

## **Soka University Undergraduate Non-Degree Program Admission Guidelines For April/September 2020 Admission**

The Undergraduate Non-Degree Program accepts international students who intend to take specialized courses and general education courses offered by Soka University.

### **1. ENROLLMENT**

Entrance: April or September

Duration: 1 or 2 semesters

\* Soka University uses a two-semester year with a spring semester (from April 1 to July 31) and fall semester (from September 15 to January 31). Students cannot be enrolled in the Undergraduate Non-Degree Program for more than two semesters.

### **2. ADMISSION CAPACITY**

Admission in April: 40 students      Admission in September: 40 students

(The number of students admitted may be less than the numbers stated above.)

### **3. ADMISSION PERIOD**

Application period: October 20 to November 20, 2019 for spring enrollment in April 2020

Notice of results: Submitted documents will be screened. The results will be announced via email in the first week of December 2019.

Application period: April 20 to May 20, 2020 for fall enrollment in September 2020

Notice of results: Submitted documents will be screened. The results will be announced via email in the first week of June 2020.

### **4. ELIGIBILITY**

Individuals who are or were enrolled in a higher-education institution, such as a university, junior college, or vocational school, outside of Japan and who meet any of the following requirements are eligible to apply.

#### **(1) Japanese language proficiency**

Individuals who will take a Japanese language course (course for studying the Japanese language) are required to have Japanese language proficiency of at least the N5 level on the Japanese-Language Proficiency Test (JLPT) or equivalent at the time of applying. Individuals who intend to take an undergraduate course in which lectures will be given in Japanese (Japanese medium) are required to have a Japanese language proficiency of at least the N2 level or equivalent.

#### **(2) English language proficiency**

Individuals who will take an undergraduate course in which lectures will be given in English (English medium) are required to have an English proficiency of at least 71 on the TOEFL-iBT, an IELTS score of 5.5 or higher, or a CEFR level B2 or above, or equivalent to those, at the time of applying. However, individuals who have received six years of secondary education in English in Ireland, United States, United Kingdom, Australia, Canada, or New Zealand may submit academic transcripts for those six years in lieu of the abovementioned proof of English proficiency.

#### **\* Notes**

1) Individuals who were enrolled in the Undergraduate Non-Degree Program at Soka University within the past two years are not eligible.

2) Individuals who are currently enrolled in the Undergraduate Non-Degree Program are not eligible to apply for the Bekka Preparatory Japanese Language Program.

3) Individuals who have study Japanese language at a Japanese language school located in Japan for at least one year by the time of application are not eligible to select the (1) Japanese language course (course for studying the Japanese language) in “5. Courses.”

### **5. COURSES**

Non-Degree Program students can enroll in the following undergraduate courses at Soka University. Regarding the courses in (1) and (2) below, students will take a level-classification test conducted after enrolling and will be assigned to classes in which they will aim to pass each level, from N1 to N5. Please ensure that you choose the course that best suits your level from the course list.

- (1) Japanese language course (course for studying the Japanese language)  
Select from the Japanese Language & Culture course list.  
<https://www.soka.ac.jp/en/academics/japan-studies-center/non-degree/japanese-courses>  
\*Students with Japanese proficiency equivalent to or above N5 level of Japanese-Language Proficiency Test are eligible.
- (2) Undergraduate course in which lectures will be given in Japanese (Japanese medium)  
Select from the course list. (Check the latest information after enrollment.)  
[https://www.soka.ac.jp/files/ja/20190405\\_125322.pdf](https://www.soka.ac.jp/files/ja/20190405_125322.pdf)  
\*Students with Japanese proficiency equivalent to or above N2 level of Japanese-Language Proficiency Test are eligible.
- (3) Undergraduate course in which lectures will be given in English (English medium)  
Select from the course list. (Check the latest information after enrollment.)  
[https://www.soka.ac.jp/files/ja/20190405\\_125322.pdf](https://www.soka.ac.jp/files/ja/20190405_125322.pdf)  
\* Students with an English proficiency of at least 71 on the TOEFL-iBT, an IELTS score of 5.5 or higher, or CEFR level B2 or above, or students who can prove to have received normal school education in English in Ireland, United States, United Kingdom, Australia, Canada, or New Zealand, are eligible.

