



**Soka University Graduate School of Economics  
<International Business Studies >  
Application Guideline for International Students  
(For September 2024 Entry)**

**I. Graduate Schools and Majors Accepting Applicants**

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Graduate School	Division (Studies)	Program	The length of study	No. of students accepted
Economics	Economics (International Business Studies)	Master's Degree	2 years	A few

## II. Applicant Eligibility

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

- (1) A person who graduated from a university or a school equivalent to a university or is due to graduate in 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 in August 2024.
- (3) Any other person whom the university's Graduate School Committee recognizes as having the academic ability and Eligibility for the selection process equivalent to or greater than a university graduate.

### Points to Note

- Information relating to individual faculty members' research themes and teaching topics is available on the following website: <http://daigakuin.soka.ac.jp/> (in Japanese)
- If you have any further inquiries, please kindly be advised the [FAQs page](#) on our website is available.
- In some special cases, it may be necessary to determine admissions eligibility after the application has been submitted.
- There is a September intake only for the International Business Studies Program.

## III. Application Period (Key dates)

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There are two application rounds for the International Business Studies.

(1) Application Period for Admission Round One:

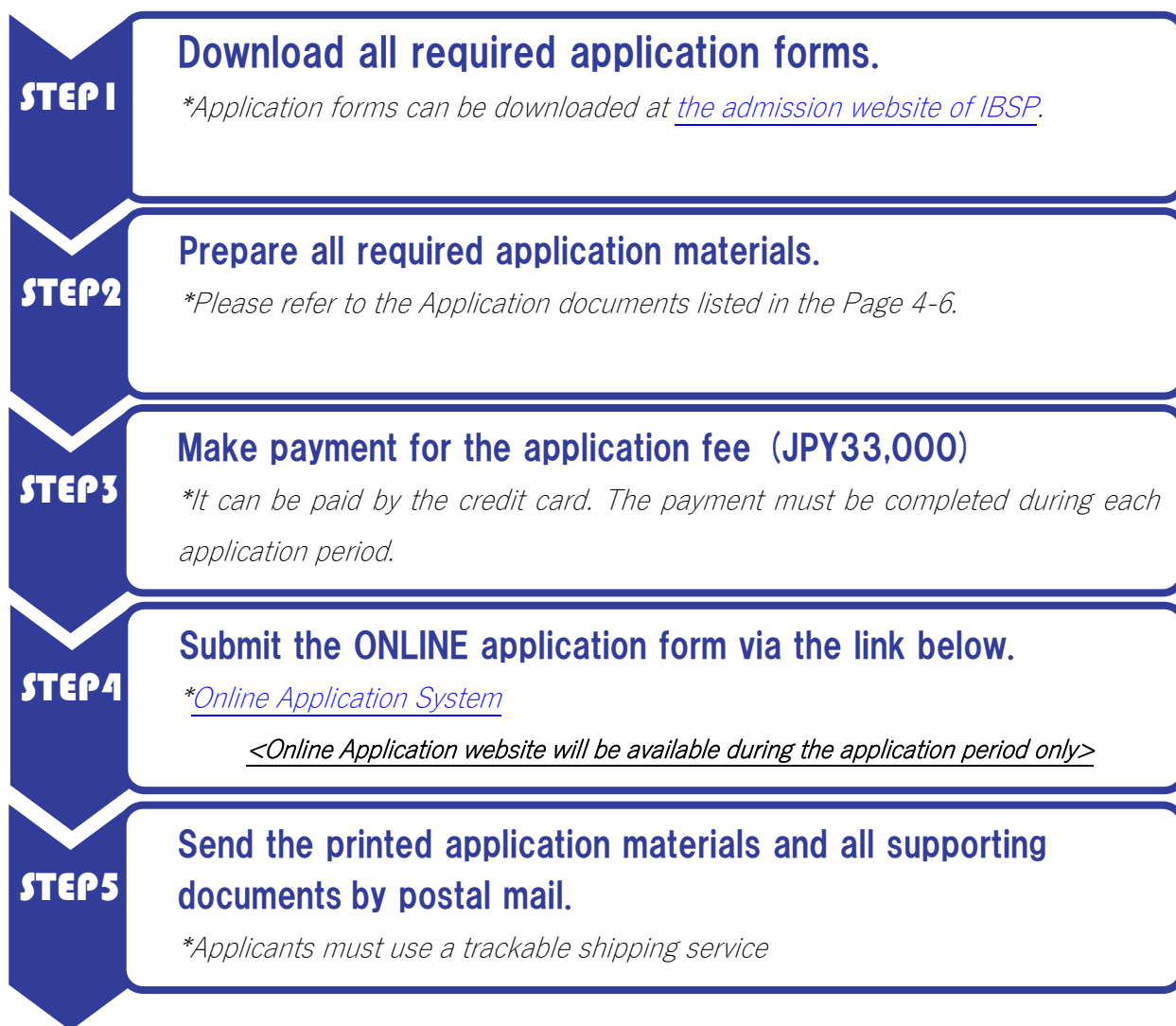
Application Period	Applications <b>must arrive</b> between November 20, 2023, and December 20, 2023.
Admission Ticket will be issued by	February 1, 2024
Date of Oral Examination	February 10, 2024, From 3:30 p.m. (JST)
Application Results Announced	February 20, 2024, From 11:00 a.m. (JST)
Admission Fee Payment	February 21- February 28, 2024
Tuition Fee Payment	July 12 - July 19, 2024

