

## Soka University

# Enrollment Procedure Guidelines

Congratulations on your acceptance to Soka University!

Please complete the Enrollment Procedure by reading these guidelines carefully and submitting the required paperwork by the informed deadlines.

Please note that if you miss any deadlines, your admission offer may be revoked.All deadlines are based on Japan Standard Time (JST).

For inquiries regarding the enrollment procedures, please contact:

International Affairs Office Soka University Tel: +81-42-691-8200 Fax: +81-42-691-9456 E-mail: welcome@soka.ac.jp



Congratulations on your acceptance to Soka University!

We would like to express our gratitude for applying to our university amidst the serious challenges the world is facing due to the outbreak of COVID-19.

By reason of the COVID-19 situation, the entry to Japan is difficult at the moment. At our university, the enrollment procedures are being carefully considered, and they will be divided into 2 phases. For the first phase, we would like to ask you to proceed with the "Enrollment

procedure①(Submission of Information for Visa Application, etc.)".

Further information such as arrival schedule, fall semester schedule, and dormitory information will be announced later. Amidst the uncertainties, we are placing the safety of the students as the highest priority of our considerations, so we would appreciate your understanding.

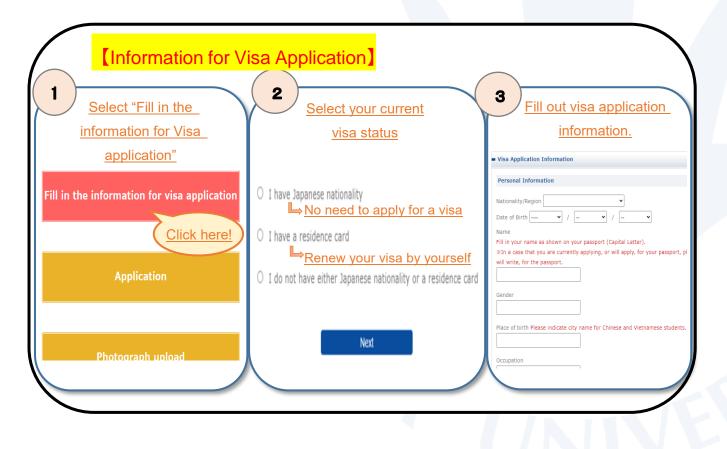
All staff of International Affairs Office are looking forward to seeing you!

May 28, 2021 Soka University International Affairs Office



STEP 1 Submit Information for Visa Application and Passport photo!

Those with a foreign citizenship must obtain a **Student Visa**. Soka University will apply for the **Certificate of Eligibility for Resident Status** (hereinafter "COE") from the Ministry of Justice of Japan on your behalf. Please upload your "Information for Visa Application" and your "Passport photo" on the web application page.





#### [Upload your passport photo]



### [Points to note]

■For those who have a passport, please upload it on the web application page.

■For those who have not yet applied for a passport, please do so as soon as possible and submit a copy of your passport by the end of June 2021 at latest.

■Japanese citizenship holders do not need to apply for a visa. Please submit a copy of your passport on the web application page.

■Those already living in Japan must renew or change your visa status to Student Visa (if necessary) by yourself. In this case, please contact us before applying, as you must obtain the university's official seal in the form.

■ <u>Please write your name in alphabet on the Visa Application Information on the web application</u> page, exactly as is on your passport. Otherwise, your COE might be delayed.

■ The COE is scheduled to be issued around the beginning of August, and it will be sent together with other important documents to your address. Please note that we will send the COE only after we confirm your payment of admission fee and tuition fee.

■ <u>Make sure to correctly state your address where you can receive the documents in mid-August</u> or so, as your COE and other documents will be sent to that address. If you are expected to move to a different place after mid-August, please write the new address.

■In order to apply for the student visa, you must check the Japanese embassy or consulate webpage to find the necessary documents as the process in requesting a visa varies from country to country. Please ensure that all necessary steps are taken in accordance with your country's procedure.

The due date is June, 4<sup>th</sup> Fri, 2021! Do not miss the deadline!



#### 1. Medical Interview Sheet

From now, you will live in a completely different environment for a long period. Even healthy people can feel sick considering these abrupt changes. In order to provide the best support possible, please cooperate by filling in this questionnaire..

2. Immunization Questionnaire on Measles and Rubella

In 2007, measles were rampant among High School and College students in Japan. In order to prevent group contagion, students are required to gain sufficient immunity before entering college.

Questionnaire submission is compulsory and in case you do not submit it, you will not be accepted in our university. It is important for us to be aware of your health condition in order to prepare and provide the best support for you so please submit the Medical Interview Sheet and the Immunization Questionnaire on Measles and Rubella by the deadline.

Please download the questionnaire through this URL link, print it and fill it out.

• Download the questionnaire here : <u>https://bit.ly/35Xydqe</u>



• Send to : https://sokauniversity.app.box.com/f/7b992a7bf621421591d4b6c719ef1bba

Submission deadline : July 30, 2021 (Fri)

※ In case you cannot access the page indicated above, please send an e-mail to the address below and make sure to attach the Medical Interview Sheet and the Immunization Questionnaire on Measles and Rubella to it. E-mail address : \_\_\_\_\_\_\_\_.s417b5p7lhekqwrl@u.box.com

※Please change the files' names to 「Application number\_Name」 before uploading them. Ex: 1234567\_John Soka.pdf











Soka University address International Affairs Office location Telephone

Email Office hours Contact

1-236 Tangi-machi, Hachioji-shi, Tokyo Soka University Global Square building, 6F From abroad: +81-426-91-8230 From Japan: 042-691-8230 intloff@soka.ac.jp Weekdays: 9:30 to 17:00 Saturdays: 9:30 to 12:00

Sundays and Holidays: closed