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.”

The screenshot shows the 'Study Abroad Progress' web application. At the top, there is a navigation bar with 'Study Abroad Progress' and 'Basic Information'. Below this is a teal header with 'Study Abroad Progress' and a user icon. The main content area includes a greeting 'Hello!' and instructions to check the progress of study abroad at SOPHIA. A progress bar shows three steps: '1. Application>', '2. Evaluation>', and '3. Acceptance'. The current step is 'Application Documents Submission / 留学申請書類の提出'. Below this, there is a button 'Finalize Application Documents Submission'. A red box highlights the 'Online Application' link, which is next to the text 'Submit Online Application* Incomplete (Deadline: 2023/04/10)'. Below this, there is a section for 'Application Form (PDF)*' with a 'Browse...' button and the text 'No file selected.'.

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.”

Applicants for German-Japanese Exchange Program, please choose “German-Japanese Exchange Program” and “Undergraduate” / “DEPARTMENT OF GERMAN STUDIES”.

For students from Heinrich Heine University Duesseldorf applying for the Department of German Literature, please choose the DEPARTMENT OF GERMAN LITERATURE here.

Online Application

5. STUDY PLAN

Page1> Page2> Page3> Page4> Page5> Page6> Page7> Page8> Confirm> Submit

Status: Incomplete (Your application has not been submitted yet)

Program プログラム*

Japanese-Taught Program 日本語受入
 English-Taught Program 英語受入
 SAIMS
 LAP
 German-Japanese Exchange Program ドイツ語学科在外履修

Department / Graduate Program 学科・専攻*

Graduate 大学院
 Undergraduate 学部

GREEN SCIENCE COURSE
 GREEN ENGINEERING COURSE
 DEPARTMENT 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.

Autumn Semester 2022 Syllabus Inquiry シラバス検索

Course Code Course Title

AANT3020 * HUMAN ECOLOGY: RIVERS 1 *

FGS71500 Intercultural Communication 2

Syllabus inquiry [LOYOLA] - Google Chrome

scs.cl.sophia.ac.jp/campusweb/campussquare.do?_flowExecutionKey=_c7075D612-EAE3-F7DA-4B93-D9C4A0617BE0_k...

Syllabus inquiry / Search Results

Shows search results from 1 results of 100 results (total of 178 results)

Search results: << previous page 2 next page >>

| No. | Semester | Term Offered | Date/Time | Registration Code | Course Title | Instructor | Inq |
|-----|----------|--------------|------------|-------------------|----------------------------------|------------|-----|
| 1 | SPRING | SPRING | Mon1 | AANT3020 | HUMAN ECOLOGY: RIVERS 1 | | Inq |
| 2 | SPRING | SPRING | Mon1, Thu1 | AANT3100 | RESEARCH METHODS IN ANTHROPOLOGY | | Inq |
| 3 | SPRING | SPRING | Mon1, Thu1 | AART4610 | SEMINAR IN ART HISTORY 1 | | Inq |
| 4 | SPRING | SPRING | Mon1, Thu1 | AENG111A | ENGLISH COMPOSITION 1 | | Inq |
| 5 | SPRING | SPRING | Mon1, Thu1 | AGEO2020 | GEOGRAPHY | | Inq |

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

*This question requires an answer.

Page1> Page2> Page3> Page4> Page5> Page6> Page7> Page8> Confirm> Submit

Status: Not Available

Autumn Semester 2024 Exchange Program Application Check List*

Documents to be submitted

- *Letter of academic recommendation (Form provided)
- *Official academic transcript(s)
- List of Courses Currently Enrolled (if not listed on the transcript)
- TOEFL / IELTS(Academic) / TOEIC official test report (for ALL applicants from non-English-speaking institutions applying for English-taught program)
- JLPT official test report (only for applicants applying for Japanese taught program)
- *Certificate of Health (form provided)
- *Digital color photo (length 4cm x width 3cm, white background)
- *Photocopy of passport
- Essay explaining motivation and academic background for GPGS courses (only for applicants applying for the Graduate Program in Global Studies)
- *Housing Application

When you click "Confirm & Print" or "Previous Page" the information you entered into this form will be saved automatically.

< Previous Page Save Confirm & Print >

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.

I. Pledge 誓約

I have carefully read and agree to the following articles and hereby state my wish to participate in the Sophia Exchange Program. I promise to follow the laws and regulations of Japan as well as the instructions from Sophia University, be cooperative with other participants, and to work hard until the completion of the Program. I will be responsible for my conducts and will not withdraw from the Program. In case of any violation on the matters stated in the Pledge, I understand that Sophia University has the right to cancel my participation in the program, and agree to fully comply with the decision made by Sophia University without any complaints.

