

2023 Application Procedures

- Sophia University New Student Scholarship
- Sophia University Benefactors' (Adachi) Scholarship

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

This scholarship is intended to contribute to human resources development by supporting students with financial hardship whose first choice is our university and who find it difficult to study here due to financial problems despite having excellent grades.

*To applicants from Southeast Asia and African countries

Students from Southeast Asia and African countries who apply for the Sophia University New Student Scholarship will automatically be considered applicants for the Adachi Scholarship.

[Applicable countries]

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

Either one of the scholarships will be granted to the recipients.

Eligible Students

- Students who are applying to the 2023 Sophia University Undergraduate/Graduate School entrance examination.
- Those who will obtain a student visa at the time of admission.
- Those who meet the above requirements.

Scholarship Amount

Selections are made based on "Sophia University New Student Scholarship Regulations" and one of the following scholarship amounts will be provided to successful applicants:

- Sophia University New Student Scholarship
 - ① The amount equal to full tuition (annual)
 - ② The amount equal to half tuition(annual)
 - ③ The amount equal to one-third tuition (annual)
- Sophia Benefactors' (Adachi) Scholarship
The amount equal to full tuition and education enhancement fee

Scholarship Period Only for the first year after enrollment

- Academic Year 2023 Spring new students: April 2023 - March 2024
- Academic Year 2023 Autumn new students: September 2023 - September 2024

Application Period

Scholarship applications will be accepted during the application periods that differ depending on admission types. Please make sure of the application period on our website.

Those applying more than one program need to apply for the New Student Scholarship for each admission.

- HOME > Campus Life > Scholarships
- > Scholarships that Students May Apply For Before Entering Sophia University

Method of Submission

- In principle, applicants must send the documents to the Center for Student Affairs using traceable services such as “registered mail”(kani-kakitome) or “Letter Pack Plus” for domestic mail or EMS for international mail.
- Please do not enclose any admission documents. Make sure to send them separately.
- On the envelope, write the following in red :
“Application for the New Student Scholarship Enclosed (<your admission program> Admission Applicant)”
- Domestic scholarship applications will be accepted if postmarked by the deadline date. Applications from overseas must arrive by the deadline date.
- In case the postal service in your country has been suspended or delayed due to COVID-19, you may send your application documents via email. Those who would like to send this way, please let us know in advance.
- Applications are accepted ONLY during the application period with no exception.

Application Documents

All applicants must submit ① to ③.

Documents to be submitted by all applicants.		
①	Application Form (university specified format)	<ul style="list-style-type: none"> • On the Family Members section, please fill in all your family members other than financially independent persons. • If your father/mother is divorced or deceased, please state that next to his/her name. • Personal history: educational history starting from high school graduation and career except for part-time jobs.
②	Transcript of records (original)	<ul style="list-style-type: none"> • Applicants for Undergraduate Programs: official transcript of records issued by high school. • Applicants for Graduate Programs: official transcript of records issued by the university. *In case your last school issues only one original certificate, you can submit a certified copy of the transcript of records. *If credits obtained during study abroad are recognized as a graduation requirement, attach a transcript of records for the study abroad period.
③	Certificate of income (copy)	<ul style="list-style-type: none"> • Certificates must show the 2021 income(Jan.-Dec. 2021) of parents, partner (if applicable), or another financial supporter. The language must be either English or Japanese. Please attach an English translation if the certificate is issued in other languages. (No notarization required. Translation by the applicant is acceptable.) NOTE 1)Both father and mother’s income certificates are required unless they are divorced, or either of your parents is deceased. If they have no income, please submit official certificates that prove no income in 2021. 2)The partner’s income certificate is also required for married students. If they have no income, please submit official certificates that prove no income in 2021. 3)If they receive income from multiple places, submit income certificates from all the companies must be submitted. The documents must include annual income. 4)<u>If unable to prepare an income certificate, please enclose a letter of explanation that shows the 2021 income (free format) instead.</u> 5)If you are financially independent and receive no financial support from your parents, submit your income certificate. In this case, applicants do not need to submit their parents’ income certificate. 6)If you have work experience of more than half a year in a full-time position, submit your income certificate. 7)If your financial supporters live in Japan, please read the following.

Applicants must submit ④ to ⑩ if applicable.