(2) Application Period for Admission Round Two:

Application Period	Applications <b>must arrive</b> between February 7, 2024, and March 6, 2024.
Admission Ticket will be issued by	May 10, 2024
Date of Oral Examination	May 18, 2023 (JST)
Application Results Announced	May 24, 2024; From 11:00 a.m. (JST)
Admission Fee Payment	July 12 - July 19, 2024
Tuition Fee Payment	

#### IV. Application Procedure

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#### V. Application Fee

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Application fee: **JPY 33,000** (to be paid during the above application period).

Please note: Applicants should pay via the web page below using one of the credit cards accepted and send a document confirming payment of the application fee when making their application.

\*Please choose "Entrance Examination for Graduate School Foreigners (Economics)" in the type of admission.

URL: [https://payment.soka.ac.jp/graduate1/application\\_fee.php](https://payment.soka.ac.jp/graduate1/application_fee.php)

Credit cards accepted:



Entrance Examination for Graduate School Foreigners (Economics)

33,000 JPY

**VI. Application Materials**

**1. Application Materials and supporting documents listed below (Category "A" to "G") must be submitted**

Category	Application Documents and Points to Note
A	<p><b><u>Application Form A</u></b> (using the form provided by the university: Excel)</p> <ul style="list-style-type: none"> <li>• Complete all sections fully, except for those marked with an asterisk.</li> <li>• Attach one passport photo (3 cm x 4 cm; upper body only; bareheaded; no background; taken within three months).</li> <li>• 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.</li> </ul>
B	<p><b><u>Passport photo data</u></b></p> <ul style="list-style-type: none"> <li>• Submit the above-mentioned passport photo data via the online application form</li> </ul>
C-1	<p><b><u>Academic Transcript from Previous University</u></b></p> <ul style="list-style-type: none"> <li>• Should include results for every year attended.</li> </ul>
C-2	<p><b><u>Academic Transcript from Previous Graduate School (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>• Submit academic transcript including results for every year of attendance at graduate school after graduating from university.</li> </ul>
C-3	<p><b><u>Certificate of Graduation or Certificate of Expected Graduation from Previous University</u></b></p> <ul style="list-style-type: none"> <li>• 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 documentary evidence of course completion.)</li> </ul>
C-4	<p><b><u>Certificate of Completion, Certificate of Expected Completion, or Certificate of Enrollment from Previous Graduate School (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>• If applicants cannot submit any of the above certificates, they should submit other relevant documentary evidence.</li> </ul>
C-5	<p><b><u>Proof of Degree</u></b></p> <ul style="list-style-type: none"> <li>• A document verifying your receipt of a degree. If your degree is clearly stated on your certificate of graduation, there is no need to submit additional proof. 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.</li> </ul>
C-6	<p><b><u>Two Letters of Recommendation (2 types)</u></b> (using the form provided by the university)</p> <ul style="list-style-type: none"> <li>• One letter of recommendation should be written personally by the applicant's instructor, supervisor, dean, or president at the final university/college. (Letters from teachers at Japanese language schools cannot be accepted)</li> <li>• Your second recommendation letter may be written by anybody you choose.</li> </ul>