私は、下記の誓約事項について熟読し同意した上で上智大学の交換留学プログラムへの参加を希望します。参加する際には、期間終了まで勉学に精励することを誓約し、他の参加者に迷惑をかけることは慎むとともに日本の法令および上智大学の規則を遵守したうえで責任を持って行動します。なお、誓約事項に反したことにより、留学資格が取り消された場合であっても、異議を申し立てないことに合意します。

II. Consent to the Processing of Personal Data 個人データの取扱いに関する同意

Sophia University shall process Personal Data in compliance with the laws and regulations of Japan pertaining to the protection of personal information and the EU General Data Protection Regulation (GDPR; Regulation (EU) 2016/679). After reading the "Sophia School Corporation Privacy Policy" (for International Students) (http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/privacypolicy.html), if you consent to the processing of your Personal Data by the University, kindly check the box below.

本学は、留学のために提出書類等に記載された個人データの取扱いについて、個人情報の保護に関する日本国の法令、EU一般データ保護規則第2016/679号（General Data Protection Regulation：GDPR）等を遵守し取り扱います。「上智学院プライバシーポリシー（留学生対象）」（http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/privacypolicy.html）の内容を確認した上で、本学による個人データの取扱いに同意される場合は、以下のボックスにチェックを入れてください。

I hereby promise about the articles of Pledge (I). Also, I confirm that I have read above policy (II), understood it fully, and consent to the processing of my Personal Data.
Iの内容について誓約します。また、上記のポリシー（II）のすべてをよく読み、完全に理解したうえで、個人情報の取扱いについて同意します。

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/

Pre-Departure

Submit [Online Application](#) : Complete (2021/07/29)

Incomplete (Deadline: 2019/04/10)

| | | |
|--|-------------------------------------|--------|
| Letter of academic recommendation | Incomplete 参照... ファイルが選択されていません。 | Upload |
| Official academic transcript(s) | Incomplete 参照... ファイルが選択されていません。 | Upload |
| List of Courses Currently Enrolled | Incomplete 参照... ファイルが選択されていません。 | Upload |
| TOEFL/ IELTS(Academic)/ TOEIC test report | Incomplete 参照... ファイルが選択されていません。 | Upload |
| JLPT N1 test report | Incomplete 参照... ファイルが選択されていません。 | Upload |
| Certificate of Health | Incomplete 参照... ファイルが選択されていません。 | Upload |
| Digital color photographs (length 4cm x width 3cm *exact size) | Incomplete 参照... ファイルが選択されていません。 | Upload |
| Photo copy of your passport | Incomplete 参照... ファイルが選択されていません。 | Upload |
| for GPGS (Graduate) | Incomplete | |

Submit [Required Documents](#) : 日本語は、[こちら](#)

After choosing the documents, click “upload”

Specific forms are provided for some documents (Recommendation Letter and Certificate of Health) under “Application Documents” in *Sophia Go Global Portal*.

Documents

| Application Documents | |
|--|---|
| 24S_00_(for Students) Application Guide_202302.pdf | 00_(for Students) Application Guide |
| 24S_01_Recommendation Letter Form20230915.xlsx | 24S_01_Recommendation Letter Form20230915 |
| 24S_02_Certificate of Health_20230329.docx | 24S_02_Certificate of Health_20230329 |

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.”

| | |
|--|-----------------------------------|
| Submit Housing Application : | Incomplete (Deadline: 2019/04/10) |
|--|-----------------------------------|

If you have chosen “Sophia Associated Housings,” please number the housings in the order of your preference on the second page.

| | | | |
|--|--------|----------|--------|
| Page1> | Page2> | Confirm> | Submit |
| Status: Incomplete (Your application has not been submitted yet) | | | |
| We will not use the personal information on the housing application for other purposes. | | | |
| HOUSING ARRANGEMENTS 宿舎申込* | | | |
| Housing List for Sophia and Self Arrangement (上智大学の寮と自己手配の宿舎一覧) : https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/Housing_List/index.html | | | |
| <input checked="" type="radio"/> SOPHIA Associated Housings 上智大学の寮 <input type="radio"/> SELF Arrangement 自己手配 | | | |

