

Scholarship Application Guidelines 2027

Sophia University New Student Scholarship

Sophia University Benefactors' (Adachi) Scholarship

< For students with a "Student" status of residence at the time of admission >

These scholarships are designed to support students with excellent grades whose first-choice university is Sophia University and are experiencing financial hardship that affects their studies.

Eligible Students

- Students applying for 2027 Sophia University Undergraduate/Graduate School entrance examination and meet the above requirements.
- Students who will possess a "Student" visa at the time of admission.

***To applicants from Southeast Asia and Africa**

"Sophia University Benefactors' (Adachi) Scholarship" is a scholarship for students from Southeast Asia and Africa. Students from Southeast Asia and Africa who apply for "Sophia University New Student Scholarship" will automatically be considered as applicants for "Sophia University Benefactors' (Adachi) Scholarship". Recipients will be selected for either "New Student Scholarship" or "Adachi Scholarship".

[Applicable countries] (Alphabetical order)

Algeria, Angola, Benin, Botswana, Brunei, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Cote d'Ivoire, Djibouti, East Timor, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Indonesia, Kenya, Laos, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Mali, Mauritania, Mauritius, Morocco, Mozambique, Myanmar, Namibia, Niger, Nigeria, Philippines, Republic of Congo, Republic of South Africa, Republic of South Sudan, Rwanda, San Tome and Principe, Senegal, Seychelles, Sierra Leone, Singapore, Somalia, Tanzania, Thailand, the Democratic Republic of the Congo, Timor-Leste, Togo, Tunisia, Uganda, Viet Nam, Zambia, Zimbabwe

* Note: Student from any country can apply for "Sophia University New Student Scholarship".

Scholarship Amount

Selections are made based on regulations and one of the following scholarship amounts will cover the recipients' school fee if selected:

Sophia University New Student Scholarship

- The amount equivalent to the full Tuition Fee
- The amount equivalent to one-half of the Tuition Fee
- The amount equivalent to one-third of the Tuition Fee

Sophia University Benefactors' (Adachi) Scholarship

- The amount equivalent to the full Tuition Fee and Education Enhancement Fee

* These scholarships do not cover other school fees, such as Entrance Fee, Enrollment Fee, etc.

Scholarship Period

- For Students entering in Academic Year 2027 Spring Semester : **April 2027- March 2028**
- For Students entering in Academic Year 2027 Autumn Semester : **September 2027- September 2028**

These scholarships will cover the Tuition Fee for the first two semesters only, but you can apply for another tuition support scholarship for the following years after enrollment. For more information, please check the information after enrollment.

Application Period

Applications will only be accepted during the scholarship application period with no exception. The scholarship application period differs depending on which program you apply for admission, therefore please make sure to check the scholarship application period on the following website.

Scholarship Information : https://piloti.sophia.ac.jp/eng/scholarships1/scholarship_e0005/

- Students applying for multiple departments/entrance examination for admission must submit a separate application for the scholarship for each admission.
- **【For Undergraduate】** Students who took the entrance examination in the first application period and passed, are not eligible to apply for the scholarship in the second application period.

Method of Submission

- In principle, applicants must send the documents to the **Center for Student Affairs** using traceable services such as “registered mail” (*kan-i-kakitome*) or “Letter Pack Plus” for domestic mail or EMS for international mail.
- The delivery address is listed on the last page (p.4).
- Please do NOT enclose any admission documents. Make sure to send them separately.
- On the envelope, please write in red as below:
Application for New Student Scholarship (Receipt No.) to (Course) in (Program)
e.g., Application for New Student Scholarship (12345) to (M.A.) in (Global Studies)
- For application documents sent from within Japan, **postmarks dated by the deadline will be accepted.**
- For application documents sent from outside of Japan, **they must arrive by the deadline date.** We will not accept applications that arrive after the deadline.

- If there are unavoidable reasons such as suspension of the postal service in your country, you may send your application documents via e-mail. In such case, please state in the body of the e-mail the reason why you cannot send it by postal mail and the subject of the e-mail must be as below:
Application for New Student Scholarship (Receipt No.) to (Course) in (Program)
e.g., Application for New Student Scholarship (12345) to (M.A.) in (Global Studies)
- Applications are ONLY accepted during the application period(JST) with no exception. If your application does not reach the Center for Student Affairs due to network connection errors, etc., we will not be able to consider the situation.

Application Documents

All applicants must submit documents ① - ②. Applicants whose parents, spouse or financial supporters live in Japan must submit documents ③ - ⑥ additionally.

