



SOKA University
Graduate School of Literature
The International Language Education (ILE): TESOL
Master's Program

Overview of Application Procedures and Requirements
<September 2024 Entry>

I . The International Language Education (ILE): TESOL program

The International Language Education (ILE): TESOL program is a challenging, English-medium graduate program designed to prepare language educators for differing levels of instruction in varying contexts. While teaching experience and a background in education are welcome, the ILE: TESOL program also welcomes applicants from diverse backgrounds. A successful applicant could be described as having the following:

- ☐ Enthusiasm and passion for teaching
- ☐ Successful completion of an undergraduate degree with a minimum B/B+ GPA. (All undergraduate majors are considered.)
- ☐ Ability to succeed in an English-medium learning environment (applicants with a minimum equivalent iBT score of approximately 71 / IELTS 6.0 are welcome to apply; higher scores are recommended).
- ☐ An understanding of how the ILE: TESOL Program will help the applicant reach his or her professional goals.

The ILE: TESOL Program considers all applications in a holistic manner; applicants are selected based on the combination of their individual characteristics and by how well their educational goals can be met through the ILE: TESOL Program.

II . Graduate Schools and Majors Accepting Applicants

Graduate School	Major	Program	No. of students Accepted*
Literature	The International Language Education (ILE)	Master's Degree	15

*It is the total numbers of the major (ILE) including TESOL and Japanese Language Education program for April and September Entry. The quota for each program depends on the number of applicants.

III . Applicant Eligibility

All applicants to graduate programs in Japan must meet the following criteria:

2024 September Entry

1. Applicants who have graduated from university (or expected to graduate by August 31, 2024).
2. Applicants who have been granted a Bachelor's degree from the NIAD-UE (the National Institution for Academic Degrees and University Evaluation).
3. Applicants who have completed 16 years of school education outside Japan, or are expected to complete their education by August 31, 2024.
4. Applicants who have completed 16 years of school education within Japan through correspondence programs offered by overseas school.
5. Applicants who have completed courses at an educational institution in Japan that is deemed to have courses offered by an overseas university according to the educational system of that country, and have also been designated by the Minister of Education, Culture, Sports, Science and Technology. This applies solely to those who have completed 16 years of school education of the country concerned.
6. Applicants who have completed the specialized courses offered at an advanced vocational school, designated by the Minister of Education, Culture, Sports, Science and Technology (which minimum period required for graduation is four years or longer, and which also satisfies other conditions specified by the Minister), after the date specified by the Minister.
7. Applicants designated eligible for admissions by the Minister of Education, Culture, Sports, Science and Technology
8. Applicants who have been enrolled in a university for more than three years, or have completed 15 years of school education abroad, and who are recognized by the relevant Graduate School Committee as having earned designated credits with superior grades.
9. Applicants who have turned 22 years old by September 2024 and have been recognized by the relevant Graduate School Committee as having the equivalent academic qualifications of a university graduate.

Notes:

- If you have any further inquiries, please kindly be advised that [FAQs page](#) at our website is available.
- In some special cases, it may be necessary to determine admissions eligibility after the application has been submitted.

IV. Key dates

The ILE: TESOL Program welcomes incoming students in April and September.

Application Periods for 2024 September Entry

- Two application periods are scheduled each year in January and May, prior to each academic year that begins annually in September.

<Application Period One: January> Open to all including current Soka University Students

Application Period	Applications must arrive between September 15 – October 6, 2023
An admission Ticket will be issued by	November 17, 2023
Date of Oral Examination	November 25, 2023
Application Results Announced	11:00 a.m. (JST), December 1, 2023
Admission Fee Payment	February 21-28, 2024
Tuition Fee Payment	July 12 - July 19, 2024

<Application Period Two: May> Open to all

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

V. Application Procedure

STEP 1

Download all required application forms.

**Application form/General Recommendation form can be downloaded [HERE](#)*

STEP 2

Prepare all required application materials.

