



Soka University
Enrollment Procedure Guidelines
《For Spring 2022》
※Japanese Program for Partner
Schools from Brazil

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.

* All deadlines are based on Japan Standard Time (JST).

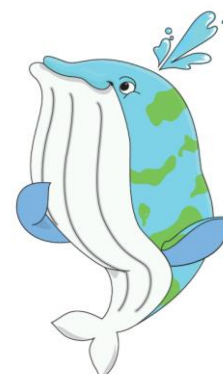
For inquiries regarding the enrollment procedures, please contact:

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

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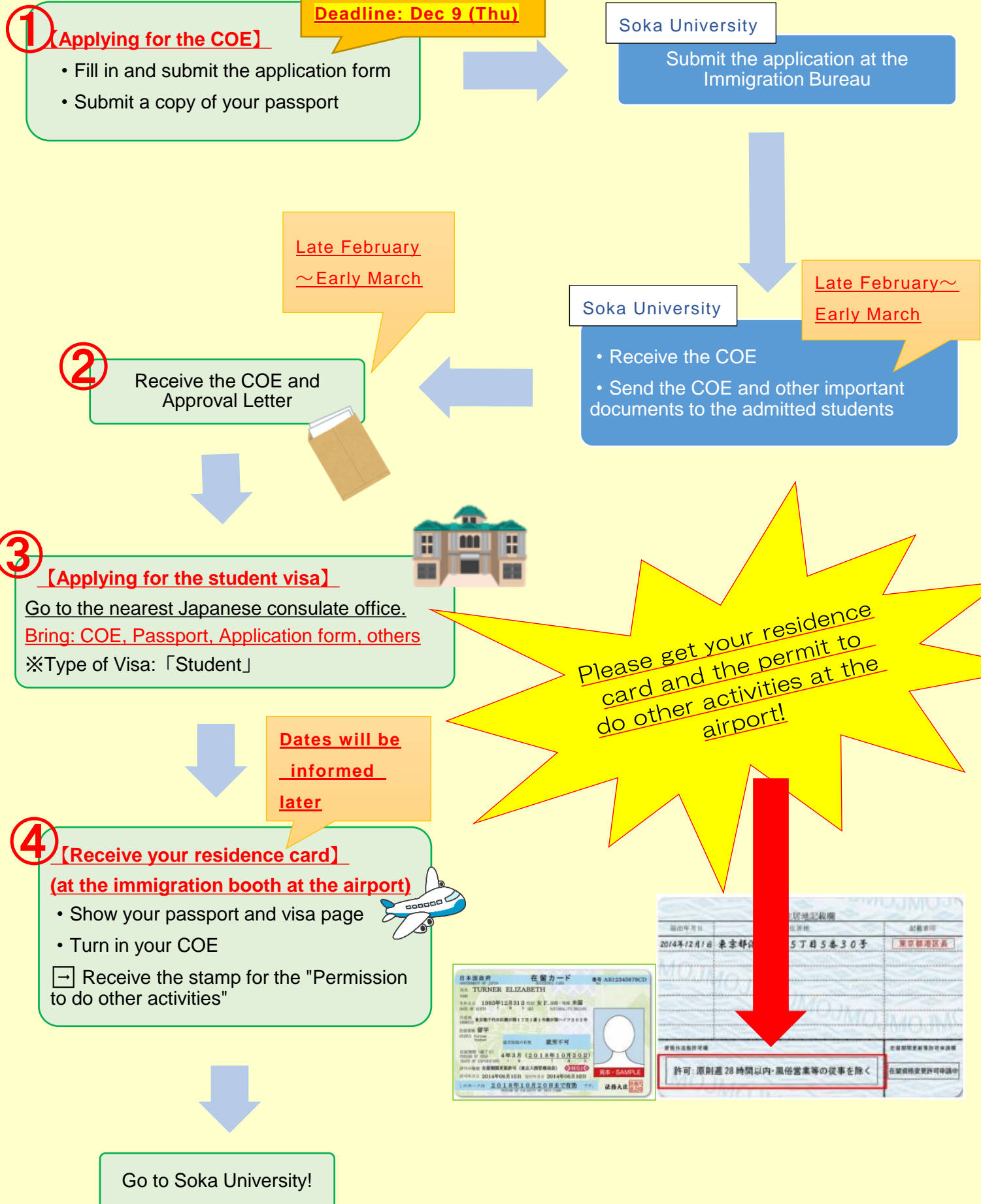
**We will help you
throughout this
handbook! Read it
and proceed
carefully with each
procedure!**



