

2024 Soka University Bekka Preparatory Japanese Language Program Admissions Guideline

About the Program

- * This program allows students who intend to continue their education in the Faculty of Economics, Business Administration, Law, Letters, Education, and Science and Engineering to acquire necessary Japanese language proficiency.
- * Students who complete the program may continue their studies in the undergraduate programs based on the recommendation offered by the Bekka Preparatory Japanese Language Program. Department will be decided based upon the students' choice and their results in various exams including Japanese language exams and the entrance exam.
- * Applicants who have the Japanese language proficiency of JLPT N2, score 200 or above in EJU or score 600 or above in JPT (Japanese Proficiency) Test are eligible to directly apply to the undergraduate programs.

1. ENROLLMENT

Entrance: April

Duration: 1 year

Academic calendar: Spring semester (April 1 to July 31) and fall semester (September 15 to January 31)

2. ADMISSION CAPACITY

Bekka	Preparatory Japanese Language Program	35 students
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- If the admission committee judges that there are no applicants who are qualified, the number of admitted students may remain below the capacity.
- We are expecting approximately 25 students for the Faculty of Letters, etc., and 10 students for the Faculty of Science and Engineering to be recommended from the Bekka Preparatory Japanese Language Program to continue their education in the undergraduate program upon completion of the program.

3. APPLICATION PERIOD

September 15 (Fri) – October 15 (Sun), 2023 (must arrive by October 15, 2023) * Japan time

Notification: by December 5 (Tue), 2023

4. SELECTION PROCESS

Selection is made through document screening.

* Within the screening process, applicants who meet the admissions criteria based on comprehensive evaluation of the submitted documents will be granted admission if the number of applicants does not exceed the capacity. Applicants whose score of the standardized test is below a certain level (approx. 40%-50th percentile) will not be granted acceptance.

5. ELIGIBILITY

An individual who wishes to take Japanese language courses prior to starting the undergraduate program and 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 outside of Japan; If the applicant has attended a Japanese school (*1), the school's 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 Japanese school (*2), the school's 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 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 A Japanese school refers to elementary, junior high, and high schools based on the School Education Act of Japan and to 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.

6. APPLICATION REQUIREMENTS

Applicants must meet the following requirements.

- (1) Applicants must take the Standardized Examination and submit their score report. Applicants who plan to continue in the Faculty of Science and Engineering upon completion of the Preparatory Japanese Language Program must select “Mathematics” in the standardized examination.
- (2) Applicants who are unable to submit the document listed under (1) above must submit the IERF Detail Report of their high school transcript.

(1) Standardized Examination	All applicants who are eligible to take the standardized examination in their respective countries must submit the score report at the application process.
(2) IERF Detail Report (High School report converted into the U.S. standard) * IERF: International Education Research Foundation	Those who cannot submit document(s) listed under (1) must submit the IERF Detail Report along with the original copy of the academic transcript. *If you already have a certificate from grading assessment agencies other than IERF report, please consult with International Affairs Office.
(3) Certificate of English Proficiency	Applicants who are not from an English-speaking country are required to submit a score report of an English proficiency test. Examples include TOEIC, TOEFL, IELTS, or the English language section of a standardized examination. However, those who have taken six years of junior high and high school in English in either Australia, Canada, Ireland, New Zealand, United Kingdom or United States, can substitute the English proficiency score mentioned above for their academic transcript referred to these six years. Tests taken more than two years prior to the application deadline are not valid.

List of the main standardized examinations used for college admission

Country/ region	Examination
People's Republic of China	National Higher Education Entrance Examination
Hong Kong	HKDSE (Hong Kong Diploma of Secondary Education)
Taiwan	General Scholastic Ability Test
Republic of Korea	College Scholastic Ability Test(Mock examination in June or September for high school students) ※Applicants who intend to enter in the Faculty of Science and Engineering after the completion of Bekka program must take “Calculus” or “Geometry” for selective subjects.
United States of America	SAT I (Scholastic Assessment Test Reasoning Test) DI Code: 7553 ※The submission of SAT's essay is not mandatory. The ACT Test (American College Testing) - ACT college code: 2871
United Kingdom	GCE (General Certificate of Education) A Level
France	Baccalaureate
Germany	Abitur
Australia	For the state of New South Wales : Higher School Certificate (HSC) For the state of Victoria : Victorian Certificate of Education (VCE) For the state of Queensland : Queensland Certificate of Education (QCE) For the state of Western Australia : Western Australian Certificate of Education (WACE) For the state of South Australia : South Australian Certificate of Education (SACE)
Singapore	GCE (General Certificate of Education) A Level
Malaysia	STPM (Sijil Tinggi Persekolahan Malaysia) GCE (General Certificate of Education) 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
Western Africa	WAEC (West African Examinations Council)

