

Sophia University, Graduate Program in Global Studies
Application Procedure for *Kamokuto Rishusei* (Non-Matriculated Graduate Student)
Autumn Semester 2022

1. Eligibility

Applicants who meet one of the following requirements are eligible to apply for status as *Kamokuto Rishusei* (non-matriculated graduate 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 Autumn Semester, March 31, 2023. 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.

2. Application Procedures

The procedures for application require that you pay the application fee and submit all necessary documents, explained below, by the appointed deadline. The deadline for payment of the fee is August 22. And the following materials should be sent by registered mail to the Academic Records Section **from August 16 to August 22**. Only those applications postmarked by the application deadline of August 22 will be considered.

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

*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.

3. Application Fee

Application Fee: 10,000yen

Please pay the application fee to the following transfer bank account by the application deadline August 22.

If you apply for “上智大学大学院科目等履修生（自由履修コース）” at the same time, no additional application fee is required. However, please submit each application form respectively.

フリガナ	ガク) ジョウチガクイン
銀行	三井住友銀行 本店営業部
口座番号	8860455

* **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.

4. Application Materials

- 1) Application Form / General Data [*Form 1*]
- 2) Statement of Purpose [*Form 2*]
Purpose for taking the course(s) should be written in English (approximately 200 words for each course).
- 3) A letter of recommendation [*Form 3*]

- 5) Certificate of graduation from university (or expected graduation)
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 (the embassy or consulate).
- 6) Official university/ college transcripts
Photocopies are not acceptable. If the transcript 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 (the embassy or consulate)
- 7) TOEFL scores (for all non-native speakers of English)
“Test Taker Score Report” and “My Best Score” will be acceptable. This test should be taken not more than 2 years before the application deadline. Applicants should have a TOEFL score of at least 100 on the internet-based test or 250 on the computer-based test. 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.
- 8) Certificate of Residence or photocopies of the Resident Card (for international students).

Please note:

Neither the documents submitted, nor the application fee once paid to Sophia University, can be returned.

5. Screening Method

Screening decisions will be made by the Graduate Program in Global Studies.

6. Notification of Results

- 1) Notification of Results will be sent to you by mail on **September 16, 2022**.
- 2) Accepted applicants will receive the following materials:
 - a) A list of the courses for which they may register
 - b) A pledge confirming the student’s acceptance of the rules of non-matriculated student status
 - c) Loyola account information
 - d) Sophia ICT account information

7. Tuition (Academic Year 2022)

Tuition fee: 24,000 yen per credit

8. Registration Procedures

Registration will be completed when the applicant has paid the relevant 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 Completion of Registration Procedures:
September 27 - October 4 (should be postmarked)**

Please note:

- 1) If you do not complete the procedures during the period above, your approval for registration will be cancelled.
- 2) You cannot change, add nor cancel the courses you have registered for.
- 3) A course for which no degree students have registered will be cancelled.
- 4) 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.
- 5) Please be certain to attend the first day of class.
- 6) **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.**

9. 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 graduate student. Up to 10 credits can be applied to a Master’s degree at Sophia University. Applications for credit transfer can only be made after obtaining the status of degree graduate student.

ACADEMIC CALENDAR FOR AUTUMN SEMESRER 2022

Classes	September 27 – December 24 / January 6 –January 23
Make-up classes	October 22, December 10, January 7, January 21
Final Examination	January 24 – January 31

*Although October 10 and November 23 is public holiday, classes will be held.

*No class on November 1, November 2, November 4, December 3, January 13, January 14

CLASS HOURS

Class Period	Hours
1	9 : 0 0 ~ 1 0 : 4 0
2	1 0 : 5 5 ~ 1 2 : 3 5
3	1 3 : 3 0 ~ 1 5 : 1 0
4	1 5 : 2 5 ~ 1 7 : 0 5
5	1 7 : 2 0 ~ 1 9 : 0 0
6	1 9 : 1 0 ~ 2 0 : 5 0

Class Cancellations, make up classes or any additional no-class days will be announced on the Loyola bulletin board

SYLLABUS

You can see the syllabus on the website of Sophia University. Please check the following URL.

https://www.sophia.ac.jp/eng/studentlife/academic_services/syllabi/index.html



CONTACT

Please contact us through the following form.

*Closed from August 10 to 18

<https://www.sophia.ac.jp/jpn/form/sophia03.html>



[Form 1]

* University Use	受験番号	V 2 1
	学生番号	J 2 2 6 1

**Application Form for
Sophia University Graduate Program Non-matriculated student
Autumn Semester 2022**

Name		Did you take a course of Spring semester 2022 as a non-matriculated student? Yes (ID No. _____) or No
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Graduate Program in Global Studies

No	Registration Code	Course Title	Credits	Day · Time	Professor
1					
2					
3					
4					
5					
Total Credits				10 credits of course work during one year (2 semesters)	

チームリーダー	受付

General Data

Please paste a
4.5 x 3.5
Photograph
showing
head and shoulder
only

Applicant			
フリガナ if possible			
Name			signature
Date of Birth			
Sex	male • female		
Present Address	〒		TEL
			E-Mail
Office Address	〒		TEL

Schools Attended				
Graduation Date	Public / Private	High School		
Graduation Date	Public / Private	University	Faculty	Department
Graduation Date	Public / Private	University	Graduate School	Program
<p>Please check your status as of September 21, 2022 and circle the alphabet below.</p> <p>a. Student from other university b. Junior college student c. Vocational school student d. Special vocational student e. High school student f. Those who are currently working (including part-time job) g. Others (including housewife, those who have retired)</p>				

Guarantor			
フリガナ if possible			Relationship to applicant
Name			印 signature
Address	〒		TEL

Non-Japanese only				
Nationality				
Status of Residence				
Period of stay				
Resident Card Number/ Alien Registration Number				

[Form 3]

SOPHIA UNIVERSITY Graduate Program in Global Studies

上智大学グローバルスタディーズ研究科グローバル社会専攻

Recommendation Letter Form

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)

姓

(FIRST)

名

(MIDDLE)

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)

姓

(FIRST)

名

(MIDDLE)

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。