

## II. GENERAL INFORMATION

### **The Academic Year**

The Faculty of Comparative Culture and the Faculty of Liberal Arts follow the same calendar as the other faculties of the university. There are two semesters, beginning in April and September. Each semester consists of 15 weeks of classes, including final examinations. To ensure that each course is held a sufficient number of hours to fulfill the regulations set by the Ministry of Education, make-up class days for days of the week with many holidays may be scheduled at the end of the term prior to the examination period. For the Academic Year 2008, the following “virtual Tuesday” and “virtual Monday” has been scheduled:

Virtual Tuesday

*Spring 2008: July 11 (Fri) 2008*

Virtual Monday

*Autumn 2008: January 15 (Thu) 2009*

### **Loyola Web Service**

The Loyola Web service for teachers and students started in autumn 2007.

It enables students to:

- Register and withdraw from courses (there are some exceptions)
- Check their registration status and grades
- Check information concerning cancelled classes, make-up classes, or notices on the web bulletin board through PCs and mobile phones.

Please refer to the Loyola Handbook (available at the Center for Academic Affairs) for detailed explanations on how to use Loyola.

### **Categories of Students**

#### **1. Degree Students**

Degree students are those who intend to graduate from Sophia. Freshmen degree students are admitted in both spring and autumn semesters. Transfer applicants are also considered for admission each semester.

#### **2. Non-Degree Students**

Non-degree students are those who enroll for one year to take courses and obtain credits but do not intend to earn an academic degree from Sophia. This

status is applicable only to foreign students (students without Japanese citizenship) who enroll as full-time students (see p. 25). Non-degree students may be accepted for entrance in both the spring and autumn semesters.

### 3. **Non-Matriculated (*Jiyû rishû* 科目等履修生自由履修コース) Students**

Non-matriculated (*jiyû rishû*) students are persons of any nationality who wish to take one or more courses of their choice, up to 30 credits in one year, but do not intend to earn a degree from Sophia. Applications are accepted in early March for the spring semester and in early September for the autumn semester.

## **Foreign Students Coming to Japan**

### **Visa Status**

Students coming from abroad to study at Sophia must have a college student visa or other appropriate visa such as a diplomatic or an official visa, or a visa for a dependent spouse or child of a Japanese national. A temporary visitor visa is not acceptable.

To qualify for a college student visa, students are required to register for the equivalent of at least 10 hours of instruction per week.

### **Application Procedure**

To obtain a college student visa, the student or his/her representative must apply for a Certificate of Eligibility at the Immigration Bureau of the Japanese Ministry of Justice. The necessary documents are as follows:

1. Application for the Certificate of Eligibility (prescribed Immigration Bureau form).
2. One photograph (4cm x 3cm) for the application form for the Certificate of Eligibility.
3. Letter of Admission. This letter will be issued upon request after the student has paid the fees due prior to entrance to the university (*Nyûgaku-tetsuzuki-kin*, see p. 27).

If a student resides outside Japan, a representative residing in Japan may apply for a Certificate of Eligibility on the student's behalf. The student should submit the above-listed documents to such a representative, who may be one of the following:

- a. A relative of the student

- b. A person who will be paying the tuition fees or living expenses incurred by the student
- c. An employee of the organization that offers a scholarship to the student or will be paying the tuition fees or living expenses incurred by the student
- d. An employee of Sophia University

Those who select option d should submit documents 1 and 2 above to the Admissions Office after paying the fees due prior to entrance to the University (*Nyûgaku-tetsuzuki-kin*). It will take at least one month to obtain a Certificate of Eligibility.

It is also possible for a student residing outside Japan to apply through a Japanese embassy or consulate abroad for a college student visa. However, it will take two to three months for the visa to be issued.

Students who are already residing in Japan on some other type of visa should inquire at the regional Immigration Bureau.

### **Extending a College Student Visa**

Please refer to p. 9 of “The Handbook for Foreign Students 2008” (available at Overseas Liaison Center) and inquire at the regional Immigration Bureau for further details.

### **Guarantor**

Sophia University requires all students to have a guarantor in Japan. If a student cannot find a guarantor, he/she should ask the Admissions Office for further instructions.

### **Financial Aid Programs**

#### **1. University Scholarship Programs**

The following types of scholarship are awarded to degree students on the basis of financial need and academic standing.

#### **Sophia Type I Scholarship**

An honors grant is available to undergraduate sophomores, juniors, and seniors who show high academic performance. Grantees are decided upon recommendation from the dean of each faculty.