C-7	<p><b><u>Certificate of English Language Proficiency (Mandatory to submit)</u></b></p> <p>All applicants to the Graduate School of Economics, IBSP, including those who identify themselves as native English speakers, must demonstrate their ability to complete an English-medium graduate program by providing a photocopy of an acceptable English test score achieved within the past two years.</p> <p><b><u>[Minimum English Proficiency Requirement] TOEFL-iBT 80+, IELTS 6.0+, or Duolingo 105+</u></b></p> <p>*Under the current pandemic situation, the test score of TOEFL iBT® Special Home Edition can be accepted.  *TOEIC® is not acceptable.  *Even if the applicant graduated from the English Medium Program in his/her high school, undergraduate, and graduate programs, the submission of English test scores CANNOT be exempted.  *<b>The Duolingo English Test is an online English proficiency test that can be taken online, on-demand, for under an hour for only \$49. The test is taken via a computer with a camera. It includes a proficiency score, video interview, and writing sample, which is shared with <u>[Soka University-Graduate School of Economics]</u> when you send your results. Certified results are available within 48 hours of the test session.</b></p>
C-8	<p><b><u>GMAT® or GRE® Results (Submission is highly recommended)</u></b></p> <p>We highly recommend that IBSP applicants submit the GMAT exam or GRE test results, as a strong emphasis is placed on GMAT/GRE results during the application evaluation process.</p> <ol style="list-style-type: none"> <li>1. Request to have the score report sent directly to Soka University from the test center's website.  <b>[GMAT®] Soka University Graduate School of Economics. Program Code is "N8W-XJ-12".</b>  <b>[GRE®] Soka University Graduate School of Economics. Institution Code is "2952".</b></li> <li>2. Input the date you requested to have the score report sent to Soka University within the online application form.</li> <li>3. Submit the printed copy of the score report with other application materials.</li> </ol> <p>*Test results are valid for five years from the test date. For more information, please refer to the <a href="#">GMAT® / GRE®</a> website.  *Applicants who have not submitted GMAT/GRE results will be assessed on their basic mathematics and related academic abilities orally on the date of the oral examination.</p>
D	<p><b><u>Soka University Research Plan</u></b> (using the form provided by the university)</p> <ul style="list-style-type: none"> <li>• No. of characters/words</li> <li>• Approximately 1,000 characters in Japanese or 700 words in English</li> </ul>
E	<p><b><u>Summary of Graduation Thesis or Equivalent Dissertation (submission mandatory only for the relevant divisions)</u></b></p> <ul style="list-style-type: none"> <li>• Applicants for the Division of International Language Education in the Graduate School of Letters who have written a graduation thesis must submit a summary of approximately 2,000 characters in Japanese or 700 words in English.</li> <li>• Submission is not required from applicants for the Graduate School of Economics.</li> </ul>

