

2022 Soka University Undergraduate English Medium Programs Transfer Admissions for International Students Policy (Document Screening)

1. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

Transfer admissions as **2nd year** students for International Students are open in the following English Medium Programs departments

Faculty	Department	Admission Capacity
Economics	Soka University Courses for Comprehensive Economic Education (SUCCEED)	Few students
Letters	Arts, Knowledge AnD English Major for International Arena (AKADEMIA)	

- Admission in September 2022 (based on the 2021 curriculum)

2. ADMISSION PERIOD

Application period: March 15 (Tue) – April 15(Fri) (must arrive by April 15) ※ Japan standard time
Announcement of results: End of May

3. SELECTION PROCESS

The selection is made through document screening, which will judge if the transfer as a 2nd year student is valid or not.

The screening will be based on the criteria below. Please note that Soka University may request other documents besides those related to application that may be necessary for the screening process.

- The higher education institution attended is equivalent to a university or other higher education institution in Japan;
- The grades obtained in the university or other higher education institution, as well as in the previous schools are eligible to allow admission to Soka University or not;
- The credits obtained in the university or other higher education institution are equivalent to the credits offered by Soka University or not.

4. ELIGIBILITY

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

- 1) An individual who has completed at least one year of study in a university (including overseas), and can submit a certificate showing the amount of credits obtained or yet to be earned (*1);
- 2) An individual who was graduated or is expected to graduate from a 2-year college or technical school (*2);
- 3) Among those who graduated from a technical school, an individual who graduated or is expected to graduate from a program recognized by the Japanese Ministry of Education;
- 4) An individual who graduated or is expected to graduate from a vocational college recognized by the Japanese Ministry of Education.

*1 Based on Soka University standards, candidates must obtain at least 24 credits (1 credit refers to 15 class-hours).

※Candidates enrolled in a college or other two-year higher education institution who submit their credits for evaluation based on a diploma or transcripts, and who have their credit rejected, will be considered not eligible and will have their application fee returned.

*2 Among those who have received education overseas, candidates must have graduated from high school or completed a minimum of 12-year compulsory education.

※ Credits earned in the previous academic institution will be analyzed once again after admission, and there is no guarantee all credits can be used. Based on the credits evaluation, graduation can take longer than 3 years.

5. APPLICATION REQUIREMENTS

Carefully read the requirements below before applying.

Applicants for faculties of Economics 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.

(Standardized Examination scores and 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.

*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)
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

6. REQUIRED DOCUMENTS

Access the web application page below to proceed with your application.

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

1. Check carefully the Required Documents chart below and prepare the application documents.
2. 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.
3. Do not submit any additional documents that are not requested in the list.
4. Soka University will contact you through the WEB application page, in the "Contact Us" tab, and notifications will arrive via email. Please set Soka University's email address no-reply@soka.campus-p.jp as the sender domain.
5. 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 list specifying which document(s) are to be returned, and state the address that you would like the documents sent to (along with telephone contact info) (envelope and stamps not required). In principle, the documents will be returned after the application results are announced

6. 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.
7. After uploading all required documents to the web application page, 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).
8. 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.
9. Soka University will not accept any application documents submitted in person.
10. 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.
11. The university will not contact you regarding any errors in the submitted documents. Please confirm with the list of required documents to make sure there are no errors and please check the documents one more time when mailing them
12. Applicants submitting the following documents must use the codes below:

- IERF <http://www.ierf.org/>

At the “Contact Information” section, you will find the screen below. Please fill in “Educational Institution” and then “Soka University (Japan)”. By doing so, your scores will arrive directly to Soka University.

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.

- SAT <https://collegereadiness.collegeboard.org/sat> **DI Code: 7553**
- ACT <https://global.act.org/content/global/en.html> **ACT college code: 2871**

※Upload the required documents to the web application page BEFORE sending them by mail.