TO DO LIST

No.	Contents	Deadline	✓
1	Read the Enrollment Procedure Guidelines		
2	Check the email address used to register your web application. ※Important announcements will be sent to this email address.		
3	Issue/Renew passport ※For those who do not have a passport or whose passport's validity is less than 6 months.		
4	Fill in the Information for Visa application through the web application page	December 9 (Thu)	
5	Submit the passport copy through the web application page	December 9 (Thu)	
6	Submit the housing questionnaire and dormitory application (online questionnaire)	December 24 (Fri)	
7	Book your flight ticket ※Since it can be affected by the border restrictions, we will inform you about it later.		
8	Submit the Arrival Information (online questionnaire) ※Since it can be affected by the border restrictions, we will inform you about it later.		
9	Submit the Immunization Questionnaire on Measles and Rubella	February 11(Fri)	
10	Submit the Medical Interview Sheet	February 11(Fri)	
11	Submit the Questionnaire about the family attendance on the Entrance Ceremony(※Only for eligible students)	TBA	
12	Pay entrance fee and tuition. Pay dormitory fees and bedding fees (only those who are applying for) ※Nonpayment of the tuition can be considered as withdrawal.	February 25 (Fri)	
13	Receive the Certificate of Eligibility (COE), Acceptance Letter and After Arrival Schedule. ※International Affairs Office will contact you separately in case your COE was rejected.	※Beginning of March It will be sent by Soka University	
14	Apply for the visa at the nearest Japanese Embassy or Consulate. ※Check with the Embassy which documents are required for applying for a STUDENT visa.	Beginning of March	
15	Read the International Students Campus Life Booklet	By the arrival in Japan	
16	Receive the “Residence Card”	At airport (Upon arrival)	
17	Apply for the “Permission to other activities”	At airport (Upon arrival)	
18	Submit the Agreement on Handling Personal Information	At Orientation	
19	Submit Dormitory Terms of Agreement (for students entering dormitories only)	At Orientation	
20	Submit a copy of your passport	At Orientation	

Procedures flow from COE application to arrival in Japan



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”) to the Ministry of Justice of Japan on your behalf. Therefore, please upload your “**Information for Visa Application**” and your “**Passport photo**” on the web application page.

【Information for Visa Application】

1

Select “Fill in the information for Visa application”

Fill in the information for visa application

Click here!

Application

Photograph upload

2

Select your current visa status

- ☐ I have Japanese nationality
↳ No need to apply for a visa
- ☐ I have a residence card
↳ Renew your visa by yourself
- ☐ I do not have either Japanese nationality or a residence card

Next

3

Fill out visa application information.

■ Visa Application Information

Personal Information

Nationality/Region

Date of Birth / /

Name

Fill in your name as shown on your passport (Capital Letter).

※In a case that you are currently applying, or will apply, for your passport, please write, for the passport.

Gender

Place of birth Please indicate city name for Chinese and Vietnamese students.

Occupation

【Upload your passport photo】

[illegible]

If you haven't submitted your passport photo yet, please upload it here.



【Points to note】

- Those who have a passport, please upload it on the web application page.
- Those who have not yet applied for a passport, please do so as soon as possible and submit a copy of your passport on the web application page.
- Japanese citizenship holders do not need to apply for a visa. Please submit a copy of your passport on the web application page.
- Those who are already living in Japan must renew or change their visa status to Student Visa (if necessary) by themselves. In this case, please contact us before applying, as you must obtain the university's official seal in the application form.
- Please write your name in alphabet letters on the Visa Application Information on the web application page, exactly as is on your passport. Otherwise, your COE might be delayed.
- The COE is scheduled to be issued around the beginning of March, 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.
- Make sure to correctly state your address where you can receive the documents in the beginning of March or so, as your COE and other documents will be sent to that address.
- In order to apply for the student visa, you must check the Japanese embassy or consulate webpage to find the necessary documents since the process of 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
December, 9th Thu, 2021!
Do not miss the deadline!





STEP 2

Fill in the Questionnaire on Housing!

The due date is

Friday, December 24th, 2021

Do not miss the deadline!



● Housing options

After deciding where you want to live, please fill in the questionnaire below.

Apartment

Dormitory

***Someone else's
house***

Questionnaire on housing application for dormitory

URL: <https://forms.office.com/r/SdBfRTNBuL>



※You can switch the language of the form to Korean by clicking the “Language” button on the right corner of the page.