**Please refer to the Application documents listed in the Page 5-6.*

STEP 3

Make payment for the application fee (JPY33,000)

**It can be paid by the credit card. The payment must be completed during each application period.*

STEP 4

Submit the ONLINE application form via the link below.

*[*Online Application System](#)*

<Online Application website will be available during the application period only>

STEP 5

Send the printed application materials and all supporting documents by postal mail.

**Applicants must use a trackable shipping service*

VI. Application Fee

JPY 33,000

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

URL: https://payment.soka.ac.jp/graduate1/application_fee.php



VII. 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><u>Application Form A (using the form provided by the university)</u></p> <ul style="list-style-type: none"> • Attach one passport photo (3 cm x 4 cm; upper body only; bareheaded; no background; taken within three months). • 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. • All information must be typed.
B	<p><u>Passport Photo Data</u></p> <ul style="list-style-type: none"> • Submit the above-mentioned passport photo data via the online application form
C-1	<p><u>Official University (College) Academic Transcript(s)</u></p> <ul style="list-style-type: none"> • Official transcripts showing all undergraduate and graduate (if applicable) courses taken and grades received, including the list of courses you are currently attending, must be submitted. • The transcript(s) should be certified by a school official. • Photocopies are not accepted. Soka University students can obtain their transcripts through the campus automated vendor.
C-2	<p><u>Certificate of Diploma / Proof of Graduation</u></p> <ul style="list-style-type: none"> • Applicants who have not completed their final semester at the time of application must submit as part of their application an official document from their school indicating their expected date of graduation. • Such applicants should then submit a certificate of graduation promptly once they graduate. (If no certificate is issued, applicants should submit other documentary evidence of course completion.) An applicant who does not submit this document in time could be denied enrollment.
D	<p><u>Certificate of English Language Proficiency</u></p> <ul style="list-style-type: none"> • Applicants to the International Language Education (ILE): TESOL Program must demonstrate their ability to successfully complete an English-medium graduate program. *Under the COVID-19 situation, the test score of TOEFL iBT® Special Home Edition can be accepted. <p><For applicants who are not native English speakers> Applicants must provide a photocopy of acceptable TOEFL (Test of English as a Foreign Language) iBT or IELTS (International English Language Testing System) Academic Test scores achieved within the past two years. (TOEIC is not acceptable)</p> <p><For native English speakers> Applicants must provide dates of enrollment at English-language medium elementary, middle and high schools, as well as university. Also submit photocopies of high school and university diplomas.</p> <ul style="list-style-type: none"> • Definition of “Native English Speaker” <ol style="list-style-type: none"> (1) Those who have studied / used English from infancy (2) Those who employ English as their primary language on a daily basis (3) Those whose command of English is superior to any other language in which they are fluent (4) Those possessing sociolinguistic / linguistic English language proficiency in terms of grammar, vocabulary and pronunciation <p>There is no Japanese language proficiency requirement for international students to enter the International Language Education: TESOL Program. However, for those international students who do not speak Japanese, those students will be expected to study Japanese concurrently with their graduate studies in order to obtain a level of basic communicative ability in Japanese.</p>

