

II. GENERAL INFORMATION

The Academic Year

The Faculty of Liberal Arts follows 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 MEXT, make-up class days for days of the week with many holidays may be scheduled during each term. For the Academic Year 2012, the following “virtual day” has been scheduled:

Virtual Monday *January 15 (Tue.) 2013*

Loyola Web Site

The Loyola web site for teachers and students 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
- Check progress toward fulfillment of graduation requirements using the self-evaluation system

Please refer to the “Loyola Handbook” (available online via Loyola) 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 international students who enroll as full-time students (see p. 26). Non-degree students may be accepted for entrance in both the spring and autumn semesters.

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

Non-matriculated (*jiyū rishū*) 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 late March for the spring semester and in early September for the autumn semester.

International Students Coming to Japan

1. Status of Residence

Students coming from abroad to study at Sophia must have as their status of residence "college student" or other appropriate status such as "permanent resident", "long term resident", or "dependent". A temporary visitor visa is not acceptable.

To qualify for status as a "college student", students are required to register for at least 4 regular courses (i.e., at least 10 hours of class time per week).

2. Application Procedure

To obtain "college student" status, 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:

- a. Application for the Certificate of Eligibility (prescribed Immigration Bureau form).
- b. One photograph (4cm x 3cm) for the application form for the Certificate of Eligibility.
- c. Letter of Admission. This letter will be issued after the student has paid the fees due prior to university entrance (*Nyūgaku-tetsuzuki-kin*, see p. 29) and submitted the required documents.

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 University entrance (*Nyūgaku-tetsuzuki-kin*) with the other required documents. It will take at least one month to obtain the Certificate of Eligibility.

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

Students who are already residing in Japan on some other type of status of residence should inquire at the Regional Immigration Bureau.

3. Extension of period of stay as “college student” / change of status of residence to “college student”

For procedures on extending period of stay or changing the status of residence, please refer to “The Handbook for International Students 2012” available at the International Liaison Office. Please note that among the documents submitted to the Immigration Bureau, there are forms that must be filled out by the Center for Academic Affairs, which takes about 4 days.

After your application for extension of period of stay or change of status of residence is approved, you must register the change in registered matters at the municipal office in the district of residence within 14 days. Please do not forget to submit your updated “Certificate on Registered Matters” (登録原票記載事項証明書 *Tourokugenpyo-kisajikou-shoumeisho*) or photocopies of both sides of your “Certificate of Alien Registration” to the Center for Academic Affairs, Academic Records Section. Note that various disadvantages regarding school life, such as Loyola access being stopped or non-receipt of scholarships may occur until it is confirmed that you have submitted one of the above documents.

*** New residency management system will start from July 9, 2012.**

Information will be announced on Loyola.

Guarantor

Sophia University requires all students to have a guarantor. Sophia University sends important notices regarding academic affairs and school newsletters to the guarantor's address, or may contact the guarantor in a state of emergency.

A guarantor should be one of the below (listed in order of priority) :

1. One of the parents who lives in Japan.
2. A person who lives in Japan and earns his/her living independently.
3. One of the parents who lives in a foreign country. (This option is only for Non-Japanese students)

Sophia University Awards**Sophia University Academic Excellence Awards (Former Name : Sophia Type I Scholarships)**

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

Scholarships and 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 University New Student Scholarships

Scholarships for new students are awarded to entering degree students each semester, on the basis of a screening of documents submitted at the same time as the application for admission.

Sophia University Tuition Support Scholarships (Former Name : Sophia Type II Scholarships)

These scholarships are 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 full amount of tuition fees. Applications are accepted after entrance to the university. The notice for date of orientation, application period, etc. will be posted on the web bulletin board on Loyola.

Sophia University Benefactors' Scholarships (Former Name : Sophia Type III Scholarships)

Scholarships funded by voluntary contributions from inside Japan or from abroad. For some of these 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. JASSO Scholarship Loan Programs

(Nihon Gakusei - Shien - Kikō Scholarship)

This is a loan scholarship program for Japanese nationals administered by Japan Student Services Organization (JASSO). 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 scholarships are available. Of these, 60 are reserved for international students who hold a college student status of residence. 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.

Information will be announced on the web bulletin board on Loyola.

For scholarship information, please contact:

Center for Student Affairs

Tel: 03 (3238) 3523 Office Location : Building No.2, 1st floor

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 several off-campus dormitories. Foreign students will be treated equally with Japanese students in the dormitories listed below. For application, contact the office of each dormitory directly.

Sophia Soshigaya International House
4-24-1, Kamisoshigaya, Setagaya-ku, Tokyo 157-0065
Tel: 03 (5384) 1201

Edagawa Men's Dormitory (For students with good command of Japanese)
1-4-11 Edagawa, Koto-ku, Tokyo 135-0051
Tel: 03 (3238) 3523 (Center for Student Affairs)

Sophia Higashi Nakano Women's Dormitory
2-6-9, Higashinakano, Nakano-ku, Tokyo 164-0003
Tel: 03 (5295) 7791
(Kyoritsu Maintenance Co., Ltd.)