If your parents/spouse/financial supporters live in Japan		
④	Residence Certificate (original)	<ul style="list-style-type: none"> • Submit a Residence Certificate that shows the applicant and all family members, regardless of whether they live together or not (excluding an

		<p>independent person).</p> <ul style="list-style-type: none"> • The Individual Number (<i>My Number</i>) is not needed.
⑤	<p>FY2022 Taxation Certificate or Tax Exemption Certificate (2021 Jan. - Dec.) (original)</p> <p>*It can be issued at the municipal office.</p>	<ul style="list-style-type: none"> • Submit the certificate of all family members, regardless of whether they live together or not (excluding an independent person and a student). • They must show incomes and tax exemption/deduction for spouse/dependents of the <u>year 2021 (Jan. to Dec.)</u>. • Certificates without income are not acceptable. It must show income "0" if the individual did not have any income. • Applicants must obtain an official certificate issued by the company if they worked overseas in 2021. (Translation needed if it is in neither Japanese nor English.) • If you have a family member who attends school, submit an enrollment certificate instead of the income certificate. • If you have another financial supporter other than your parents or spouse, you must submit the income certificate of the financial supporter.
⑥	2021 Withholding Tax Certificate (copy)	• A copy of the certificate issued by the company. (If working in multiple places, certificates from each employer are required.)
	2021 Income Tax Return (copies of page 1 and 2)	• If income tax return is filed, submit copies of the original sheets.
	Documents regarding pension (copy)	<ul style="list-style-type: none"> • A recipient of pension must submit one of the following: Notification of pension provision, Notification of pension payment (postcard), or a copy of Withholding tax statement of official pension etc. If receiving multiple types of pensions, please submit the document for each pension. • A recipient of a bereaved family pension or disability pension must submit the document.
⑦	Certificate of enrollment (original)	<ul style="list-style-type: none"> • If you have siblings who attend high school or higher, submit a certificate of enrollment. A student card is not accepted. • It must be issued within 3 months before applying for the scholarship, and copies are not accepted. • Enrollment certificates for middle schoolers and elementary schoolers are not necessary.

If an applicant lives in Japan		
⑧	Documents to show part-time job earnings (copy)	<ul style="list-style-type: none"> • Submit a copy of the payment slip for the last three months issued by the company. • If it is difficult to submit a payment slip, submit a copy of the employment agreement or a copy of your bankbook showing your income. • If you cannot submit any of the documents above, enclose a letter of explanation (free format).
⑨	Housing contract (copy)	<ul style="list-style-type: none"> • The contract must show a valid contract period, address, rent and common fee, and the resident's name. • If the applicant's name is not on the contract, submit a letter of explanation from the person who signed the contract (free format). • If you live with somebody and share the rent with a roommate, please have your roommate write a letter to explain the situation.
⑩	Other documents to verify income (copy)	<ul style="list-style-type: none"> • If an applicant receives an allowance from a family or financial supporter, submit documents that show the amount of the money. (e.g.: copy of the remittance or bankbook.) • Make sure the received money for living expenses is highlighted or marked. • If it is in neither Japanese nor English, attach an English translation. (No notarization is needed. Translation by the applicant is acceptable.)

Notes

- ① The applicant must type the Application Form. (No handwriting)
- ② The applicant must sign the pledge.*Electronic signature is also acceptable.
- ③ If there are any deficiencies or false statements in the application documents, you will lose eligibility. If any false statement is detected after being selected as a recipient, you may be asked to return the scholarship grant; pay attention to providing accurate information.
- ④ Application documents for the scholarship shall not be used for any purposes other than scholarship selection.
- ⑤ Scholarship application documents will not be returned.
- ⑥ We may ask you to submit additional documents if necessary. When you get an email from us, please reply as soon as possible. If you do not respond to our message, your application could be rejected.

Selection

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

Notice of Results

The notification will be sent out to the applicants via email when the admission result comes out. The successful applicants will be able to see a bank transfer form that is downloadable on the online admission page for tuition with the scholarship amount deducted.

Payment Methods of Tuition Fees

Please use a downloadable bank transfer form from the online admission page and pay accordingly. Successful applicants can see the amount with the scholarship amount deducted.

Other Points to Note

If you become a recipient of the scholarship, please note the following:

- If you are awarded the New Student Scholarship or the Sophia Benefactors'(Adachi) Scholarship, you can not apply for other tuition reduction scholarships in that year.
- You are eligible to apply for scholarships offered by Japan Student Services Organization (JASSO) or scholarships offered by external scholarship foundations.
- The New Student Scholarship and the Adachi Scholarship are offered for one year only. Students who wish to apply for scholarships with tuition reduction in the succeeding years must apply for the "Sophia University Tuition Support Scholarship". To apply for the scholarship for the Academic Year 2024, please check the scholarship information on the Loyola Bulletin Board around the end of October 2023 and send application documents during an application period.