

# 2018 Soka University Undergraduate English Medium Program Admissions for International Students Policy (Document Screening)

## 1. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

Admissions for International Students are open in the following English Medium Program Departments

Faculty	Department	Admission Capacity
Economics	Soka University Courses for Comprehensive Economic Education (SUCCEED)	Few students
Business Administration	Global Program English Track (GPET)	Few students
Law	Peace and Human Rights program (PHR)	Few students
Letters	Arts, Knowledge AnD English Major for International Arena (AKADEMIA)	Few students
International Liberal Arts	International Liberal Arts (FILA)	11 students

- Admission capacity for FILA includes the amount of students for Policy Type 1.
- Successful applicants for FILA will have the option of studying Japanese language from September 2018 for one semester as a student in the Undergraduate Non-degree Program. However, all expenses must be paid by the student (there will be no exemption system).  
To have more information about the Undergraduate Non-degree Program, please access the following website: <http://jsc.soka.ac.jp/en/policy/admission-non-degree.html>.

## 2. ADMISSION PERIOD

Application period: February 15 – March 15 (must arrive by March 15, 2018)  
Notification: end of May

## 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.

### **Applicants for faculties of Economics, Business Administration, Law and Letters**

(English proficiency requirements)

- Applicants must submit their English proficiency score of 61 or more in TOEFL-iBT or 5.5 or more in IELTS Academic Module. However, those who have taken six years of junior high and high school taken in English in either Australia, Canada, Ireland, New Zealand, United Kingdom

or United States, are able to submit their transcript, corresponding to the English proficiency score above.

(Other requirements)

- Applicants must submit their score for their standardized examination. Those who cannot submit it must submit the Detail Report of their high school transcript screened by IERF.

#### **Applicants for the Faculty of International Liberal Arts**

(English proficiency requirements)

- All applicants, including native speakers, must submit at least one of their English proficiency score of TOEFL-iBT or IELTS Academic Module (score must not be older than two years from the day of application submission)
- Applicants must submit their score for one of the following standardized examinations: SAT, ACT, GCE A Level and the South Korea's College Scholastic Ability Test. Applicants not enrolled in an American high school must submit the Detail Report of their high school transcript screened by IERF. Applicants who were enrolled in high school in the United States must submit their transcript.

#### \*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	
United States of America	SAT I (Scholastic Assessment Test Reasoning Test)* ACT (American College Testing)*	<b>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.</b>
United Kingdom	GCE (General Certificate of Education) A Level*	
Republic of Korea	College Scholastic Ability Test*	
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	
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	

## 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, 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

Required Documents	Detail	Form
1. Application Form	You may apply up to 2 departments.	Online application
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
3. Statement of Purpose and Study Plan	Submit the “Statement of Purpose and Study Plan” for each department you are applying to.  <b>Note:</b> the Faculty of Education and International Liberal Arts have different forms.	Online application
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. Excluding those applying for FILA, all candidates must be graduated by August 31, 2018. FILA candidates must be graduated by March 31, 2019.  <b>Note:</b> Promptly submit the certificate upon graduation from high school. If the certificate is not available, submit the diploma.	Original Copy
5. Score Report of Standardized Examination	Refer to item 4. “Application Requirements” for details.	Original Copy
6. High School Transcript	A transcript that certifies applicant’s entire academic record throughout high school education.  <b>Note:</b> It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report.	Original Copy
7. IERF Detail Report	Refer to item 4. “Application Requirements” for details.	Original Copy
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. If desired, applicants may also submit a second recommendation letter from a supervisor in the current company, or from a second teacher or professor.	Click here to download the form Japanese PDF/Excel English PDF/Excel

9. Certificate of English Proficiency	Refer to item 4. “Application Requirements” for details.	Original Copy
10. Application Fee	Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to item 11. “Application Fee” for details)	—
11. Statement of Financial Eligibility (Designated format)	Submit evidence of financial support (e.g., bank statement) to cover the tuition and living expenses. (Refer to item 7. “Statement of Financial Eligibility” for details)	Click here to download the form Japanese PDF/Excel English PDF/Excel
12. 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 item 11. “Scholarship” for details)	Click here to download the form Japanese PDF/Excel English PDF/Excel
13. Documents Checklist (Designated format)	Confirm each document on the checklist.	Click here to download the form Japanese PDF/Excel English PDF/Excel

## **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	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. 50%) will not be granted acceptance.

## 9. ANNOUNCEMENT OF THE APPLICATION RESULTS

End of May

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. |
| 2. Not Accepted | Did not meet the acceptance standards  |
| 3. Not Eligible | Not eligible for college admission     |

## 10. APPLICATION FEE

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

- 2018 Undergraduate Admissions for International Students Type I (Document Screening) Spring and Fall Admission
- 2018 Undergraduate Admissions for International Students Type 2 (Exam and Interview)
- 2018 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

### 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

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.  
If a student does not earn at least 30 credits in a year, this scholarship will not be granted.  
As a general rule, if a student is receiving scholarship from elsewhere, scholarship from Soka would not be granted.

## 12. 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](mailto:intloff@soka.ac.jp)

## Soka University English Medium Program Fees

Economics SUCCEED  Business Administration GPET  Law PHR	Fees	Standard	Full Exemption	Half Exemption	Quarter Exemption
	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	600,000JPY	0JPY	300,000JPY	450,000JPY
	Registration fee	60,000JPY	60,000JPY	60,000JPY	60,000JPY
	School fees	240,000JPY	0JPY	120,000JPY	180,000JPY
<b><u>Total</u></b>	<b><u>1,100,000JPY</u></b>	<b><u>260,000JPY</u></b>	<b><u>680,000JPY</u></b>	<b><u>890,000JPY</u></b>	

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

International Liberal Arts	Fees	Standard	Full Exemption	Half Exemption	Quarter Exemption
	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	840,000JPY	0JPY	420,000JPY	630,000JPY
	Registration fee	60,000JPY	60,000JPY	60,000JPY	60,000JPY
	School fees	240,000JPY	0JPY	120,000JPY	180,000JPY
	<b><u>Total</u></b>	<b><u>1,340,000JPY</u></b>	<b><u>260,000JPY</u></b>	<b><u>800,000JPY</u></b>	<b><u>1,070,000JPY</u></b>

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