

2019 Soka University Undergraduate English Medium Programs Admissions for International Students Policy (Document Screening)

1. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

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

Faculty	Department	Enrollment period	Admission Capacity
Economics	Soka University Courses for Comprehensive Economic Education (SUCCEED)	September, 2019	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)	April, 2020	15 students* ¹

*¹ 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 2019 for one semester as a student in the Undergraduate Non-degree Program. In that case, the student will pay the tuition for the Undergraduate Non-degree Program. (There will be no exemptions).

To have more information about the Undergraduate Non-degree Program, please access the following website:
<https://www.soka.ac.jp/en/academics/japan-studies-center/non-degree/undergrad-courses>

2. ADMISSION PERIOD

Application period: March 15 – April 15 (must arrive by April 15, 2019) ※ Japan standard time

Announcement of results: 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 University 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. However, applicants from a country where no standardized examination is held or from a country where the timing of the standardized examination is late and the score cannot be submitted by the application deadline may, in lieu of the submission of the score on the standardized examination, submit the Detail Report of their high school transcript screened by IERF (in the case of South Korea, the score for the College Scholastic Ability Test).

○ **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)

(Other requirements)

- 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 Standard Application <http://www.ierf.org/for-individuals/standard-application/>

Note: Applicants are responsible for applying for the IERF Detail Report. Check how long it takes to have it issued, and be sure to submit it within the application period.

● **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)*	*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.
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) A Level (Unified Examination, Senior Middle Level)	
Indonesia	SBMPTN (Seleksi Bersama Masuk Perguruan Tinggi Negeri)	
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 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

1. Carefully read the instructions below before preparing the documents. All documents must be written in English. If any of the documents are submitted in another language, be sure to attach an English translation. Do not enclose any documents that are not required.
2. The submitted documents (certificate of graduation/transcript, etc.) will not be returned. However, if you want the original copy of a certificate that can be issued only once returned to you, enclose a written document stating the name of the document to be returned and return address (envelope and postage stamp are not required). Such documents will be returned after the application results are announced, in principle.
3. Send the set of application forms by simple registered mail or using an international courier service to the International Affairs Office Admissions Section within the application period. If you send the documents immediately before the application deadline, use “simple registered express mail” or “Express Mail Service (EMS).”
4. In order to confirm the delivery of the submitted documents, confirm using the receipt number of the post office or tracking number of the international courier service on your own. ※Soka University will not notify you of the receipt of the documents.
Also, you may confirm the delivery of the documents on “My Page” of the web application system. However, it may take a couple of days after delivery until the status is updated on the website.
5. University will not accept any application documents handed over directly by an applicant.
6. No application documents delivered after the application deadline will be accepted for any reason. Even in the event of non-delivery or delayed delivery caused by trouble at the postal service or courier service, Soka University shall take no responsibility.

Required Documents	Detail	Form
1. Application Form	You may apply up to two departments.	Online application
2. Statement of Purpose and Study Plan	Submit the “Statement of Purpose and Study Plan” for each department you are applying to. Note: the Faculty of International Liberal Arts has two different forms.	Online application
3. Photograph	Upload a photo (4cm x 3 cm) taken within the last three months. Note: Front headshot, no hat, plain background. Submit two photos in addition to the one attached to the application form. Write your name on the back of the photos.	Mail 2 originals
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. All candidates must be graduated by August 31, 2019. FILA candidates must be graduated by March 31, 2020. Note: Promptly submit the certificate upon graduation from high school. If the certificate is not available, submit the diploma.	Mail the original
5. Score Report of Standardized Examination	Refer to item 4. “Application Requirements” for details.	Mail the original
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.	Mail the original
7. IERF Detail Report	Refer to item 4. “Application Requirements” for details.	Mail the original

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. No other recommendation letters will be accepted.	Click here to download the form English PDF/Excel
9. Certificate of English Proficiency	Refer to item 4. "Application Requirements" for details.	Mail the original
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 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 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 11. "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

Announcement schedule: 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

Application Fee Payment Method

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

A credit card issued in a name other than the applicant may be used; however, even when a proxy performs the payment procedure, be sure to enter the applicant's information in the "applicant information" column.

Note: If payment via credit card does not process due to technical problems or other reason, it is possible to pay by money wire (the applicant must pay the bank fees). If you wish to make a wire transfer, contact the office via the online application page.

Applicants who have paid the application fee for the following entrance exams for international students will not be required to pay the application fee again.

- 2019 Undergraduate Admissions for International Students Type I (Document Screening)
- 2019 Undergraduate Admissions for International Students Type II (Written Exam and Interview)
- 2019 Transfer Admission for International Students

11. SCHOLARSHIP SYSTEM

(1) 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 2018 (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

- 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 2.2 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.

(2) 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.。

First semester	30,000 JPY per month
Second semester and after	A monthly amount of 50,000 yen, 40,000 yen and 30,000 yen will be granted to students in descending order from the highest GPA.

No scholarship will be granted to students with a GPA of less than 2.2

- The Grade Point Average (GPA) at Soka University is calculated on a 4.0 scale. ※For students enrolling from 2019
- 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 City, Tokyo 192-8577 JAPAN
Telephone: +81-42-691-8230
Fax: +81-42-691-9456
E-mail: intloff@soka.ac.jp

Soka University English Medium Programs 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
	<u>Total</u>	<u>1,100,000JPY</u>	<u>260,000JPY</u>	<u>680,000JPY</u>	<u>890,000JPY</u>

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
	<u>Total</u>	<u>1,120,000JPY</u>	<u>260,000JPY</u>	<u>690,000JPY</u>	<u>905,000JPY</u>

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
	<u>Total</u>	<u>1,340,000JPY</u>	<u>260,000JPY</u>	<u>800,000JPY</u>	<u>1,070,000JPY</u>

* The admission fee is only required for the first year. Additionally 19,000 JPY is required for Gakuyu-kai Club Association fees upon enrollment.