

2018 Soka University Undergraduate Admissions for International Students Policy Type 1 (Document Screening)

1. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

Admissions for International Students are open in the following Departments

Faculty	Department	Admission Capacity
Economics	Economics	8 students
Business Administration	Business Administration	17 students
Law	Law	4 students
Letters	Human Studies	13 students
Education	Education	3 students
	Primary Education	3 students
Science and Engineering	Information Systems Engineering	3 students
	Science and Engineering for Sustainable Innovation	8 students
International Liberal Arts	International Liberal Arts	11 students

- Faculty of Nursing does not have International Students Admissions Policy.
- Admission capacity is the total amount of students for Spring and Fall Application and who have completed the Preparatory Japanese Language Program with a Conditional Acceptance.
- If the admission committee judges that there are no applicants who are qualified, the number of admitted students may remain below the capacity.
- Applicants can apply for both Type 1 and Type 2 Admission (Exam and Interview).

2. ADMISSION PERIOD

Spring Application: March 15 – April 15 (must arrive by April 15, 2017)
 Notification: end of May

Fall Application: September 15 – October 15 (must arrive by October 15, 2017)
 Notification: early December

3. ELIGIBILITY

An individual who satisfies one of the three following conditions is eligible to apply:

- An individual who has completed or is scheduled to complete a 12-year school education in a foreign country; If the applicant has attended Japanese schools (*1), its enrollment period must be 6 years or less.
 - An individual who has completed or is scheduled to complete the relevant high school courses stipulated in the School Education Act of Japan; If the applicant has attended a high school in Japan (*2), its enrollment period must be 3 years or less.
 - Among those who have received education overseas and the curriculum is less than 12 years or eligible to attend a university in their respective countries (*3), Soka may approve application eligibility through document screening. On the same basis, students graduating from international schools in Japan may be approved eligible to apply.
- *1, *2 Japanese schools indicate elementary, junior high, and high schools based on School Education Act of Japan and overseas Japanese schools approved by the Ministry of Education, Culture, Sports, Science and Technology.
- *3 Swiss International Baccalaureate, German Abitur, French Baccalaureate, or other equivalent certificate.

4. APPLICATION REQUIREMENTS

Requirements differ among Departments. Carefully read the requirements below before applying.

1. Standardized Examinations for college admission

Applicants must submit their score for their standardized examination. Applicants to the Faculty of Science and Engineering must take “Mathematics” subject in the standardized examination.

2. IERF Detail Report

Applicants for the faculties of Economics, Business Administration, Law, Letters, Education, and Science and Engineering who cannot submit document (1), as well as applicants for the Faculty of International Liberal Arts who were not enrolled in an American high school must submit the Detail Report of their high school transcript screened by IERF.

3. English proficiency

All applicants for the Faculty of International Liberal Arts including native speakers of English must submit their score report of either TOEFL-iBT or IELTS-Academic Module (taken within two years prior to application). Applicants for other faculties should also submit a proof of English proficiency.

Required Documents	Economics, Business Administration, Law, Letters, Education, Science and Engineering	International Liberal Arts
(1) Standardized Examination	Submit the score report of document (1) for the evaluation of the applicants' academic performances.	Submit the score report of the standardized examination administered in your home country. If you have other documents to prove your eligibility of college admission, submit them as well.
(2) IERF Detail Report (High School report converted into the U.S. standard) *IERF: International Education Research Foundation	Those who cannot submit document (1) must submit the IERF Detail Report along with the original copy of the academic transcript.	Applicants who attend or have attended a high school outside of the U.S. must submit the IERF Detail Report along with the original copy of the academic transcript.
(3) Certificate of English Proficiency	Applicants who are not from an English-speaking country are required to submit a score report of an English proficiency test. Examples include TOEIC, TOEFL, IELTS, or the English language section of a standardized examination.	All applicants including native speakers of English must submit their score report of either TOEFL-iBT or IELTS Academic Module. (taken within two years prior to application).

International Education Research Foundation (IERF) URL

- IERF <http://www.ierf.org/>
- IERF Interactive Guide <http://ierf.org/interactive-tool/index.html>

Note: Applicants are responsible for applying for the IERF Detail Report. If this results in the delay of the submission of the academic transcript or the certificate of graduation, you must notify the office beforehand.

List of the main standardized examinations used for college admission.