E	<p><u>Personal Statement</u></p> <ul style="list-style-type: none"> Applicants are required to submit with their application a personal statement that addresses the following topic, and meets the following criteria: <p style="text-align: center;">International Language Education Program: TESOL Personal Statement</p> <hr/> <p>Please provide a personal statement describing your educational objectives. The personal statement gives you the opportunity to explain your reasons for pursuing graduate study and to express your thoughts clearly in an organized and focused way.</p> <p>Please answer the following question regarding the Graduate Program in International Language Education: TESOL:</p> <p style="text-align: center;"><u>How does this program help you achieve your overall professional goals as a language educator?</u></p> <p>You may wish to address:</p> <ul style="list-style-type: none"> Why you are applying for the International Language Education (ILE): TESOL Program; How the ILE program will relate to your long-range career objectives; What personal or “non-academic” qualities you will contribute to the learning environment in this program; What your research interests in language education may be; and / or, What personal experiences have influenced your intellectual development and future goals with respect to the ILE program. <p>The personal statement should:</p> <ul style="list-style-type: none"> Include your name and a title; Not exceed 1,000 words; and Be typed double-spaced (Times New Roman 12). <p>Please carefully revise and edit your statement, as all qualities of academic writing including organization, structure, grammar, and spelling will be considered.</p>
F	<p><u>Two letters of Recommendation</u> (using the form provided by the university)</p> <ul style="list-style-type: none"> Two letters of recommendation are requested of each applicant. These two letters should be provided by those able to attest to the applicant’s: <ul style="list-style-type: none"> Abilities to successfully complete a rigorous graduate degree in an international context (delivered in an English-medium format). Potential as a future language educator. Each letter of recommendation should: <ul style="list-style-type: none"> Include the contact information (email, address and telephone number) of the referee; Be completed on the form provided (additional pages can be included by the referee, on official institutional letterhead); Must be signed by the referee; and, Returned in a sealed envelope, signed across the seal, to the applicant to be included in the package of application materials delivered to the university.
G	<p><u>The copy of credit card payment of the application fee</u></p> <ul style="list-style-type: none"> Please provide the print copy of confirmation email for the application fee payment.

Notes:

- On Form A, the section requesting “Title of Master Thesis” is optional.
- Regarding C-1 and C-2, if the original document cannot be reissued, a copy certified by the school official (Principal or Registrar) is acceptable.

2. 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 either in person or by postal mail.

☐ **Submit Online Application Form**

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

https://www.soka.ac.jp/en/admissions/application/graduate_policy/admission_process_bunkei/guideline_forms/grad-let-tesol

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

<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

- 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 of submission. Late applications may be refused.
- If you prefer to submit your application materials in Person, please directly 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:
gsoffice@soka.ac.jp

3. Application Terms

- (1) Your application will only be accepted if all required documentation is included. Incomplete applications will not be accepted.
- (2) Applications submitted after the deadline will not be accepted.
- (3) Documents submitted as part of your application will not be returned.
- (4) The application fee is non-refundable for any reason whatever.
- (5) All documents must be in English.
- (6) Ensure that you attach an English translation if any of the certificates or other documents you submit include languages other than English.
- (7) The content of application documents cannot be amended after they are received by the university.
- (8) You may apply for only one major at a time; applications for more than one major are not permitted.
- (9) If your application documents are found to contain any false statements, your acceptance and admission to the university may be revoked.
- (10) Application documents that are incomplete or submitted after the due date will not be included in the applicant selection process.

VIII. Examination Procedure

Graduate School	Major	Selection Method
Letters	The International Language Education (ILE) TESOL	Document screening (Interview for some applicants)

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 email by the designated issue date. (See application schedule in page3). Your application number can be confirmed in the admission ticket.

2. Interview test may be conducted for some applicants

After conducting the document screening, some applicants may be contacted for an interview. Please understand not all applicants will be contacted for the interview selection. Interview requests will be sent one week prior to the requested interview date.

If an applicant is contacted for an interview, an interview via in-person / online technologies (Zoom/Skype) will be conducted on the specified dates above.

- The method of 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 conducted via ZOOM/Skype.**

- In person interview 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 in order to verify applicant 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.

IX. Announcement of Application Results

- (1) Application result will be announced through [our website](#) by the university administration on the designated date (See application schedule in page3). The password to open the link will be notified by email to each applicant. The application number of successful applicants will only be indicated in 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 be also posted at 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 emailed to each applicant as PDF.

***Cautions:** Applicants who are accepted may be required to undergo final confirmation of personal identification prior to the date of the entrance ceremony of that academic year. At that time, if any improprieties are discovered, the university reserves the right to withhold admissions of the applicant.

X. Procedure for Payment of Fees

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: JPY200,000

Please note: 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 at Soka University.

