

## Soka University Undergraduate Non-Degree Program Admission Guidelines For April/September 2023 Admission

The Undergraduate Non-Degree Program accepts international students who intend to take specialized courses and general education courses offered in Japanese or English at 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 15, 2022 for spring enrollment in April 2023

Notice of results: Submitted documents will be screened. The results will be announced via email in the first week of December 2022.

Application period: April 20 to May 15, 2023 for fall enrollment in September 2023

Notice of results: Submitted documents will be screened. The results will be announced via email in the first week of June 2023.

### 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 **equivalent to** at least the N5 level on the Japanese-Language Proficiency Test (JLPT) or **score 315 or above on Japanese Proficiency Test (JPT)** 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 **equivalent to** at least the N2 level or **score 600 or above on Japanese Proficiency Test (JPT)**.

#### (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 **or score 315 or above on Japanese Proficiency Test (JPT)** 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/en/academics/japan-studies-center/non-degree/undergrad-courses>

\*Students with Japanese proficiency equivalent to or above N2 level of Japanese-Language Proficiency Test **or score 600 or above on Japanese Proficiency Test (JPT)** 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/en/academics/japan-studies-center/non-degree/undergrad-courses>

\* 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 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. **Documents are accepted only in Japanese or English. Attach a translation if the documents are in any other languages.**

3. **Soka University Admission team may contact you through the WEB application page, in the “Contact Us” tab. Messages may also be sent from Soka University’s email address [no-reply@soka.campus-p.jp](mailto:no-reply@soka.campus-p.jp) so please adjust your settings and register it as a receiver domain.**

4. 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.

5. 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.

6. Soka University will not notify you of the receipt of the documents. 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. 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.


7. Soka University will not accept any application documents submitted in person

8. 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.

9. 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.

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

Required Documents	Details	Form
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①	Application form		Online application
②	Photograph	 <p>Submit a headshot (4cm x 3 cm) taken within the last three months.  Note:  - no hat, plain background  - submit 2 headshots in addition to what has been uploaded via online application.</p>	Two photographs Must be sent by mail
③	Recommendation Letter	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.	Any format Must be officially sealed and sent with other documents.
④	Certificate of enrollment or graduation	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.	Mail the original after uploading its scanned copy to the web application page
⑤	Academic transcript	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.	Mail the original after uploading its scanned copy to the web application page
⑥	Certificate of language proficiency	<p>[Documents necessary for enrollment in Japanese language courses]  Submit either the Certificate of Proficiency for the Japanese-Language Proficiency Test or <b>Japanese Proficiency Test</b> 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.</p> <p>[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.</p> <p>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).</p>	Mail the original after uploading its scanned copy to the web application page

⑦	Application fee payment confirmation	When applying through the Online Application system, proceed with the payment via credit card.	—
⑧	Statement of Financial Eligibility and balance statement	<p>*Submit the <b>Statement of Financial Eligibility and the</b> bank account balance statement. The balance statement must be of the applicant or of the applicant's relatives. The amount is to be as follows:</p> <p>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</p> <p>If the account is the relatives', additionally submit a proof of relationship.</p>	<p>Please download the form available in the website</p> <p><b>Mail the original after uploading its scanned copy to the web application page</b></p>

### **SUBMISSION OF APPLICATION:**

International Affairs Office – International Admissions Section  
Soka University  
1-236 Tangi-machi Hachioji-shi, Tokyo 192-8577 JAPAN  
Telephone: +81-42-691-8200  
Fax: +81-42-691-9456

## **7. 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.

## **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
Registration fees	10,000 JPY	20,000 JPY
Total	310,000 JPY	570,000 JPY

- \* Tuition and other fees are to be paid at the time of enrollment procedures.
- \* Please note that the amount for tuition and other fees are subject to change.

## **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.