Country/Region	Examination
People's Republic of China	National Higher Education Entrance Examination
Hong Kong	HKALE (Hong Kong Advanced Level Examination) HKDSE (Hong Kong Diploma of Secondary Education)
Taiwan	General Scholastic Ability Test
Republic of Korea	College Scholastic Ability Test *Mock examination in June or September for high school students
United States of America	SAT I (Scholastic Assessment Test Reasoning Test) ACT (American College Testing)
United Kingdom	GCE (General Certificate of Education) A Level
France	Baccalaureate
Germany	Abitur
Australia	HSC (High School Certificate)
Singapore	GCE (General Certificate of Education) A Level
Malaysia	STPM (Sijil Tinggi Persekolahan Malaysia) Unified Examination
Thailand	Standardized National University Entrance Examination
International Baccalaureate	IB Transcript for the final exams
Brazil	Exame Nacional do Ensino Médio

Starting from the 2018 applications, the Faculty of International Liberal Arts will be accepting only the following standardized examinations: SAT, ACT, GCE A Level and the South Korea's College Scholastic Ability Test.

5. APPLYING TO MORE THAN ONE FACULTY

- Applicants may apply to 2 departments at most within the 9 departments of the Faculty of Economics, Business Administration, Law, Letters, Education, Science and Engineering, and International Liberal Arts.
- Applicants applying to 2 departments must indicate their "First Choice" and "Second Choice" in the column. Submit the "Statement of Purpose and Study Plan" for each choice.
- If the applicant is accepted to the department of first choice, only the admission to the first choice is allowed. The second choice cannot be chosen after the acceptance to the first choice is made.



6. REQUIRED DOCUMENTS

Required documents differ among Departments. Carefully read the requirements below before applying.

Please access the following pages for application:

English: <https://soka.campus-p.jp/en/>

Those who do not have internet access and cannot complete the web application, please contact us in the address available in item 13. Contact Us

 1 – Economics, Business Administration, Law, Letters, Education, Science and Engineering
 2 – International Liberal Arts

1	2	Required Documents	Detail	Form
<input type="radio"/>		1. Application Form	<ul style="list-style-type: none"> You may apply up to 2 departments. 	Online application
<input type="radio"/>		2. Photograph	Upload a photo (4cm x 3 cm) taken within the last three months. Note: - headshot, no hat, plain background - submit 2 photos together with the documents to be sent.	Original Copy
<input type="radio"/>		3. Statement of Purpose and Study Plan	<ul style="list-style-type: none"> Submit the “Statement of Purpose and Study Plan” for each department you are applying to. Note that the Faculty of Education and International Liberal Arts have different forms. Note: Read the instructions carefully when writing the “Statement of Purpose and Study Plan.”	Online application
<input type="radio"/>		4. Certificate of High School Graduation (or expected)	If still enrolled in high school at the time of application, submit a document certifying expected graduation from high school. Spring applicants must graduate by August 31. Fall applicants must graduate by March 31 of the following year. Note: Promptly submit the certificate upon graduation from high school. If the certificate is not available, submit the diploma. If the submission of the original copy is delayed due to the application process of the IERF Detail Report, notify the office beforehand.	Original Copy
<input type="radio"/>		5. Score Report of Standardized Examination	Submit the score report of the standardized examination administered in each country. (Refer to item 4. “Application Requirements” for details)	Original Copy
<input type="radio"/>		6. High School Transcript	A transcript that certifies applicant’s entire academic record throughout high school education. Note: It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report. If the submission of the original copy is delayed due to the application process of the IERF Detail Report, notify the office beforehand.	Original Copy

Only if you cannot submit document 5. (Standardized examination)	○	7. IERF Detail Report	Applicants who cannot submit the Standardized examination score must submit a Detail Report of their high school transcript screened by IERF and submit it along with the original copy of their transcript. Applicants to the Faculty of International Liberal Arts who attend or have attended a high school outside of the U.S. must submit the IERF Detail Report.	Original Copy
○ *1		8. Recommendation Letter (Designated Format)	The recommendation letter is to be written by a teacher who has taught the applicant in class at high school or a Japanese Language school. Applicants who are currently enrolled in the Preparatory Japanese Language Program or the Undergraduate Non-Degree Program at Soka University are not required to submit the recommendation letter.	Click here to download the form Japanese PDF/Excel English PDF/Excel
*2	—	9. Certificate of Japanese Proficiency	Applicants who have studied Japanese language are required to submit the score report of either the JLPT or the EJU (Japanese as a Foreign Language). Note: - Applicants without the score report will be regarded as having no learning experience of Japanese language. - Applicants who are currently enrolled in the Preparatory Japanese Language Program are not required to submit the score report. Their Japanese proficiency will be determined based on the results of the final exams.	Original Copy
○		10. Certificate of English Proficiency	Applicants who are not from an English-speaking country are required to submit a score report of an English proficiency test. Examples include TOEIC, TOEFL, IELTS, or the English language section of a standardized examination. If an applicant cannot take the examinations, a high school transcript that includes the grades for English language is accepted. (Please check more information in item 4. “Application Requirements”). Applicants for the Faculty of International Liberal Arts must submit either the TOEFL-iBT or IELTS Academic Module scores, taken within two years prior to application.	Original Copy
○		11. Application Fee	Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to the “Application Fee” for details)	—
○		12. Statement of Financial Eligibility (Designated format)	Submit evidence of financial support (e.g., bank statement) to cover the tuition and living expenses. (Refer to “Statement of Financial Eligibility” for details)	Click here to download the form Japanese PDF/Excel English PDF/Excel

