



Graduate School of Science and Engineering First-Stage Doctoral (Master's) Program

**Guide to Application Process
for International Students
<For AY 2024 September Entry>**

1. Graduate Schools and Majors Accepting International Students

Graduate School	Major	Program	No. of students accepted
Science and Engineering	Information Systems Science	First-stage Doctoral (Master's)	A few
	Biosciences		
	Environmental Engineering for Symbiosis		

2. Applicant Eligibility

Applicants should have non-Japanese nationality, and fit one of the descriptions in (1) to (3) below:

- (1) A person who graduated from a university, or a school equivalent to university, or is due to graduate by August 2024.
- (2) A person who completed 16 years of regular school and university education in a foreign country (whether or not he/she officially “graduated”), or has equivalent educational experience. Alternatively, a person who is due to graduate/complete by August 2024.
- (3) Any other person whom the university’s Graduate School Committee recognizes as having academic ability and eligibility for the selection process equivalent to or greater than a university graduate.

[Please Note]

Before you make your application, ensure that you talk to the faculty member you want to be supervised by about the research and education involved in the first-stage doctoral (Master's) program. Information relating to individual faculty members’ research themes and teaching topics, and to the Graduate School of Science and Engineering in general, is available on the following website.

- **Graduate School of Science and Engineering admissions website:**
https://www.soka.ac.jp/en/admissions/application/graduate_policy/t-grad-m/

3. Application Period

◆1st term of Admission:

Applications must arrive between Monday, November 20, 2023 – Tuesday, January 4, 2024

◆2nd term of Admission:

Applications must arrive between Friday, February 9, 2024 – Friday, March 9, 2024

4. Application Fee: JPY 33,000-

[URL for Application Fee payment]

<https://payment.soka.ac.jp/graduate2/>

[Available credit card]



[Please Note]

- Applicants should pay via the web page (URL is above) using one of the credit cards listed above and send a document confirming payment of the application fee when making their application.
- Payment must be completed during the application period. After the deadline, the application will not be accepted.
- The application fee is non-refundable once it is paid.

5. Application Documents

[Submit (scanned) data via Google Forms, then mail original documents]

Google form: <https://forms.gle/4Fpz3gZCHNn4fvRd6>

Mail to: Faculty of Science and Engineering Office, SOKA University

1-236, Tangi-machi, Hachioji-shi, Tokyo, 192-8577, Japan

Form	Application Documents and Points to Note	
A	<p>● <u>Application for Admission (using the form provided by Soka University)</u></p> <ul style="list-style-type: none"> * Complete all sections fully, except for those marked with an asterisk. * Attach one passport photo (3cm x 4cm; upper body only; bareheaded; no background; taken within three months, color). * In the academic background section, state all schools attended, their locations, the month and year you transferred to and from each school, etc. If you cannot fit all the information into the relevant section, attach a separate sheet detailing your academic background in full. 	
B	<p>● <u>Passport Photo (Image data)</u></p> <ul style="list-style-type: none"> * Submit the image data of the passport photo attached to the application for admission in A above. 	
C-1	<p>● <u>Academic Transcript from Previous University</u></p> <ul style="list-style-type: none"> * Should include results for every year attended. 	
C-2	<p>● <u>Academic Transcript from Previous Graduate School (if applicable)</u></p> <ul style="list-style-type: none"> * Submit academic transcript including results for every year of attendance at graduate school after graduating university. 	
C-3	<p>● <u>Certificate of Graduation or Certificate of Expected Graduation from Previous University</u></p> <ul style="list-style-type: none"> * Applicants submitting certificates of expected graduation should submit a certificate of graduation promptly once they graduate. (If no certificate is issued, applicants should submit other evidence of course completion.) 	
C-4	<p>● <u>Certificate of Completion, Certificate of Expected Completion, or Certificate of Enrollment from Previous Graduate School (if applicable)</u></p> <ul style="list-style-type: none"> * If applicants cannot submit any of the above certificates, they should submit other relevant documentary evidences. 	
C-5	<p>● <u>Proof of Degree</u></p> <ul style="list-style-type: none"> * A document verifying your receipt of a degree. <u>If your degree is clearly stated on your certificate of graduation (C-3), there is no need to submit additional proof.</u> * If you have nothing that verifies your receipt of a bachelor's degree, you should submit a document issued on behalf of the president or another senior representative of your previous university verifying your eligibility for graduate school. 	
C-6	<p>● <u>Letters of Recommendation (2 types)</u> (using the form provided by Soka University)</p> <ul style="list-style-type: none"> * One letter should be written personally by the president, dean, or supervisor in your final higher education institution. Letters from teachers at Japanese language schools are not accepted. Your second recommendation letter may be written by anybody you choose. * Submission is not required for those who graduated from Soka University. 	
C-7	<p>● <u>Japanese-Language Proficiency Test Certificate</u></p> <ul style="list-style-type: none"> * Applicants who have taken the Japanese-Language Proficiency Test may submit their certificate. Submission is not required for applicants without such test results. 	Applicants for the Environmental Engineering for Symbiosis major are required to submit either one or both of the following: Japanese-Language Proficiency Test Certificate (C-7), Certificate of English Language Proficiency (C-8).
C-8	<p>● <u>Certificate of English Language Proficiency</u></p> <ul style="list-style-type: none"> * Applicants who have taken tests such as ACT, SAT, GCE, TOEFL or TOEIC may submit their certificate(s). Submission is not required for applicants without such test results. 	