F	<p><b><u>Statement of Financial Eligibility (F-1)</u></b> (using the form provided by the university) and <b><u>Supporting documents (F-2)</u></b></p> <ul style="list-style-type: none"> <li>• Please verify that your tuition fees and living expenses during your time at graduate school can be paid by attaching a document (e.g., a bank statement) to the form provided by the university and submitting it.</li> <li>• <b>Note: For further details, refer to the section below entitled Payment of Expenses.</b></li> </ul>
G	<p><b><u>Application for the Academic Fee exemption (G-1)</u></b> (using the form provided by the university) and <b><u>Supporting documents (G-2)</u></b>.</p> <ul style="list-style-type: none"> <li>• International students are granted full Exemption from Tuition (not including the admission fee). Applicants who wish to receive Exemption shall apply for the Exemption.</li> <li>• <b>Note: For further details, refer to the section below entitled Academic Fee Exemptions.</b></li> </ul>
H	<p><b><u>Proof of Application Fee Payment</u></b></p> <ul style="list-style-type: none"> <li>• After completing payment of the application fee by credit card via the university's website, submit a print-out of the payment confirmation web page or the subsequent confirmation e-mail.</li> </ul>

## 2. Points to Note When Applying

- (1) All documents must be written in either Japanese or English.
- (2) Ensure you attach a Japanese or English translation if any 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 division at a time; applications for more than one division are prohibited.
- (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.
- (8) Repeated applications are acceptable for those who were unsuccessful at an earlier round.

### **Statement of Financial Eligibility**

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 him/herself will pay the expenses
  - A bank statement in the applicant's name (showing a balance of JPY 1.5 million or more)
- If a relative will pay by sending money from the applicant's home country
  - A bank 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.)
- 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)

- If a Japanese resident will pay
  - A tax document stating gross income (e.g., a photocopy of an income tax return counterfoil (*Kakutani shinkoku hikae 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
  - 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)

\*If the applicant is applying for Academic Fee Exemption simultaneously, the 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. However, it is desirable to submit a proof of bank statement which shows at least 800,000 JPY or more as the minimum amount that can be spent on living expenses for a semester.

#### **Academic Fee Exemption**

At Soka University Graduate School, international students are granted full Exemption of Tuition (not including the admission fee). Applicants who wish to receive Exemption shall apply for the Exemption. Please submit the Soka University International Student Application for Academic Fee Exemption and attach official documents issued by public agencies stating the household income and income tax information for the most recent 1 year (\*1).

\*1: "Most recent 1 year" refers to 2022 (January to December) for Admission Phase One and 2023 (January to December) for Admission Phase Two.

\* 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.

\* If neither of your parents has an annual income, please submit the official declaration of no income issued by the local government (e.g., tax exemption form, pension receipt, etc.). In that case, please be sure to attach the annual income certificate of another supporter. Please note that the applicant can be self-funded if the applicant can submit his/her annual income certificate.

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

### 3. How and Where to Apply

Upon preparing the necessary documentation and payment of the application fee, individuals seeking to apply to this school must submit an online application form and send printed application materials and all supporting documents in person or by postal mail.

#### **Submit the Online Application Form**

Please visit our online application website via the link above and follow the instruction.

#### **Send the printed application materials and all supporting documents to the address below by postal mail.**

- Please be sure to send the documentation by trackable mail service to ensure that the application package arrives at Soka University during the official application period. They must reach Soka University Graduate School section by the deadline for submission. Late applications may be refused.
- If you prefer to submit your application materials in person, please visit the Graduate School Section, Faculty Administration Department, Faculty Affairs Office (Global Square 1F). \*Hours: 9:30-17:00 (Mon-Fri)
- The original recommendation letter is expected to send via postal mail with other application documents. However, we also accept digitally written letters of recommendation in PDF format sent via email from your recommender. In this case, please request your recommenders to send their letters of recommendation to the following email address:

**<Mailing address>**

**Graduate School Section, Faculty Administration Department  
Faculty Affairs Office, Soka University  
1-236 Tangi-machi, Hachioji-shi, Tokyo, Japan, 192-8577  
Tel: +8142-691-9423  
Email: [gsoffice@soka.ac.jp](mailto:gsoffice@soka.ac.jp)**

- If you have any further inquiries, don't hesitate to get in touch with us via [the Inquiry Form](#) on our website.



