

2023 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, 2023	Few students* ₁
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, 2024	15 students* ₂

*₁ In the Faculty of Economics, courses in mathematics for economics and statistics are compulsory. Therefore, scores/grades on mathematics on the standardized examination in each country, or the IERF detail report on high school transcripts will be carefully reviewed in the admission process. In addition, an online interview will be conducted along with document screening.

*₂ Admission capacity to FILA includes the number of students for Policy Type 1.

- Successful applicants to FILA will have the option of studying Japanese language from September 2022 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>
- Successful applicants to FILA who score a minimum of 80 points in TOEFL-iBT or 6.5 in IELTS (with a minimum score of 6.0 in each subject) by the time of the issuance of the Acceptance Letter will be able to attend the Japanese course while being enrolled in the FILA courses. This program is focused on students willing to work in multinational companies in order to obtain practical knowledge of Japanese language (aiming to achieve the JLPT N2 or N1 proficiency level). All candidates willing to attend this program, regardless their country of origin (which includes candidates who attended compulsory education in Australia, Canada, Ireland, New Zealand, United Kingdom and United States) must submit a certificate of proficiency in English language.

2. ADMISSION PERIOD

Application period: March 15(Wed) – April 15(Sat) (must arrive by April 15)

※ 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.

(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 (including scores for Mathematics and other compulsory subjects). 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.

- List of the main standardized examinations used for college admission.

Country/Region	Examination
United States	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) 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

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

Japanese: <https://soka.campus-p.jp/ja/>
 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.

How did you hear about us? *

Educational Institution ▼

Please select from the list below:

Soka University (Japan) ▼

- 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: Submit the documents listed in the table below.

Required Documents	Detail	Submission method
1. Application Form	You may apply up to two departments.	Online application
2. Statement of Purpose and Study Plan	Candidates willing to apply to two departments must submit the “Statement of Purpose and Study Plan” for each desired department. *The Faculty of International Liberal Arts has specific forms. *Read *4 for further information on the “Statement of Purpose and Study Plan”	Online application
3. Photograph	 <p>4cm</p> <p>3cm</p> <p>Upload a photo (4cm x 3 cm) taken within the last three months. *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.</p>	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, 2023. FILA candidates must be graduated by March 31, 2024. Note: Promptly submit the certificate upon graduation from high school. If the certificate is not available, submit the diploma.	Mail the original after uploading its scanned copy to the web application page
5. Score Report of Standardized Examination	Submit the scores of a national standardized examination used to enter a university. (Refer to item 4. “Application Requirements” for details.)	Mail the original after uploading its scanned copy to the web application page
6. High School Transcript	A transcript that certifies applicant’s entire academic record throughout high school education. *It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report. *Inform us in advance if the submission of your high school transcript will be delayed due to the IERF Detail Report issuance.	Mail the original after uploading its scanned copy to the web application page

7. 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>Electronic copy (EvalDirect)</p> <p>Educational Institution: Soka University (Japan) I</p>
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.	Format is available in the website
9. Certificate of English Proficiency	Refer to item 4. “Application Requirements” for details.	Mail the original after uploading its scanned copy to the web application page
10. 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)	—
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 8. “Statement of Financial Eligibility” for details)	Format is available in the website
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 9. “Scholarship” for details)	Format is available in the website

(*4) Statement of Purpose and Study Plan

Carefully read the Three Guidelines (Admission Policy, Curriculum Policy, and Diploma Policy) of the respective Faculty, and submit the “Statement of Purpose and Study Plan” via online application system.

Faculty of Economics: <https://www.soka.ac.jp/en/academics/guideline/economics/>

Faculty of Business Administration: <https://www.soka.ac.jp/en/business/about/threeguidelines/>

Faculty of Law: <https://www.soka.ac.jp/en/law/about/threeguidelines/>

Faculty of Letters: <https://www.soka.ac.jp/en/letters/about/threeguidelines/>

Faculty of International Liberal Arts: <https://www.soka.ac.jp/en/academics/guideline/fila>

(*5) No applications will be accepted after the application deadline, regardless of the reason.

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

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.

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

*Applicants submitting their application for the academic fee exemption (refer to item 9. "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

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 2022 (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 2022 (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 2022, 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.