C-9	<p>● Mathematics Test Result (applicants for the Information Systems Science major only)</p> <p>* Applicants for the Information Systems Science major should submit their mathematics test results if there is a standardized examination in their country used for university admission or eligibility for university entrance. Submission is not required for applicants without such test results.</p>
D	<p>● Soka University Research Plan (using the form provided by the Soka University)</p> <p>* You should provide your name, and specify the major for which they are applying. Write your research plan in either Japanese or English.</p> <p>* Describe reason for applying, title of theses (with the name of supervisor), purpose of research, and research plan.</p>
E	<p>● Summary of Graduation Thesis</p> <p>* If you have a summary of your graduation thesis in Japanese or English, you should submit it. Submission is not required for applicants without such a summary.</p>
F	<p>● Supervisor's Approval (using the form provided by Soka University)</p> <p>* Before you make your application, talk to the faculty member you want to supervise you about the research and education involved in the first-stage doctoral program, and ensure that you obtain the faculty member's signature on the appropriate form. You can print scanned data of the signed form and submit it.</p> <p>* Applicants for the Information Systems Science major should ensure that they make contact by Skype or similar means.</p>
G	<p>● Statement of Financial Eligibility (using the form provided by Soka University)</p> <p>* Verify that your tuition fees and living expenses during your time at graduate school can be paid by attaching documents (e.g., a bank statement) to the university's pre-printed sheet, and submitting them.</p> <p>* For further details, refer to the section below entitled Payment of Expenses.</p>
H	<p>● Proof of Application Fee Payment</p> <p>* After completing payment of the application fee by credit card via the university's website, submit a screenshot/print-out of the screen displayed when the payment is completed, the confirmation e-mail or other evidence that the payment has been made.</p>
J	<p>● Application for Academic Fee Exemption (submit only if you wish)</p> <p>* Refer to "Scholarship for International Students" and submit the required documents.</p>

Payment of Expenses

As a statement of financial eligibility, the person paying expenses should complete and sign the form provided by the university, and a supporting document should be attached according to the requirements below.

※ If the applicant is applying for Academic Fee Exemption simultaneously, financial capability will be reviewed. In that case, submission of the balance statement is accepted even if the amount is below 1,500,000 JPY.

(1) If the applicant him/herself will pay expenses

- A bank account statement in the applicant's own name (showing a balance of JPY 1.5 million or more)

(2) If a relative will pay by sending money from the applicant's home country.