## VII. Selection Method

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Graduate School	Division (Studies)	Selection Method
Economics	Economics (International Business Studies)	(1) Document screening (2) Oral examination (English) ▪ Applicants will be questioned on a range of relevant topics, including their reasons for applying to the program. ▪ Also, applicants who have not submitted GMAT/GRE results will be assessed on their basic mathematics and related academic abilities orally.

### 1. Admission Ticket will be issued

Once the completed applications are received during the designated application periods, an admission ticket (JUKENHYOU) will be sent to each applicant via e-mail by the designated issue date. (See application schedule on page 3). Your application number can be confirmed in the admission ticket.

### 2. Oral examinations via in-person/online technologies (Zoom/Skype) will be conducted on the specified dates above.

### 3. The method of the interview can be chosen via in-person or online technologies (Zoom/Skype) according to their current living place.

**\*Under the current Pandemic situation, all interviews will be mainly conducted via ZOOM/Skype.**

- In-person interviews will be held on the Soka University campus in Hachioji, Tokyo, in the Global Square Building, on the specified dates above.
- For video interviews, it is the sole responsibility of the applicant to ensure that suitable technology is available in their country of residence to perform the interview.
- Video interviews are required to verify the applicant's identity.
- Scheduling of the interview time will be at the discretion of the interviewers, but every reasonable effort will be made to take into account time zone differences.

## VIII. Announcement of Application Results

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(1) Application results will be announced through [our website](#) by the university administration on the designated date (See application schedule on page 3). The password to open the link will be notified by e-mail to each applicant. The application number of successful applicants will only be indicated on the result confirmation website.

- Please be advised that Soka University cannot respond to any inquiries regarding selection details, criteria, and results, regardless of whether they are passed or failed.

(2) Application numbers of successful applicants will also be posted on the Soka University Graduate School bulletin board located in Global Square Building 1F.

(3) No physical materials will be sent to applicants from the Graduate School Section. A letter of acceptance and admission procedure will be e-mailed to each applicant as a PDF.

## IX. Procedure for Payment of Fees

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

### (1) Payment of Admission Fee: JPY 200,000\*

\*Please note: The admission fee is JPY 100,000 for Soka University graduates and those who completed the Japan Studies Center Program and graduated from the Division of Correspondence Education at Soka University.

### (2) Payment of Tuition: JPY 325,000

Admission fee and Tuition for 2024 Academic Year Fall Semester (for reference only)

Fee category	Fees	Timing of payment
Admission Fee	JPY 200,000*	See Page No.2
Tuition	JPY 325,000	
Total	JPY 525,000	

- The amounts of tuition are fixed figures for the academic year 2024.
- The amounts of tuition are for one semester. This fee for a whole year is twice the amounts above.
- Please settle the admission fee first, then settle the Tuition. (Both of them can be paid at one time)
- Please complete the payment within each processing period. If the admission procedure is not completed within the processing periods, the applicant's admission will be revoked.
- If you decide not to enter the University for Personal Reasons 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.

### \*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), or two payments (in two installments, one during the admission processing period and one during the second semester).
- (3) If you decide not to enter the University for Personal Reasons after completing the admissions procedure, the university will return your tuition, excluding the admission fee. However, please be advised that this applies only if you notify the university by the day before your entrance ceremony.

## X. Other Matters

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### **(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 Google form for the Certificate of Eligibility Application during enrolment procedures.

- The Ministry of Justice approves certificates of Eligibility, 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) Expanded Scholarship Opportunities for International Students**

International graduate students accepted into the graduate programs can apply for the following:

- Soka University Academic Fee Exemption Scholarship for International Students
- Soka University Makiguchi Memorial Education Fund Scholarship for International Students
- Teaching Assistantship opportunities.

Please refer to the link below for more information about each scholarship program.

[https://www.soka.ac.jp/en/admissions/application/graduate\\_policy/admission\\_process\\_bunkei/bunkei\\_tuition](https://www.soka.ac.jp/en/admissions/application/graduate_policy/admission_process_bunkei/bunkei_tuition)