7. REQUIRED DOCUMENTS

Please access the following pages for application

Japanese:	https://soka.campus-p.jp/ja/
English:	https://soka.campus-p.jp/en/
Chinese:	https://soka.campus-p.jp/ch/
Korean:	https://soka.campus-p.jp/kr/

1. Check carefully the Required Documents chart below and prepare the application documents.
 2. 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.
 3. Soka University Admission team may 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.
 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 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.
 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. After uploading the required documents to the web application, send the set of application forms by simple registered mail or using an international courier service to the Soka University 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).
 7. 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.
8. Soka University will not accept any application documents submitted in person.
 9. 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.
 10. 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.
 11. Those submitting the following documents, please 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 (American College Testing) <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	Details	Form
1. Application form		Online application
2. Statement of Purpose	State the reasons for applying to the Preparatory Japanese Language Program, and include the desired field of study upon completing the program (max: 500 characters in Japanese, 800 words in English).	Online application
3. 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. -please write down your name on the back.</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. Applicants must graduate by March 31, 2024. If this applies, 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 score report of the standardized examination administered in each country. (Refer to section 6. “Application Requirements (1)” 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. If the submission of the original copy is delayed due to the IERF Detail Report application process, notify the office beforehand.	Mail the original after uploading its scanned copy to the web application page
7. IERF Detail Report (High School report converted into the U.S. standard) * Only if you cannot submit document 5 (Score report of Standardized Examination)	Submit this report when the score report of the standardized examination cannot be submitted. The applicant will be responsible for performing the procedure to have the IERF Detail Report issued. It takes 20 days to issue the report. Be sure to allow plenty of time when applying, in order to receive it prior to the application deadline. 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.	Electronic copy (EvalDirect) Educational Institution: Soka University (Japan)

8. Recommendation Letter (Designated Format)	The letter should be written by an instructor or the principal of the high school at which the applicant is currently enrolled or has most-recently graduated from. * Do not upload to the web application unless instructed to do so.	Format is available in the website. Mail in a sealed envelope with other documents.
9. Certificate of Japanese Proficiency * only if applicable	Applicants who have studied Japanese language are required to submit the score report of Applicants who have studied Japanese language are required to submit the score report of either JLPT, EJU (Japanese as a Foreign Language) or JPT (Japanese Proficiency) Test.	Mail the original after uploading its scanned copy to the web application page
10. Certificate of English Proficiency	Applicants who are not from an English-speaking country are required to submit a score report of an English proficiency test. Examples include TOEIC, TOEFL, IELTS, or the English language section of a standardized examination. There is no minimum requirement for the test score. (Refer to section 6. “Application Requirements (3)” for details) *Tests taken more than two years prior to the application deadline are not valid.	Mail the original after uploading its scanned copy to the web application page
11. Application Fee	Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to section 8. “Application Fee” for details)	—
12. Statement of Financial Eligibility (Designated format)	Submit evidence of financial support (e.g., bank statement) to cover the tuition and living expenses. (Refer to section 9. “Statement of Financial Eligibility” for details)	*Format is available in the website * Mail the original after uploading its scanned copy to the web application page
13. Application for Academic Fee Exemption (Designated format) * Applicants only	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 section 10. “Scholarship System” for details)	Format is available in the website * Mail the original after uploading its scanned copy to the web application page

(*4): Documents are accepted only in Japanese or English. Attach a translation if the documents are in any other languages.

(*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

8. APPLICATION FEE

Application Fee Payment Method

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.

- Regardless the reason, including failure in the application, the application fee will not be returned.

9. 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 (document necessary for obtaining a visa) issued by the Immigration Bureau, so please read the instructions carefully and prepare accordingly. Mail the original after uploading its scanned copy to the web application page.

- **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)
 - Sponsor's proof of employment and 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 a 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

* All applicants should submit a bank statement showing an amount superior to 1,500,000 JPY.