- A bank account statement in the name of the person sending money (showing a balance of JPY 1.5 million or more)
- Documentary proof of employment
- Documentary proof of annual income
- Document verifying relationship with applicant (e.g., a copy of the family register, a certificate of residence, a notarized statement of kinship, etc.)

(3) If a scholarship will be used to pay

- Documentary proof of scholarship payment specifying the amount to be paid, the period of payment, and the organization paying (The allowance shown should amount to approximately JPY 1.5 million per year in total).

(4) If a Japanese resident will pay

- A tax document stating gross income (e.g., a photocopy of an income tax return counterfoil (*kakutei shinkoku hikaie no utsushi*), a certificate of tax deducted at source (*gensenchoshuhyo*))
- Documentary proof of employment (self-employed persons should provide a photocopy of the company registration (*tokibotohon no utsushi*), an operating license (*eigyo kyokasho*), or similar document)
- Certificate of residence (*juminhyo*)
- If the Japanese resident is an acquaintance or friend, provide evidence of his/her relationship to the applicant (e.g., a photograph in which he/she appears with the applicant)

6. Points to Note when Applying

- (1) All documents must be in either Japanese or English.
- (2) Ensure that you attach a Japanese or English translation if any of the certificates or other documents you submit include languages other than Japanese or English.
- (3) The content of application documents cannot be amended after they are received by the university.
- (4) You may apply for only one major at a time; applications for more than one major are not permitted.
- (5) Once application documents and application fees are received by the university they cannot be returned for any reason whatsoever.
- (6) If your application documents are found to contain any false statements, your acceptance and admission to the university may be revoked.
- (7) Application documents that are incomplete or submitted after the due date will not be included in the applicant selection process.

7. Selection Method

Graduate School	Major	Selection Method
Science and Engineering	<ul style="list-style-type: none">• Information Systems Science• Biosciences• Environmental Engineering for Symbiosis	<ol style="list-style-type: none">1. Document screening2. Oral Examination (*)

■ Date of Oral examination

- ◆ 1st term of Admission: Saturday, February 10, 2024 or Sunday, February 11, 2024 *JST
- ◆ 2nd term of Admission: Saturday, May 18, 2023 or Friday, May 17, 2024 *JST

- ※ The oral examination will be held at a classroom on Soka University campus.
- ※ For applicants residing outside of Japan, the oral examination (an interview) by Skype or other communication tool is available.
- ※ The start time of the exam will be determined in consideration of the time difference. You will be notified approximately 2 weeks prior to the exam.

8. Announcement of Admissions

- ◆ 1st term of Admission: Monday, February 19, 2024 *JST
- ◆ 2nd term of Admission: Monday, May 27, 2024 *JST

One of the following three admissions results will be notified by e-mail to each applicant:

- (1) Admission approved: Admission to graduate school from the September 2023 approved.
- (2) Admission declined: Screening indicated that the applicant does not meet the criteria for admission.
- (3) Ineligible for admission: The applicant was deemed ineligible for admission to graduate school.

Notes:

1. The university will send the successful applicants an acceptance notice and related documents by e-mail.
2. The university will not reply to any inquiries relating to the results of the screening process received by telephone or postal mail.

9. Admission Procedures

The successful applicants should complete the admissions procedure and pay admission and tuition fees, etc., within the time limits prescribed below. The university will provide further written details when announcing admissions.

(1) Admission Procedure Phase One

During the Admission Procedure Phase One, the successful applicants should do the following:

1. Payment of Admission Fee: **JPY 200,000-**
2. Submission of documents regarding visa
3. Submission of the confirmation of their housing

◆1st term of Admission: Tuesday, February 20, 2024 – Wednesday, February 28, 2024

◆2nd term of Admission: Wednesday, May 29, 2024 – Thursday, June 6, 2024

(2) Admission Procedure Phase Two

In Phase Two, the successful applicants are requested to settle the tuition fees and submit the admission forms.