**Sophia Type II Scholarship**

Scholarships offered to degree students in good standing (graduate and undergraduate), who are experiencing financial problems that make it difficult for them to continue their studies. The grant varies from one-third to the entire amount of tuition fees for a full academic year. Applications are accepted after entrance to the university. Tuition-fee-waiving arrangements for privately financed degree students who hold a college student visa status are included in this scholarship.

**Sophia Type III Scholarship**

Scholarships funded by voluntary contributions from inside Japan or from abroad. For some Type III scholarships the student must apply for consideration; for others the award is made on the basis of the recommendation of the dean of the faculty in which the student is enrolled. Decisions on such scholarships are made after entrance to the university.

**2. Nihon Gakusei Shien Kikô Scholarship**

This is a loan scholarship program for Japanese nationals administered by a national agency. The recipient has the responsibility of returning the loan after graduation. Applications are accepted after the student enters the university.

**3. Scholarships Offered by Public or Private Institutions**

More than 100 kinds of scholarships are available. Of these, 60 are reserved for foreign students who hold a college student visa status. Applications for most are accepted through the university after entrance. The number of recipients is usually very limited, and most organizations will consider only degree students.

*For scholarship information, please contact:*

Center for Student Affairs  
Sophia University  
7-1 Kioi-cho, Chiyoda-ku  
Tokyo 102-8554, Japan  
Tel: 03 (3238) 3523

**Lost and Found**

A lost-and-found service is provided at the Information Service Office. If a student loses or finds an article, it should be reported to this office.

## **Housing**

Sophia University has one off-campus women's dormitory and one off-campus men's dormitory. For further information, please inquire at the following dormitory offices:

Edagawa Dormitory (for males)

Qualification:

- Degree students of Sophia University
- Good command of Japanese language

1-4-11 Edagawa

Koto-ku, Tokyo 135-0051

Inquiries: 03 (3238) 3523 (Center for Student Affairs)

For information about other dormitory accommodations, please consult:

Kyoritsu Maintenance

2-18-8 Sotokanda, Chiyoda-ku, Tokyo 101-8621

Tel: 03 (5295) 7889 Fax: 03 (3251) 0776

For information about apartments, please consult the following organizations:

Sophia University apartment consultation staff

NASIC Co. (National Students Information Center Co.), Ochanomizu Branch

Marunaka Bldg. 4F, 4-4 Kanda-Surugadai, Chiyoda-ku, Tokyo

Tel: 0120 (066) 749 Fax: 03 (3257) 2200

The following private facilities are also available. Requests for information and applications should be addressed directly to these facilities:

Five Ships Women Students' Dormitory

4-8-7 Kuriya, Tama-ku,

Kawasaki-shi, Kanagawa-ken 214-0039

Tel: 044 (953) 0660

Wakeijuku (for males)

1-21-2 Mejirodai

Bunkyo-ku, Tokyo 112-8682

Tel: 03 (3941) 7446

**Mail**

Students are allowed to use Sophia University as their mailing address for one month after they register as new students. When mail is received by the university, the name of the student will be posted on the FLA/FCC bulletin board. The mail will be held for ten days and if not called for will be returned to the sender. Mail received for anyone not currently enrolled will be returned to the sender immediately. The university accepts no responsibility for handling student mail.

**Parking Facilities**

The University reserves no parking facilities for students on campus. Students are advised not to drive any vehicle to the university. Tokyo municipal law strictly prohibits the parking of cars or motorcycles on the public streets around the campus.

**Health and Insurance****National Health Insurance System**

Foreign residents who will stay in Japan for more than one year are required to join this insurance system. Foreign students staying in Japan for less than one year may also join the system, providing they have a certificate of Alien Registration. The procedures are carried out at the local ward/city office, and payments of the premium are made monthly.

**Medical Fee Reimbursement by JASSO (Japan Student Services Organization)**

Foreign students with the visa status of “College Student” are qualified to receive medical fee reimbursement from JASSO (a reimbursement scheme). This assistance is carried out on the assumption that all its users are concurrently participating in the National Health Insurance system. Please refer to the “Handbook for Foreign Students” (issued by the Overseas Liaison Center) for details.

**Sophia University Student Health Insurance Mutual Union**

All of the degree students are affiliated with this Union at the time of the entrance to Sophia University.

The Union will reimburse 80% (65% for dental treatment) of the expenses not covered by the health insurance (excluding expenses for medical treatment not covered by the Health Insurance system in Japan).