## 6. APPLICATION FEE

20,000 JPY

- \* When applying through the Online Application system, please proceed with the Application Fee payment via credit card.
- \* The name on the credit card used for payment may be a person other than the applicant. However, it is necessary to enter the applicant's information in the "applicant information" section even when a proxy submits the application.
- \* If the payment of the fee cannot be confirmed or the credit card settlement is cancelled after payment is made, the eligibility of the individual to apply may be withdrawn.
- \* 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 payment by bank transfer, contact the office via the online application page.

## 7. APPLICATION PROCEDURE

**Be sure to confirm the following details and prepare the required documents.**

1. Complete the application process through the online application by the application deadline and mail in all the application documents. The application procedure will not be complete unless both the online application and the mailing of documents are complete.
2. Submitted documents (high school graduation certificate, transcript, etc.) will not be returned. However, regarding the original copies of certificates that cannot be reissued (such as the graduation certificate), if you want to have such documents returned, they will be returned after checking the original document. Please attach a photocopy of such documents and enclose a letter specifying which document(s) are to be returned, and also state the address that you would like the documents sent to (along with telephone contact info) (envelope and stamps not required). The documents will be returned after the application results are announced. If an accepted applicant requests the documents be returned, the documents will be returned after the accepted applicant arrives in Japan.
3. Soka University will not be responsible for any application documents that are lost in the mail. Please send the documents by EMS or registered mail. Do not enclose any documents that do not need to be submitted.
4. 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)".
5. 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.
6. Soka University will not accept any application documents submitted in person.
7. 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, the University shall take no responsibility.

Required Documents: Read carefully the list below and submit the requested documents:

- \* All of the following documents have to be in Japanese or English. If the original document is in any other

languages, attach a translation in Japanese or English. If no translation is attached, Soka University will not accept the document.

\* Soka University will not contact the applicant if there is an error in the application documents. Please thoroughly confirm the documents to be submitted and send them by the deadline.

①	Soka University Non-Degree Program Application Form	Online application
②	<b>Letter of recommendation (any format)</b> The letter should be written by an instructor or the principal of the university, junior college, or vocational school at which the applicant is currently enrolled or has most-recently graduated from (any form is acceptable). No letters of recommendation without the name of the recommender (person who filled out the form), date of preparation, school stamp, or letters of recommendation completed by a person not affiliated to an institution of higher learning will be accepted.	
③	<b>Certificate of enrollment or graduation (original)</b> If the applicant is currently enrolled in a university, junior college, or vocational school, submit the certificate of enrollment. If the applicant has graduated from a university, junior college, or vocational school, please submit the original or a notarized copy of the graduation certificate or diploma of the most recent level of instruction. If the applicant graduated from a vocational school, in addition to the graduation certificate, please submit a photocopy of the license or certificate of the qualification acquired. * Applicants from China must include a photocopy of their diploma.	
④	<b>Academic transcript (original)</b> Submit the transcript for the currently enrolled-in or the last university, junior college, or vocational school attended. If the applicant left the university, etc., before graduating, or if the applicant is currently enrolled in the university, etc., (including leaves of absence), please also submit a document evidencing the enrollment period (including a certificate of leaving the school or a certificate of leave of absence) and the academic transcript.	
⑤	<b>Application fee payment confirmation</b> When applying through the Online Application system, proceed with the payment via credit card.	
⑥	<b>Statement of Financial Eligibility (form specified)</b>	<b>Download (Word)</b> <b>Download (PDF)</b>
	*Submit a bank account balance statement. The balance statement must be of the applicant or of the applicant's parent. The amount is to be as follows:  750,000 JY or more if the applicant is for 1 semester 1,500,000 JPY or more if the applicant is for 2 semesters  If the account is the parent's, additionally submit a proof of family relationship.	
⑦	<b>Certificate of language proficiency (the original)</b> [Documents necessary for enrollment in Japanese language courses] Submit either the Certificate of Proficiency for the Japanese-Language Proficiency Test taken within the past two years or a document certifying Japanese language proficiency issued by the school that the applicant is currently enrolled in or has most-recently graduated from. * Applicants who intend to take Japanese language courses are required to submit this document.	
	[Documents necessary for enrollment in English-medium courses] Submit your score report for the TOEFL iBT or IELTS (Academic Test) taken within the past two years or a similar English proficiency test score report that proves proficiency of CEFR B2 or higher. TOEIC or IELTS (General Training test) score reports will not be acceptable.  Applicants who have received school education in English up to high school in Ireland, the United States, United Kingdom, Australia, Canada, or New Zealand are asked to submit a document that proves such education (academic transcript or other documents that indicate the language used).	