○	13. Application for Academic Fee Exemption (Designated format)	Applicants who wish to be considered for Academic Fee Exemption must submit the application form, along with the official documents issued by public agencies stating the household income. (Refer to “Scholarship” for details)	Click here to download the form Japanese PDF/Excel English PDF/Excel
○	14. Documents Checklist (Designated format)	Confirm each document on the checklist.	Click here to download the form Japanese PDF/Excel English PDF/Excel

- *1 Applicants may submit an optional recommendation letter from their employer, supervisors, or other teachers. Applicants currently enrolled in the Preparatory Japanese Language Program are not required to submit the letter.
- *2 The certificate is necessary to review the applicants’ Japanese language ability. (Refer to item 10. “Conditional Acceptance” for details.)

Statement of Purpose and Study Plan

Carefully read the Three Guidelines (Admission Policy, Curriculum Policy, and Diploma Policy) of the respective Faculty, and submit the “Statement of Purpose and Study Plan” via online application system.

Faculty of Economics	: http://www.soka.ac.jp/en/department/policy/economics/
Faculty of Business Administration	: http://www.soka.ac.jp/en/department/policy/business_administration/
Faculty of Law	: http://www.soka.ac.jp/en/department/policy/law/
Faculty of Letters: http	: http://www.soka.ac.jp/en/department/policy/letters/
Faculty of Education	: http://www.soka.ac.jp/en/department/policy/education/
Faculty of Science and Engineering	: http://www.soka.ac.jp/en/department/policy/engineering/
Faculty of International Liberal Arts	: http://www.soka.ac.jp/en/department/policy/international/

- Note: 1. Documents are accepted only in Japanese or English. Attach a translation if the documents are in any other languages. Documents for FILA application must be prepared in English.
2. Applicants who wish to have the original documents returned must specify the documents and inform the address you would like the documents to be sent to. (Envelope and stamp are not required.) The documents will be returned after the screening.

7. STATEMENT OF FINANCIAL ELIGIBILITY

The statement is to be signed by the financial supporter. Attach the documents below as evidence of financial support. The tuition fees may change when the fee exemption is applied; however, these documents will also be used to apply for the applicants’ Certificate of Eligibility issued by Immigration Bureau, so please read the instructions carefully.

If funded by the applicant

- Original bank statement of the applicant (statement over a certain amount)

If funded by a family member outside of Japan

- Original bank statement of the sponsor (statement over a certain amount)
- Proof of employment
- Sponsor’s income certificate
- A document that certifies the sponsor’s relationship to the applicant (e.g. a copy of family register, certificate of residence, etc.)

If funded by scholarship aside from Soka University’s

- Original scholarship letter stating the amount, duration and name of the organization offering the scholarship (yearly total must be over a certain amount)

If funded by a sponsor that lives in Japan

- A tax certificate with the total amount of the sponsor’s income (photocopy of income tax certificate,

tax deduction certificate, etc.

- Proof of employment (if it is a self-owned business, submit an official document such as the copy of corporate registration or operating license)
- Certificate of residence
- If the sponsor is an acquaintance or a friend, a document that indicates the relationship to the applicant, such as a photo taken together

Note: Applicants submitting their application for the academic fee exemption (please refer to item 12. Scholarship System) along with their undergraduate application will be screened of their financial eligibility at the same time. Refer to the chart below for the amount you need to show on your documents such as bank statements.

	Economics, Business Administration, Law, Letters, Education, Science and Engineering	International Liberal Arts
Applying for Academic Fee Exemption	Approx. 1,000,000 JPY	Approx. 2,000,000 JPY
Not applying for Academic Fee Exemption	Approx. 1,500,000 JPY	Approx. 2,500,000 JPY

8. SELECTION PROCESS

Selection is made through document screening.