Required Documents	Detail	Submission method
1. Application Form	You can apply for one department only.	Online application
2. Statement of Purpose and Study Plan	Submit the “Statement of Purpose and Study Plan” for the department you are applying to. Please access Soka University webpage and check carefully the details for the department you are applying to in order to prepare your “Statement of Purpose and Study Plan”.	Online application

3. Photograph	<p>Upload a photo (4cm x 3 cm) taken within the last three months.</p>  <p>Note: - headshot, no hat, plain background - submit 2 photos in addition to the one uploaded online together with the documents to be sent. - Please write your name on the backside of the photo.</p>	Mail 2 originals
4. University (or other higher education institution) certificate of enrollment	Submit the university (or other higher education institution you have been enrolled) graduation certificate or certificate of enrollment (in case you have not graduated yet).	Mail the original after uploading its scanned copy to the web application page
5. University (or other higher education institution) transcripts	Submit the university (or other higher education institution) transcript.	Mail the original after uploading its scanned copy to the web application page
6. Documents that certify the earned credits	Submit documents that show the amount of credits you earned in your previous institution. Make sure these documents inform the amount of credits necessary for graduation.	Mail the original after uploading its scanned copy to the web application page
7. Recommendation Letter (Designated Format)	The recommendation letter is to be written by a faculty who has taught the applicant in class at university.	Download the form from the Website
8. Score Report of Standardized Examination	Submit the scores of a national standardized examination used to enter a university. Refer to item 5. “Application Requirements” for details.	Mail the original after uploading its scanned copy to the web application page
9. IERF Detail Report	<p>Submit this report when the score report of the standardized examination of the relevant country cannot be submitted. The applicant will be responsible for performing the procedure to have the IERF Detail Report issued.</p> <p>However, for applicants from a country where no standardized examination is conducted and for high school students who are unable to submit the score report when applying due to the late timing of the standardized examination as held at their respective country, in lieu of the score report of the standardized examination, the applicants may submit the IERF Detail Report regarding the high school score report.</p> <p>It takes 20 days to issue the report, so be sure to allow plenty of time when applying for the issuance, in order to receive it prior to the application deadline.</p> <p>In order to apply for the IERF Detail Report, you must submit documents that are also required by Soka University. In this case, prepare a notarized copy for each document in advance and be sure to submit it to Soka University by the application deadline.</p> <p>Refer to item 5. “Application Requirements” for details.</p>	<p>Electronic copy (EvalDirect)</p> <p>Educational Institution: Soka University (Japan)</p>
10. High School Transcript	<p>A transcript that certifies applicant’s entire academic record throughout high school education.</p> <p>*It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report.</p> <p>*Inform us in advance if the submission of your high school transcript will be delayed due to the IERF Detail Report issuance.</p>	Mail the original after uploading its scanned copy to the web application page

11. Certificate of English Proficiency	Refer to item 5. “Application Requirements” for details.	Mail the original after uploading its scanned copy to the web application page
12. Application Fee	Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to item 7. “Application Fee” for details)	—
13. 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)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page

(Only for eligible candidates)

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)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page
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7. APPLICATION FEE

Application Fee Payment Method

Application Fee: 20,000 JPY

- Pay the application fee of 20,000 JPY by credit card when you submit your online application.
- The name on the credit card used for the 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 performs the procedure.
- If 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 International Affairs 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.

- 2022 Undergraduate Admissions for International Students Type I (Document Screening)
- 2022 Undergraduate Admissions for International Students Type II (Written Exam and Interview)
- 2022 Transfer Admission for International Students
- 2022 Bekka Preparatory Japanese Language Program

8. 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 and Letters
Applying for Academic Fee Exemption	Approx. 1,000,000 JPY
Not applying for Academic Fee Exemption	Approx. 1,500,000 JPY

9. 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 2021 (or the earliest one-year period available) of all financial supporters together with the Application for Tuition Fee Exemption form through the web application page and the send the original documents by mail. The application for tuition fee exemption scholarship results will be announced together with the approval of the successful candidates.

• Required documents :

- Application for Academic Fee Exemption
- Proof of household income referred to January to December 2021 (or the most recent one-year period available) of all financial supporters.
- ※In principle, household income refers to those of the father and mother.
- ※In case there was a job change in 2021, please submit also the proof of income referred to the previous job.
- ※ 'Income' refers to the amount that is received before tax deductions are taken out.
- ※In case there is no income, please submit a "Certificate of no income". If the country where the father and mother are living does not issue a certificate of no income, the person who has not income must write a declaration with the reason of not having an income, the reason of not being able to submit a certificate of no income, relationship to the applicant and a signature written by his/her own self.

◆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
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Note:

- 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 15 credits in a semester, 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.
- 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.

10. 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)

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|-----------------|--|
| 1. Accepted | Accepted to the undergraduate programs |
| 2. Not Accepted | Did not meet the acceptance standards |
| 3. Not Eligible | Not eligible for college admission |

11. 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

Soka University English Medium Programs Fees

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

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

* The admission fee is only required for the first year. Additionally 14,250 JPY is required for Gakuyu-kai Club Association fees upon enrollment.

* The fee amounts are subject to change.