**Headshot photo (40 mm × 30 mm)**

A photograph will not be accepted unless it is a headshot taken from the front within the last three months with no hat being worn and a plain background. Submit a separate photograph in addition to the one attached to the application form. Write your name (in the Roman alphabet) on the back of the photograph.

**Submit to:** International Affairs Office Admissions Section  
 Soka University  
 1-236 Tangi-machi, Hachioji-shi, Tokyo, Japan 192-8577  
 Telephone: +81-42-691-8200

## 8. TUITION AND FEES

	Enrollment for 1 semester	Enrollment for 2 semesters
Admission fee	50,000 JPY	50,000 JPY
Tuition	250,000 JPY	500,000 JPY
Health services and insurance fees	8,300 JPY	15,260 JPY
Total	308,300 JPY	565,260 JPY

- \* Health services refer to those provided by the Health Center on campus.
- \* Insurance fees include insurance for accidents occurred at school during classes or events, and a fixed amount of coverage for liability in Japan.
- \* Tuition and other fees are to be paid at the time of enrollment procedures.
- \* Please be advised that the amount of the payment and expenditure items are subject to change.

\* The amount of the payment for the Undergraduate Non-Degree Program will change as follows for admission in April 2020.

	Enrollment for 1 semester	Enrollment for 2 semesters
Admission fee	50,000 JPY	50,000 JPY
Registration fee	10,000 JPY	20,000 JPY
Tuition	250,000 JPY	500,000 JPY
Total	310,000 JPY	570,000 JPY

## 9. MATTERS TO NOTE

1. If there is an error in the application documents or if not all application documents are submitted, the application will not be accepted. If Soka University contacts the applicant in regard to the application documents, the applicant shall promptly follow the instructions received.
2. If there is a falsification, false statement, plagiarism, etc., in the documents, materials, or information submitted to Soka University at the time of application, such shall be deemed to be a wrongful act, and the results of all entrance examinations at Soka University for the relevant year will be invalid. In that case, the submitted documents, materials, and admission fees will not be returned.
3. Applicants who do not pay the application fees within the application period will lose eligibility. Also, even when the credit card payment has been settled, if the payment is cancelled at a later date, the applicant will lose eligibility.

## 10. FAQ

Q. Is there financial support available, such as scholarship programs or tuition fee exemption?

A. No.

Q. Regarding the Statement of Financial Eligibility, as I don't have a father or mother, I cannot prove a parent-child relationship. If an uncle/aunt will pay for the expenses, what documents do I need to submit?

A. Go to your municipal office and have proof of relative relations with your aunt and uncle issued. For example, you can submit a certificate proving your relationship with your father and a certificate proving the relationship between your father and your uncle/aunt.

Q. Can I work part time?

A. If you will work part time with “Student Visa” residency status, you will need “permission to engage in an activity other than that permitted under the status of residence previously granted.” The work hours after receiving permission are up to 28 hours per week (up to eight hours a day during the summer or winter vacation). Please beware that if you work part time without first receiving permission, you could be deported. Please see the below link for details.

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.html>

Q. Do you accept handwritten translations of the application documents?

A. Handwritten translations are not acceptable. Use word processing software to prepare the translation.

Q. Can a family member translate the application documents?

A. Yes. Be sure to state the name of the translator and the relationship between the translator and the applicant.

Q. Is it possible to enroll in the Soka University Undergraduate Non-Degree Program after graduating from a university in Japan?

A. You are eligible to apply as long as you meet the requirements described in “4. Eligibility.”