* Applicants who are applying for the Tuition Fee Exemption (refer to 10. Scholarship System), will have the Statement of Financial Eligibility analyzed together with the scholarship application. For this matter, bank statement will be considered as bellow:

	Minimum amount to be shown in the bank statement
If applying for the Tuition Fee Exemption	1,000,000 JPY
If not applying for the Tuition Fee Exemption	1,500,000 JPY

10. SCHOLARSHIP SYSTEM

Tuition fee exemption

Applicants can apply for the tuition fee exemption during the application process for the program.

• 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 no 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 according to the household annual income as indicated in the chart below:

Household annual income	Exemption ratio
Below 10,000,000 JPY	50% exemption
10,000,000 JPY or more	No exemption

* In principle, household income refers to those of the father and mother.

* If any changes are made to other scholarship programs, etc., a change may be made to this scholarship program.

*We are planning to make changes to the scholarship program beginning from students entering the Bekka and Undergraduate programs in the 2024 academic year.

Details are currently under consideration and will be announced as soon as determined.

11. ANNOUNCEMENT OF THE APPLICATION RESULTS

Announcement: By December 5 (Tue), 2023

One of the following results will be sent to all applicants via e-mail to email address indicated on the application form (*6). Please set Soka University's email address no-reply@soka-campus-p.jp as the sender domain.

- | | |
|----------------|--|
| ① Accepted | Accepted to the undergraduate program starting April 2022. |
| ② Not Accepted | Did not meet the acceptance standards |
| ③ Not Eligible | Not eligible for college admission |

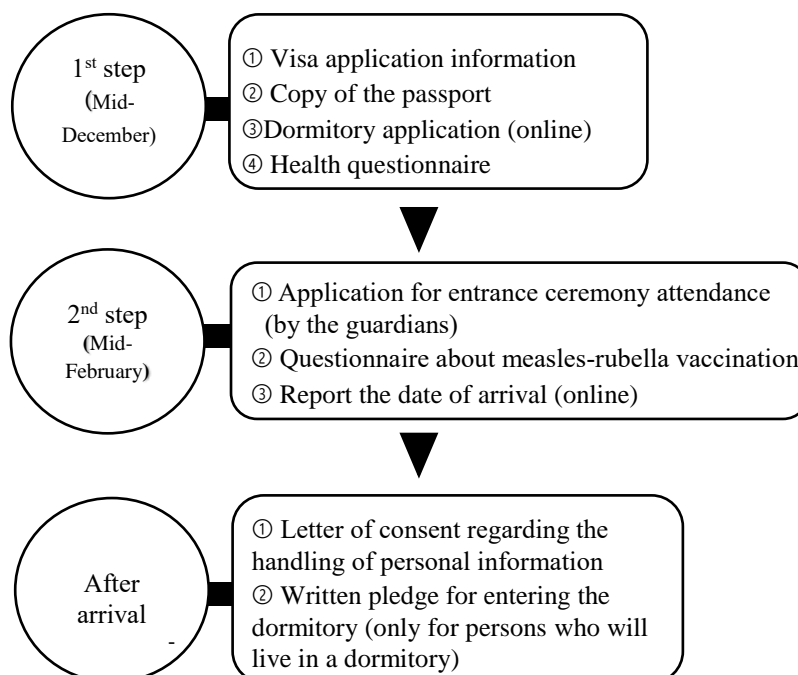
(*6) If you want to change your email address, please do so through the online application on My Page (basic settings).

12. 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 rescinded.

* Procedure details are subject to change.

1. Documents to be submitted



* 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	Late January 2024	End of February 2024

* Please pay the admission fee, tuition, dormitory fees at once. Please refer to the “Appendix – Fees 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 via courier 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.

13. 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

Appendix – Fees for Year 1

●Bekka Preparatory Japanese Language Program

Fees	Standard	Half Exemption
Admission fee	50,000 JPY	50,000 JPY
Tuition	500,000 JPY	250,000 JPY
Registration fee	55,000 JPY	55,000 JPY
Total	605,000 JPY	355,000 JPY

- * Please pay the fees by the deadline in one installment.
- * Students willing to enter the dormitories are requested to pay housing fees by the deadline
- * The Tuition Exemption scholarship does not cover Admission Fee and Registration Fee.
- * The fee amounts are subject to change.

- Please refer to the URL below for school fees after moving into the undergraduate program.

<https://www.soka.ac.jp/campuslife/fees/>

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.