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

- 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 (p.9) 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

- As a general rule, if a student is receiving scholarship from elsewhere, scholarship from Soka would not be granted.
- In case other scholarships provided by Soka University suffer any changes, this scholarship may also be affected.
- In case of any action that causes any harm to Soka University reputation, the scholarship may be revoked.

10. ANNOUNCEMENT OF THE APPLICATION RESULTS

Announcement schedule: Late May 2023

One of the following results will be sent to all applicants via e-mail to email address indicated on the application form (*7). Please set Soka University's email address no-reply@soka.campus-p.jp as the sender domain.

(*7) If you want to change your email address, please do so through the online application on My Page (basic settings).

- | | |
|-----------------|--|
| 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. ENROLLMENT PROCEDURE

Accepted applicants will receive by e-mail the “Letter of Acceptance” and “Enrollment Guidelines” on the day the results are announced. Please follow the guidelines and perform the enrollment procedure. The enrollment procedure will be complete when the admission fee, tuition, and other payments are paid by bank transfer and when admission documents are submitted. If the procedure is not completed by the deadline, the acceptance may be revoked.

*Deadline and other matters related to the procedures are subject to change.

1. Documents to be submitted

	Deadline	Details of the document
1 st step procedures	June 2023	1. Visa application information
		2. Passport copy
		3. Dormitory application (online)
2 nd step procedures	July 2023	4. Report the date of arrival in Japan (online)
		5. Questionnaire about measles-rubella vaccination
		6. Health questionnaire
After arrival	Entry/submission at the student life guidance class	7. Letter of consent regarding the handling of personal information
		8. Written pledge for entering the dormitory (only for persons who will live in a dormitory)

* The specific dates for submitting the documents and other information will be notified in the enrollment guidelines.

2. Notification of the payment amount

Type of payment/notification	Date of notification	Payment deadline
Admission fee/tuition: Request for payment of admission fee/tuition	End of June 2023	End of July 2023

* Admission fee, tuition (one or two semesters), dormitory entrance fee, dormitory fee (one or two semesters) must be paid at once by the deadline. Read the Annex (p. 9) for further information on the tuition for year 1.

3. Sending the admission letter and the Certificate of Eligibility (COE)

The admission letter and the Certificate of Eligibility will be sent after confirming that the submission of the documents in 1 to 3 and the payment have been completed by the deadline. In principle, successful candidates must obtain a “Student Visa” at the Japanese diplomatic office in the country of domicile before coming to Japan, and enter Japan with a “Student Visa” status of residence.

* In order to obtain a “Student Visa” status of residence, it is necessary to apply for a Certificate of Eligibility. Persons who already have a “Long Term Resident” or “Dependent” status of residence are not required to perform any particular procedures. Also, Japanese citizens with dual citizenship coming to Japan on a Japanese passport are not required to perform any particular procedures.

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	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
Business Administration GPET	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	950,000JPY	712,500JPY	475,000JPY	0JPY
Law PHR	Total	1,150,000JPY	912,500JPY	675,000JPY	200,000JPY

Letters AKADEMIA	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	970,000JPY	727,500JPY	485,000JPY	0JPY
	Total	<u>1,170,000JPY</u>	<u>927,500JPY</u>	<u>685,000JPY</u>	<u>200,000JPY</u>

International Liberal Arts	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	1,210,000JPY	907,500JPY	605,000JPY	0JPY
	Total	<u>1,410,000JPY</u>	<u>1,107,500JPY</u>	<u>805,000JPY</u>	<u>200,000JPY</u>

- * Upon enrollment a payment of 19,000 JPY is required as a fee for the Gakuyu-kai Club Association.
- * All fees must be paid at once by the deadline.
- * Successful candidates willing to enter a dormitory will have the referred fees added to the invoice, and must pay all fees by the deadline.
- * The Admission fee, Registration fee and Gakuyu-kai Club Association fee cannot be exempted.
- * From year 2, tuition, registration fee, school fees, and laboratory fees will need to be paid.
- * Tuition and other fees are subject to changes.

Application Flow

- ① Check the application guidelines and prepare the required documents.
- ② Create an account at the web application page.
- ③ Through the web account, choose the program you want to apply for, fill in its application form and write down the “Statement of Purpose” and the “Study Plan”.
- ④ Upload the required documents to the web application page in PDF or JPEG format.
- ⑤ Send all documents by mail to the International Affairs Office of Soka University.