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|--|--|--|---|---|-------------------------|--|--------------------------------------|---|---------------------------------|---|-----------------------------|
| Status: Incomplete (your application has not been submitted yet) | | | | | | | | | | | | | | | | | |
| We will not use the personal information on the housing application for other purposes. | | | | | | | | | | | | | | | | | |
| HOUSING PREFERENCE 宿舎希望 | | | | | | | | | | | | | | | | | |
| Read housing information carefully from the link below before ranking selection. Only rank housing options that you are willing to enter if once assigned. Housing allocation works on first come, first served basis. Those who cannot be placed to any of the housing options below should look for housing by your own. *The availabilities are quite limited. We are strongly advised to choose 2 or more housings to assure their housing arrangement. 下記リンクより宿舎案内をよく読んで、入居希望宿舎の希望順位を記して下さい。配置された場合必ず入居する宿舎のみお選びください。宿舎配置は先着順で行います。配置されない場合はご自身で手配する必要があります。*入居可能人数が限られていますので、少なくとも2つ以上の希望をつけることをお勧めします。 Housing List (宿舎一覧) : https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/index.html | | | | | | | | | | | | | | | | | |
| (WOMEN) | <table border="1"><tr><td>3</td><td>SOPHIA SOSHIGAYA INTERNATIONAL HOUSE 祖師谷国際交流会館</td></tr><tr><td>4</td><td>SOPHIA-ARRUPE INTERNATIONAL RESIDENCE 上智大学アルペ国際学生寮</td></tr><tr><td></td><td>SOCIAL RESIDENCE HIGASHI-KOGANEI ソーシャルレジデンス東小金井</td></tr><tr><td></td><td>KASAI INTERNATIONAL HOUSE 葛西インターナショナルハウス</td></tr><tr><td>1</td><td>AZALEA HOUSE アゼリアハウス</td></tr><tr><td></td><td>DK HOUSE TOKYO NERIMA DKハウス 東京・練馬</td></tr><tr><td>2</td><td>DK HOUSE SHINKOIWA DKハウス 新小岩</td></tr><tr><td>5</td><td>DK HOUSE MATSUDO DKハウス松戸</td></tr></table> | 3 | SOPHIA SOSHIGAYA INTERNATIONAL HOUSE 祖師谷国際交流会館 | 4 | SOPHIA-ARRUPE INTERNATIONAL RESIDENCE 上智大学アルペ国際学生寮 | | SOCIAL RESIDENCE HIGASHI-KOGANEI ソーシャルレジデンス東小金井 | | KASAI INTERNATIONAL HOUSE 葛西インターナショナルハウス | 1 | AZALEA HOUSE アゼリアハウス | | DK HOUSE TOKYO NERIMA DKハウス 東京・練馬 | 2 | DK HOUSE SHINKOIWA DKハウス 新小岩 | 5 | DK HOUSE MATSUDO DKハウス松戸 |
| 3 | SOPHIA SOSHIGAYA INTERNATIONAL HOUSE 祖師谷国際交流会館 | | | | | | | | | | | | | | | | |
| 4 | SOPHIA-ARRUPE INTERNATIONAL RESIDENCE 上智大学アルペ国際学生寮 | | | | | | | | | | | | | | | | |
| | SOCIAL RESIDENCE HIGASHI-KOGANEI ソーシャルレジデンス東小金井 | | | | | | | | | | | | | | | | |
| | KASAI INTERNATIONAL HOUSE 葛西インターナショナルハウス | | | | | | | | | | | | | | | | |
| 1 | AZALEA HOUSE アゼリアハウス | | | | | | | | | | | | | | | | |
| | DK HOUSE TOKYO NERIMA DKハウス 東京・練馬 | | | | | | | | | | | | | | | | |
| 2 | DK HOUSE SHINKOIWA DKハウス 新小岩 | | | | | | | | | | | | | | | | |
| 5 | DK HOUSE MATSUDO DKハウス松戸 | | | | | | | | | | | | | | | | |

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.

| Pre-Departure | |
|---|---|
| Submit Online Application : | Complete (2021/07/29) |
| | Received. Documents under review. |
| Application form | Complete <input type="button" value="Download"/> |
| Letter of academic recommendation | Complete <input type="button" value="Download"/> |
| Official academic transcript(s) | Incomplete <input type="button" value="参照..."/> ファイルが選択されていません。 <input type="button" value="Upload"/> |

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.

| | |
|--|---------------------------------|
| Acceptance : Letter of Acceptance | Screening Complete (2021/07/29) |
|--|---------------------------------|

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.

| | |
|--|-----------------------------------|
| Acceptance : Letter of Acceptance | Screening Complete (2021/07/29) |
| Submit Arrival Form : | Incomplete (Deadline: 2019/08/18) |

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 到着空港*
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 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

---- Reference: E-mail sent to our partner universities on June 30th, 2025 ----

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

Dear Partners,

Warm greetings from Sophia University, Tokyo!

This is an important notice sent to all of our partners as commencing from Spring 2026 application, some of your students may need to submit additional documents at the time of application.

Given the rise in the number of foreign-originated Tuberculosis (TB) cases in Japan, the Japanese Government 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 undergo 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