Sophia Kasai International House Women's Dormitory
8-15-14, Nakakasai, Edogawa-ku, Tokyo 134-0083
Tel : 03(5295)7791
(Kyoritsu Maintenance Co., Ltd.)

Lestonnac Izumi kan (for Women)
2-41-23 Izumi, Suginami-ku, Tokyo 168-0063
Tel: 03 (3321) 3600
E-mail: lestonnac_izumikan@yahoo.co.jp

Studio Meisen (for Women)
6-2 Minamimotomachi Shinjyuku-ku, Tokyo 160-8522
Tel: 03(3351)0097

Information about other residential options may be obtained from the following sources.

Kyoritsu Maintenance
International Department
2-18-8 Sotokanda, Chiyoda-ku, Tokyo 101-8621
Tel: 03 (5295) 7889 Fax: 03 (3251) 0776
<http://www.gakuseikaikan.com>
E-mail: SJD@dormy.co.jp

NASIC Co. (National Students Information Center Co.)
Shinjuku Office
TK Shintoshin Bldg. 4F 1-23-1 Nishishinjuku, Shinjuku-ku,
Tokyo 160-0023
Tel: 0120-066-749 Fax: 03 (5909) 5790
E-mail : sophia@749.jp

Student Service Co., Ltd. Shinjuku Office
Shinjuku L Tower., 5F, 1-6-1
Nishishinjuku, Shinjuku-ku, Tokyo 163-1505
Tel: 0120-964-068 Fax: 03 (5909) 1471
E-mail: jcd_siryouseikyuu@maicom.co.jp

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

Wakeijuku (for Men)
1-21-2 Mejirodai
Bunkyo-ku, Tokyo 112-8682
Tel: 03 (3941) 7446 Fax : 03(3941)7482

IFCA (International Friendship Culture Association) Student Center
(for women)
3-37-9, Nishihara, Shibuya-ku, Tokyo, 151-0066
Tel : 03-3466-3028 Fax : 03-3466-3130
HP : <http://www.ifca-tokyo.com/studentcenter.html>

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, motorcycles or bicycles on the public streets around the campus.

Health and Insurance

1. National Health Insurance System

International students who will stay in Japan for more than one year are required to join this insurance system. The procedures are carried out at the local ward/city office. The premium must be paid. However, if you declare you have no income, it will be reduced. Please ask directly about the details to the local ward/city office. Subscribers to the National Health Insurance system have only to bear 30% of medical expenses for any treatment covered by the insurance at clinics or hospitals. (Expenses for medical treatment not covered by the insurance must be paid in full.)

2. 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 and in transit between school facilities.

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

3. Medical Check-up

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

Counseling Services

Individual and group counseling are available from professional counselors to help students resolve any issue they may encounter during their college life (e.g. academic concerns, career options, student life, relationship issues, and mental and emotional health) and make the most of their time at Sophia University. Counseling is available both in English and in Japanese, and the services are free of charge. Disclosed information is kept confidential. All Sophia University students are invited to utilize the services. 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.

11 General Information

OFFICE DIRECTORY

	Office	Tel	Bldg	Floor/Room
Course Registration / Class Information / Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
Student Counseling Extra-curricular Activities & Volunteering Scholarship & Fees Counseling Insurance, Dormitory, Part-time Jobs, etc Childcare Room Applications	Center for Student Affairs	03-3238-3523	No. 2	1F
Lost & Found	Information Service Office	03-3238-3112	No. 2	1F
Student Travel Fare Discount Certificates Certificate of Enrollment / Official Transcript	Vending machine		No. 2	3F
Exchange Program (Incoming / Outgoing) Short-term Language Programs Short-term Study Abroad Programs Monbukagakusho Scholarship	International Liaison Office	03-3238-3521	No. 2	1F
Tuition and Fees	Center for Academic Affairs	03-3238-3195	No. 2	1F
Employment	Career Center	03-3238-3581	No. 2	1F
Admissions	Admissions Office	03-3238-4018	No. 2	1F
Request for Leave of Absence Request for Withdrawal from the University I.D. Card Reissuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Academic Record Sheet Appointment with Dean / Chair	FLA/FCC Office	03-3238-4004	No. 10	4F
Health Service	Health Center	03-3238-3394	Hoffman Hall	2F
Computer	Media Center	03-3238-3101	No. 2	3F
Counseling	Counseling Center	03-3238-3559	No. 10	3F
Teacher and Curator Certification	Center For Certification Programs	03-3238-3520	No. 2	1F