Note: Within the screening process, applicants whose score of the standardized test is below a certain level (approx. 50th percentile) will not be granted acceptance. In case the number of candidates exceeds the number of seats, even candidates with scores above this certain level might not be granted acceptance.

9. ANNOUNCEMENT OF THE APPLICATION RESULTS

Spring Application	end of May
Fall Application	early December

One of the following results will be sent to all applicants via e-mail (email address indicated on the application form)

- | | |
|---------------------------|--|
| 1. Accepted | Accepted to the undergraduate program starting April. |
| 2. Conditional Acceptance | Conditional acceptance with the condition to pass Preparatory Japanese Language Program. |
| 3. Not Accepted | Did not meet the acceptance standards |
| 4. Not Eligible | Not eligible for college admission |

10. CONDITIONAL ACCEPTANCE

Conditional Acceptance is for applicants who do not have sufficient Japanese language ability but is otherwise eligible for admission. The applicant will be accepted for Academic Year 2019 based on the condition of taking the Preparatory Japanese Language Program for a specified period and passing the completion judgement. The following are the five requirements to pass the completion judgement.

1. 90% of attendance in all classes;
2. To acquire all credits of required and elective courses (26 credits a year);
3. To acquire an educational kanji level in both reading and writing and pass the Preparatory Japanese Language Program kanji test (about 1000 kanjis);
4. To acquire at least 60% of grammar and reading level of N4, before the beginning of the second semester (determined using the Preparatory Japanese Language Program exam);
5. To acquire a passing level of N2 (intermediate level), before the beginning of the second semester.

If you enrolled in the Preparatory Japanese Language Program for a specified period of time (half a year or a year) and the above five requirements are not achieved, admission to enrollment for Academic Year 2019 will be cancelled.

Japanese Language Proficiency and Japanese Language Program (reference)

Japanese Language Proficiency Test Level	Required length of Program
N2 and above	Not required
N3	Half year
Lower than Level N3	Full year

*For Faculty of International Liberal Arts, applicants are not required to have Japanese language proficiency; thus, conditional acceptance does not apply. However, applicants admitted in the Spring Application may take the Japanese Language program for one semester from September.

11. APPLICATION FEE

Paying the Application Fee of 20,000 JPY for 2018 will enable applicants to apply for the following examinations:

- Undergraduate Admissions for International Students Type I (Document Screening) Spring and Fall Admission
- Undergraduate Admissions for International Students Type 2 (Exam and Interview)
- Transfer Admission for International Students

Application Fee Payment Method

Pay the application fee of 20,000 JPY by credit card when you submit your online application.

Note: If the payment via credit card does not go through due to technical difficulties, bank transfer is allowed (its fees would be borne by the applicant). If you wish to make a wire transfer, contact the office via the online application page.

11. SCHOLARSHIP SYSTEM

The scholarship system for international students enrolling from 2018 will suffer a change on the stipend amount and references

Tuition Fee exemption

By the time of the application to the International Students Admission, the candidates can also apply for the Tuition Fee exemption. When applying, please submit the Income Certificate referred to January to December 2016 (or the earliest one-year period available) of all financial supporters together with the Application for Tuition Fee Exemption form.

◆About Tuition Fee exemption for Undergraduate students

Tuition Fee exemption will be granted for Undergraduate students according to the household annual income as the chart below:

Household Annual Income	Exemption ratio
Below 4,000,000 JPY	100% exemption
From 4,000,000 to 8,000,000 JPY	50% exemption
From 8,000,000 to 10,000,000 JPY	25% exemption
Above 10,000,000 JPY	No exemption

◆About Tuition Fee exemption for Preparatory Japanese Language Program students

Tuition Fee exemption will be granted for the Preparatory Japanese Language Program for students approved under “Conditional Acceptance” according to the household annual income as the chart below:

Household Annual Income	Exemption ratio
Below 10,000,000 JPY	50% exemption
Above 10,000,000 JPY	No exemption

Note: In principle, household income refers to those of the father and mother. If one or both of father and mother have no income, you must explain the situation in the application form for academic fee exemption.

- Scholarship application results will be notified jointly with admission decisions to granted applicants only.
- After enrollment, a review of exemption for the subsequent academic year will be conducted yearly. If the recipient's cumulative GPA is below 2.0 or does not earn at least 30 credits in the year, the exemption will not be granted for the subsequent year.
- Appendix shows the fees required for year 1 of students granted academic fee exemption.