1. Payment of Tuition Fees: **JPY 430,000-**
2. Submission of admission forms

Period: From Monday, July 8 to Friday, July 19, 2024

Tuition Fees for AY2023 (for reference only)

Fee category	During (1) or (2) above	Timing of payment
Admission Fee *	JPY 200,000-	During (1) above
Tuition	JPY 275,000-	During (2) above
Registration Fee	JPY 30,000-	
Educational environmental improvement fees	JPY 75,000-	
Laboratory fees	JPY 50,000-	
Total	JPY 630,000-	

※ The admission fee is JPY 100,000 for Soka University graduates and those who completed the Japan Studies Center program, graduated from the Division of Correspondence Education, or completed an advanced information systems technology course at Soka University.

(3) Points to Note

1. If you do not complete the necessary procedures for payment during the time limits stipulated above, the university will revoke its approval of your admission.
2. Ensure that you pay your annual tuition and other fees in full during the time limits given. You may choose between making one payment (a lump-sum payment during the admissions procedure stipulated in (2) above), or two payments (in two installments, one during (2) above, and one during the second semester).
3. If you decide not to enter the university for personal reason following completion of the admissions procedure, the university will return to you the annual tuition, etc., excluding the admission fee. However, this applies only if you notify the university by the day before your entrance ceremony.

10. Other Matters

(1) Applying for a Certificate of Eligibility for Residence Status and Obtaining a Visa

In principle, non-Japanese applicants need to obtain student residence status once their admission to the university has been approved. After acceptance to the university, prospective students need to complete the procedures to acquire residence status, enter, and reside in Japan.

● Application by the university on your behalf

The university will apply for a Certificate of Eligibility on your behalf. Please submit the Checklist for Certificate of Eligibility Application (using the form provided by the university) during the admissions procedure. Be aware that the university will not apply for a Certificate of Eligibility for you if you do not submit this checklist.

- Certificates of Eligibility are approved by the Ministry of Justice, and the university cannot assume any responsibility in situations where approval is denied.
- Even if the university applies on your behalf, the Ministry of Justice may require you to submit certificates or other documents as necessary.

(2) Scholarships for International Students

● Academic Fee Exemption

Soka University offers a system of full tuition exemption (excluding admission fee and registration fee) to international students enrolled in the graduate school.

Those who wish to apply for a reduction or exemption of tuition fees must submit the prescribed "Application for Academic Fee Exemption" and official documents issued by public agencies stating the household income and income tax information for the most recent 1 year (*) period when applying for the entrance examination.

※ “Most recent 1 year” refers to 2021 (January to December) for 1st term Admission, and 2022 (January to December) for 2nd term Admission.

※ In principle, household income refers to those of the father and mother or an individual other than a parent if that supporter is primarily financing the household.

- Scholarship application results will be notified jointly with admission decisions to granted applicants only.
- After enrollment, a review of exemption for the subsequent academic year will be conducted yearly. Depending on the grades, exemption may not be granted for the subsequent year.
- Academic Fee Exemption can be granted for the duration of the standard term (2 years) at most.

Application Documents

Form	Application Documents and Points to Note
J	● Application for Academic Fee Exemption * Please attach the official documents issued by public agencies stating the household income and income tax information for the most recent 1 year (*) period

● Financial Aid

Soka University offers financial support for international students enrolled in graduate school. This financial support plan will provide scholarships (“Soka University Makiguchi Memorial Education Fund, Scholarship for International Students”) of JPY30,000 per month and employment opportunities as Teaching Assistant (TA).

Details will be notified with the announcement of admission results.

*If a student receives scholarship from elsewhere, financial support from Soka University will not be granted.

Address for sending applications and contact for inquiries:
Office of Faculty of Science and Engineering,
Graduate School International Student Admissions Section,
Soka University, 1-236 Tangi-machi, Hachioji-shi, Tokyo 192-8577
Tel: +81-42-691-4118 Fax: +81-42-691-9311 E-mail: eng-grad@soka.ac.jp
<https://www.soka.ac.jp/en/grad-eng/>