Provide copies of all documents, except those specified as “original”. For documents that require an “original”, submit those issued within the last three month.

Below documents(①-②) required for all applicants		
①	Application Form	<ul style="list-style-type: none">• The applicant must complete the designated form by typing (no handwriting allowed)• On the “Family Members” section, list all your family members other than financially independent person.• If your father/mother is divorced or deceased, state that next to his/her name.• On the “Personal history” section, provide details about your educational backgrounds starting from high school graduation and work experience (except for part-time jobs).• The applicant must sign the pledge. *Electronic signature is also acceptable
②	Certificate of Income (copy)	<ul style="list-style-type: none">• The certificate must state the total income (tax included) for year 2025 (from Jan. to Dec.) of your financial supporter. The certificate must be written in English or Japanese. Please attach a Japanese or English translation if the certificate is issued in other languages. (No notarization required. Translation by the applicant is acceptable.)

	<ul style="list-style-type: none"> • If the financial supporter had no income during that year, submit a certificate that proves no income. • If your financial supporter receives income from multiple places, submit income certificates from all the companies. • An income certificate that shows only a net income is not accepted. • In case you are unable to prepare an official income certificate, you may submit a letter of explanation that shows the 2025 income in a free format instead. <p>• Submit the document according to the situation that applies below:</p> <p>- If the applicant is financially dependent on their parents etc.: Submit your parents' income certificates. If you have a financial supporter besides your parents, submit that person's certificate.</p> <p>- If the applicant is married: Submit your income certificate and your spouse's income certificate.</p> <p>- If the applicant is financially independent: Submit your income certificate if you do not receive any financial support from your parents or others.</p> <p>*If your family or financial supporters live in Japan, please read the following.</p>
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Below documents(③-⑥) required for applicants whose parents, spouse or financial supporters live in Japan		
③	Residence Certificate (original)	<ul style="list-style-type: none"> • Submit a Residence Certificate (<i>Juminhyo</i>) that lists all family member regardless of whether they live together or not (excluding a financially independent person). • Submit the certificate without a "My Number"(Individual Number) listed.
④	FY2026 Taxation Certificate or Tax Exemption Certificate (2025 Jan. - Dec.) (original)	<ul style="list-style-type: none"> • Submit the certificate for all family members including the applicant, regardless of whether they live together or not (excluding a financially independent person and a student). • The certificate must show the total income for year 2025. • The certificate can be issued at the municipal office. • Applicants must obtain an official certificate issued by the company if they had been working outside of Japan in 2025. (Please attach a Japanese or English translation if the certificate is issued in other language.) • If you have a financial supporter other than your parents or spouse, you must submit the income certificate of that person.
⑤	2025 Withholding Tax Certificate (copy)	• Submit the certificate issued by the company. (If he/she worked at more than one place, certificates from all the companies are required.)
	2025 Income Tax Return (copy)	• Submit the certificate (Page 1 & 2) if they filed the tax return for 2025.
	Documents regarding Pension (copy)	<ul style="list-style-type: none"> • Submit the document(s) regarding pension if your family member received a pension in 2025. • If he/she received more than one pension, all documents must be submitted.
⑥	Certificate of Enrollment (original)	• If you have siblings who attend high school or university, submit the certificate.

Points to be noted

- We may ask you to submit additional documents or request additional information if necessary. When you receive an email from the Center for Student Affairs [scholarship-co@sophia.ac.jp], please reply as soon as possible. Your application may be rejected if you do not respond to our e-mail by the designated

deadline.

- If there are any deficiencies or false statements in the application documents, you will lose your eligibility. If any false statement is discovered after you have been selected as a recipient, you will be asked to return the scholarship amount.
- Application documents for this scholarship will not be used for any purposes other than scholarship selection.
- Scholarship application documents will not be returned.

Selection

Selection will be conducted based on the application documents, financial situation and grades.

Notification of Results

The scholarship notification will be sent to the applicants via email on the day when the admission result comes out. Recipients will be able to check the School Fee they have to pay from the online admission page, "My Page". The scholarship amount will be deducted from the original School Fee. Please pay the School Fee by the designated period.

Contact

Center for Student Affairs, Sophia University
Department of Financial Support, Counter No.10 (Bldg. 2 1F)

Postcode: 102-8554

Address: 7-1 Kioi-cho, Chiyoda-ku, Tokyo, Japan

Office Hours: 10 : 00 - 11 : 30 12 : 30 - 15 : 30

E-mail: scholarship-co@sophia.ac.jp

Phone: +81-3-3238-3523