(2) Payment of Tuition: JPY325,000 per semester

Tuition for 2024 Academic Year (for reference only)

Fee category	Lump-sum payment	Timing of payment
	Fall Semester	
Tuition	JPY 325,000	See Page 3

- The above table shows the Tuition in the first semester.
- 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.

*** 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 following completion of the admissions procedure, the university will return to you the annual tuition, excluding the admission fee. However, this applies only if you notify the university by the day before your entrance ceremony.

XI. For international graduate students (Non-Japanese applicants)

(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 follow the COE instruction which will be provided during the admission processing period. Be aware that the university will not apply for a Certificate of Eligibility for you if you do not provide the required information.

- Certificate of Eligibility is the document issued 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) Expanded Scholarship Opportunities for International Students

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

- 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

For the International applicants who will apply for the 2nd Application Period in May

If you apply for **the 2nd application period in May and the Soka University Academic Fee Exemption Scholarship for International Students**, please submit the required application documents below for the academic fee exemption with your application documents.

H	<u>Statement of Financial Eligibility (H-1)</u> (using the form provided by the university) and <u>Supporting documents (H-2)</u> <ul style="list-style-type: none">• 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.
I	<u>Application for the Academic Fee exemption (I-1)</u> (using the form provided by the university) and <u>Supporting documents (I-2)</u> . <ul style="list-style-type: none">• International students are granted full exemption from academic fees (not including the admission fee or the registration fee). Applicants who wish to receive exemption shall apply for the Exemption.

1. Statement of Financial Eligibility ([Word](#))

As a statement of financial eligibility (H-1), the person paying expenses should complete and sign the form provided by the university, and a supporting document (H-2) should be attached according to the requirements below.

- If the applicant him/herself will pay 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 hika 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.

2. Academic Fee Exemption ([Word](#))

At Soka University Graduate School, international students are granted full exemption Tuition and Educational Enhancement fee (not including the admission fee or the registration fee). Applicants who wish to receive exemption shall apply for the Exemption. Please submit the Soka University International Student Application for Academic Fee Exemption (I-1) and attach official documents issued by public agencies stating the household income and income tax information for the most recent 1 year (I-2) *1.

*1: "Most recent 1 year" refers to **2022** (January to December).

*Form Sample: https://www.soka.ac.jp/files/ja/20221006_131053.pdf

<NOTES>

- ☐ In principle, please submit documents that show the annual income of your both parents, such as a certificate of income from a company or an income tax certificate issued by the local government. It must show the annual income.
- ☐ Even if neither of your parents/one of your parents has an annual income, please be sure to attach official proof of no income (e.g. tax exemption form, pension receipt, etc.).
- ☐ If there is difficulty submitting the official documents to prove no income from your parents, we will not be able to accept your application.
- ☐ If it is difficult to submit this document due to personal reason(s) and/or other reason(s), please write a statement of reason with your parent's signature.
- ☐ If the applicant's parents are not sharing the household income, and you have another relative who shares the household income with you, please submit the annual income certificate of that relative.
- ☐ If the applicant is self-funded and will be able to cover all the costs of study at Soka University by his/herself, please submit the applicant's annual income certificate.
- ☐ If the applicant has a spouse, please submit the spouse's annual income certificate as well.
- ☐ If the documents are not in Japanese or English, please attach a Japanese or English translation.
- ☐ After enrolment, 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. (20 credits must be earned in the first year)
- ☐ Academic Fee Exemption can be granted for the standard term (2 years) at most.
- ☐ If the above documents are not submitted by the due date, the application will not be accepted.
- ☐ Scholarship application results will be notified before your enrolment once you passed the admission.

3. How to submit

Please upload the statement of financial eligibility and the application for academic fee exemption via the link below.

《Submit to》 Google form: <https://forms.gle/7GSXVzQgUqkz13sXA>

《SUBMIT BY》 **March 6, 2024 (Wed)**

Please also send the printed copies with other application materials to the address below by postal mail.

<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
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