Scholarship

After enrollment in the Undergraduate degree at Soka University, students will be able to apply for the Makiguchi Foundation Scholarship for International Students. Application procedures will be explained after enrollment at the briefing session.

Year 1, first semester:

- 30,000 JPY per month

Year 1, second semester and after:

- For students with GPA above 4.0: 50,000 JPY
- For students with GPA above 3.0 and below 4.0: 40,000 JPY
- For students with GPA above 2.0 and below 3.0: 30,000 JPY
- For students with GPA below 2.0: no scholarship

Note: The Grade Point Average (GPA) at SOKA is calculated on a 5.0 scale.
As a general rule, if a student is receiving scholarship from elsewhere, scholarship from Soka would not be granted.

13. SUBMISSION OF APPLICATION AND INQUIRIES

International Affairs Office Admissions Section
Soka University
1-236 Tangi-machi Hachioji-shi, Tokyo 192-8577 JAPAN
Telephone: +81-42-691-8200
Fax: +81-42-691-9456
E-mail: intloff@soka.ac.jp

Appendix – Fees for year 1 (Fees for students expected to enroll in 2018)

Preparatory Japanese Language Program (For students approved under Conditional Admission - Half year)

Fees	Standard	Half Exemption
Admission fee	50,000 JPY	50,000 JPY
Tuition	250,000 JPY	125,000 JPY
Health fee	4,000 JPY	4,000 JPY
Course materials	15,000 JPY	15,000 JPY
Insurance fee	4,300 JPY	4,300 JPY
Total	323,300 JPY	198,300JPY

Preparatory Japanese Language Program (For students approved under Conditional Admission - Full year)

Fees	Standard	Half Exemption
Admission fee	50,000 JPY	50,000 JPY
Tuition	500,000 JPY	250,000 JPY
Health fee	8,000 JPY	8,000 JPY
Course materials	30,000 JPY	30,000 JPY
Insurance fee	7,260 JPY	7,260 JPY
Total	595,260 JPY	345,260JPY

Faculty of Economics, Faculty of Business Administration, Faculty of Law

Fees	Standard	Full Exemption	Half Exemption	Quarter Exemption
Admission fee	200,000 JPY	200,000 JPY	200,000 JPY	200,000 JPY
Tuition	600,000 JPY	0 JPY	300,000 JPY	450,000 JPY
Registration fee	60,000 JPY	60,000 JPY	60,000 JPY	60,000 JPY
School fees	240,000 JPY	0 JPY	120,000 JPY	180,000 JPY
Total	1,100,000 JPY	260,000 JPY	680,000 JPY	890,000 JPY

Faculty of Letters, Faculty of Education

Fees	Standard	Full Exemption	Half Exemption	Quarter Exemption
Admission fee	200,000 JPY	200,000 JPY	200,000 JPY	200,000 JPY
Tuition	620,000 JPY	0 JPY	310,000 JPY	465,000 JPY
Registration fee	60,000 JPY	60,000 JPY	60,000 JPY	60,000 JPY
School fees	240,000 JPY	0 JPY	120,000 JPY	180,000 JPY
Total	1,120,000 JPY	260,000 JPY	690,000 JPY	905,000 JPY

Faculty of Science and Engineering

Fees	Standard	Full Exemption	Half Exemption	Quarter Exemption
Admission fee	200,000 JPY	200,000 JPY	200,000 JPY	200,000 JPY
Tuition	900,000 JPY	0 JPY	450,000 JPY	675,000 JPY
Registration fee	60,000 JPY	60,000 JPY	60,000 JPY	60,000 JPY
School fees	260,000 JPY	0 JPY	130,000 JPY	195,000 JPY
Laboratory fees	80,000 JPY	0 JPY	40,000 JPY	60,000 JPY
Total	1,500,000 JPY	260,000 JPY	880,000 JPY	1,190,000 JPY

Faculty of International Liberal Arts

Fees	Standard	Full Exemption	Half Exemption	Quarter Exemption
Admission fee	200,000 JPY	200,000 JPY	200,000 JPY	200,000 JPY
Tuition	840,000 JPY	0 JPY	420,000 JPY	630,000 JPY
Registration fee	60,000 JPY	60,000 JPY	60,000 JPY	60,000 JPY
School fees	240,000 JPY	0 JPY	120,000 JPY	180,000 JPY
Total	1,340,000 JPY	260,000 JPY	800,000 JPY	1,070,000 JPY

Additionally 19,000 JPY is required for Gakuyu-kai Club Association fees upon enrollment.