

2023 Soka University Undergraduate English Medium Programs Transfer Admissions for International Students Policy (Document Screening)

1. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

Transfer admissions as 3rd 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* ₁
Law	Peace and Human Rights program (PHR)	
Letters	Arts, Knowledge AnD English Major for International Arena (AKADEMIA)	

*₁ An online interview will be conducted along with document screening.

2. ADMISSION PERIOD

Application period: March 15 (Wed) – April 15 (Sat) (must arrive by April 15, 2022)
 Notification: End of May 2023
 Enrollment period: September 2023 (based on the 2021 curriculum)

3. SELECTION PROCESS

Selection is made through document screening, which will judge if transfer as a 3rd year student is valid or not.

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 content studied in the university or other higher education institution has high affinity with the Faculties offered by Soka University or not.

4. ELIGIBILITY

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

- 1) An individual who has completed at least two years 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 62 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 2 years.

5. APPLICATION REQUIREMENTS

Applicants must meet the following requirements.

- English proficiency requirements)
Applicants must submit their English proficiency score of 71 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.


6. REQUIRED DOCUMENTS

Required Documents: Submit the documents listed in the table below.

- Check carefully the Required Documents chart below and prepare the application documents.
- Make sure to submit all documents by the deadline.
- Soka University may contact you via email. Please set Soka University's email address "noreply@soka.campus-p.jp" as the sender domain.
- 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).
- All documents must be sent via registered mail or international post during the application period to International Affairs Office Admissions Section. Make sure to submit your documents for they can reach by the deadline, using express services.
- 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.
- Soka University will not accept any application documents submitted in person.
- 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

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

Required Documents	Detail	Form
1. Application Form (Designated Format)	You can apply for one department only.	Download the form from the Website
2. Statement of Purpose and Study Plan (Designated Format)	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".	Download the form from the Website

3. Photograph	Upload a photo (4cm x 3 cm) taken within the last three months.  Note: - Headshot, no hat, plain background - Submit 2 photos together with the documents to be sent. - Please write your name on the backside of the photo.	Original 2 Copies
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). Candidates must be graduated by August 31, 2023.	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. Submit documents that show the credits and the quantity of class-hours of each subject taken.	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 (or other higher education institution you have been enrolled). It is not necessary to upload the recommendation letter to the web application page, please mail the original copy.	Download the form from the Website
8. Score Report of Standardized Examination	Refer to item 5. “Application Requirements” for details.	Mail the original after uploading its scanned copy to the web application page.
9. Application Fee	Access the Soka University website and pay the application fee (20,000 JPY) through credit card. Refer to item 7. “Application Fee” for details.	—
10. 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)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page.

Only for eligible candidates

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)	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 by credit card following the instructions indicated on the web application page.
- 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 web application page.
- Once paid, the application fee will not be returned for any reason, including the selection process result.

8. STATEMENT OF FINANCIAL ELIGIBILITY

The statement is to be signed by the financial supporter. Attach the documents below as evidence of financial support. 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 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 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 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 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.
- The Grade Point Average (GPA) at Soka University is calculated on a 4.0 scale.
- If the student engages in an inappropriate act or behavior that may impair the reputation of Soka University, the scholarship may be withdrawn.
- In case other scholarships provided by Soka University suffer any changes, this scholarship may also be affected.

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 program. |
| 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 (As of AY2021. Fees are subject to change.)

	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
Economics SUCCEED	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
Law PHR	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>

	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
Letters AKADEMIA	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>

- * Upon enrollment a payment of 9,500 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.
- * Tuition and other fees are subject to changes.