The union also issues ten free swimming pool tickets a year and sponsors a blood-donation center.

### **Personal Accident Insurance for Students Pursuing Education and Research**

All degree students and exchange students must be affiliated with this insurance plan. This will cover physical injuries a student suffers during educational and research activities at the university (taking part in the regular curriculum, school events, extracurricular activities reported to the university, and while the insured is within the school facilities for other reasons) and during commuting to school.

For details, please refer to the “Manual for Participants in Personal Accident Insurance for Students Pursuing Education and Research”.

### **Physical Check-up**

All new degree students must have a physical check-up at the beginning of the first semester followed by check-ups every year in April. The dates and place for the physical check-up will be announced on the bulletin board by the Sophia Health Center.

### **Counseling Services**

The Counseling Center provides assistance pertaining to academic, vocational, and personal concerns. All Sophia University students are invited to utilize these services. Counseling is available both in English and in Japanese, and services are free of charge. Professional confidentiality is strictly maintained. To see a counselor, please make an appointment.

Office location: Building No. 10, 3rd floor.

### **Campus Ministry**

The Catholic Center is located on the first floor of Building No. 2. It is open from Monday to Friday from 9:30 a.m. until 5:00 p.m. An English Mass is celebrated on Tuesday at 12:40 p.m.

**OFFICE DIRECTORY**

	<b>Office</b>	<b>Tel</b>	<b>Bldg</b>	<b>Floor/Room</b>
<b>Course Registration / Class Information / Transfer Credits / Examination / Grades</b>	<b>Center for Academic Affairs</b>	<b>03-3238-3515</b>	<b>No. 2</b>	<b>1F</b>
<b>Request for Deferred Payment of Tuition &amp; Fees</b> <b>Health Insurance</b> <b>Part-time Jobs</b> <b>Scholarships</b> <b>Governmental Financial Aid for Foreign Students</b>	<b>Center for Student Affairs</b>	<b>03-3238-3523</b>	<b>No. 2</b>	<b>1F</b>
<b>Lost &amp; Found</b>	<b>Information Service Office</b>	<b>03-3238-3112</b>	<b>No. 2</b>	<b>1F</b>
<b>Student Travel Fare Discount Certificates</b> <b>Certificate of Attendance / Official Transcript</b>	<b>Vending Machine (in front of the Center for Academic Affairs)</b>		<b>No. 2</b>	<b>1F</b>
<b>Exchange Program (Long-term : outgoing )</b> <b>Exchange Program (Long-term : incoming )</b> <b>Short-term Language Programs</b> <b>Short-term Study Abroad Programs</b> <b>Monbukagakusho Scholarship (For foreign students)</b> <b>Monbukagakusho Scholarship (For Japanese students)</b>	<b>Overseas Liaison Center</b>	<b>03-3238-3521</b>	<b>No. 2</b>	<b>1F</b>
<b>Tuition and Fees</b>	<b>Center for Academic Affairs</b>	<b>03-3238-3195</b>	<b>No. 2</b>	<b>1F</b>
<b>Employment</b>	<b>Career Center</b>	<b>03-3238-3581</b>	<b>No. 2</b>	<b>1F</b>
<b>Admissions</b>	<b>Admissions Office</b>	<b>03-3238-4018</b>	<b>No. 2</b>	<b>1F</b>
<b>Request for Leave of Absence</b> <b>Request for Withdrawal from the University</b> <b>I.D. Card Issuance</b> <b>Change of Address / Guarantor</b> <b>Re-admission</b> <b>Transfer of Faculty / Department</b>	<b>Center for Academic Affairs (Academic Records Section)</b>	<b>03-3238-3519</b>	<b>No. 2</b>	<b>1F</b>
<b>Academic Record Sheet</b> <b>Appointment with Dean / Chair</b>	<b>FLA/FCC Office</b>	<b>03-3238-4004</b>	<b>No. 10</b>	<b>4F</b>
<b>Health Service</b>	<b>Health Center</b>	<b>03-3238-3394</b>	<b>Hoffman Hall</b>	<b>2F</b>
<b>Computer</b>	<b>Media Center</b>	<b>03-3238-3101</b>	<b>No. 2</b>	<b>3F</b>
<b>Counseling</b>	<b>Counseling Center</b>	<b>03-3238-3559</b>	<b>No. 10</b>	<b>Room 303</b>
<b>Teacher and Curator Certification</b>	<b>Office of Academic Affairs</b>	<b>03-3238-3520</b>	<b>No. 2</b>	<b>1F</b>