Types of dormitories

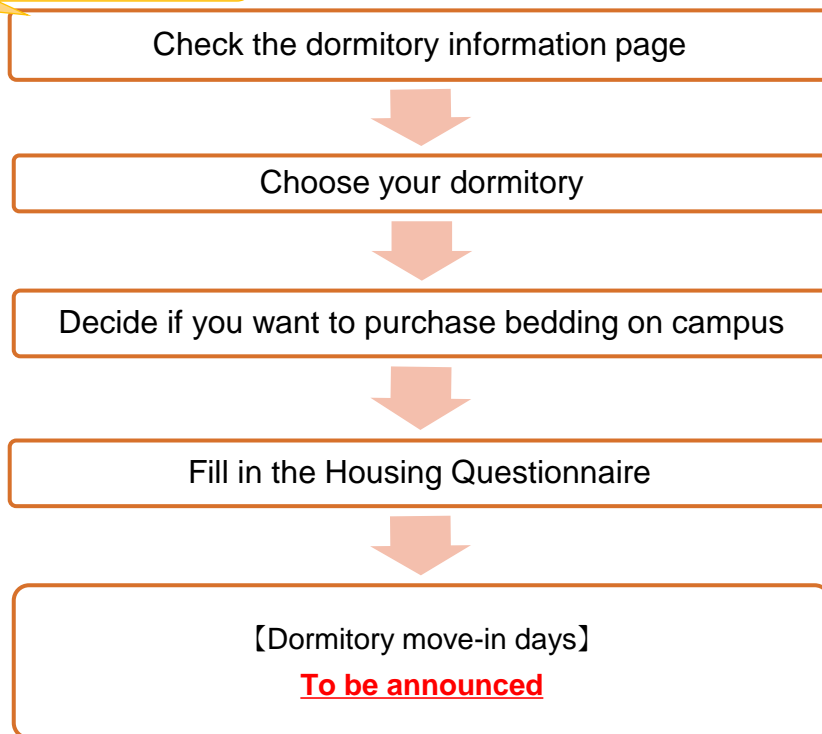
Soka University has six dormitories for international students. These dormitories focus on creating a proper environment for students to develop cooperation and autonomy skills while living together with students from all parts of Japan and the world. Although it might be difficult to adapt into an environment with diverse cultures, habits and different opinions, the students will be able to cooperate and create deep bonds of friendship by the time of dormitory graduation!

Please access the webpage below to find the information on each dormitory.

<https://www.soka.ac.jp/en/admissions/enrollment/dormitories>



About dormitories



We will announce the dormitory confirmation on **February 15th (Tue)** by **e-mail**.



Dormitories addresses

Male dormitories	Hoyu	1-483 Takiyama-machi, Hachioji-shi, Tokyo
	Takiyama International	1-236 Tangi-machi, Hachioji-shi, Tokyo
Female dormitories	Sunflower Hall	3-101-1 Tangi-machi, Hachioji-shi, Tokyo
	Cosmos	1-582-1 Takiyama-machi, Hachioji-shi, Tokyo
	Manyo International	1-236 Tangi-machi, Hachioji-shi, Tokyo
	Soshun	1-236 Tangi-machi, Hachioji-shi, Tokyo

Purchasing bedding

You can order bedding (thin mattress, blanket, and pillow) in advance.

※We will lend bedding to non-degree students and exchange students. There is no need to purchase them.

Bedding	3 pieces (thin mattress, blanket, and pillow) ※Please purchase sheets and covers by yourself after your arrival.
Price	8,900 JPY

Bedding sample



Dormitories have beds included!



Please apply for bedding in the Housing Questionnaire.

Length of stay

Program	Dormitory move-out day
Undergraduate (Includes Preparatory Period)	by February 10, 2024

[Important points on International Dormitories]

Please follow the rules below.

※Please pay the dormitory fee and bedding fee by the due date. In case you do not pay, your application for the dormitory or bedding will be cancelled automatically.

○ **Announcement on dormitory application results:** **February 15, 2022 (by e-mail)**



○ **Dormitory rules**

- It is not possible to move between dormitories.
- Curfew: Male dormitories: 23:00 / Female dormitories: 23:00
- Students are in charge for cleaning the dormitory.
- Only those living in the dormitory can enter the building. However, the dormitories have an area to welcome visitors (please check the details after entering the dormitory)
- ★Other specific rules have been set due to the Corona pandemic. Please refer to other materials for more details.

○ **Dormitory facilities**

Information on dormitories:

<https://www.soka.ac.jp/admissions/department/foreign/enrollment-procedures/dormitories/>

○ **Sending packages to dormitories**

- If you plan to send luggage to the dormitory, make sure to have them arrive after the day of your dormitory entrance.
- You can check the addresses on “Dormitories addresses”.
- You cannot send packages to the dormitory prior to the move-in day.



○ **About alcohol and tobacco**

It is possible to smoke and drink alcohol in international dormitories under the following rules:

※In Japan, people younger than 20 years old are prohibited by law to smoke and drink alcohol.

- Smoking is only allowed outside the dormitory building in the “smoking area”. (Soshun Dormitory does not have a smoking area, therefore smoking is prohibited)
- Please check your dormitory rules regarding drinking alcohol.

International dormitories rules on the prevention of Corona

※The rules are subject to change depending on the pandemic situation

●Regarding the movement restrictions

Students are permitted to go out to places that do not have a high risk of infection (closed spaces, crowded places and close-contact settings) as long as they follow strictly the prevention measures. Please keep the curfew rigidly. However please note that the restrictions may change depending on the pandemic situation.

●Regarding the meals restrictions

When eating out, students might be required to limit the number of people to eat together. Currently, the maximum number is up to 4 people. During meals, please wear a mask when talking with others. Also, please avoid “3Cs” (Closed spaces, Crowded places, Close-contact settings) restaurants, or establishments. Note that meetings with food or drink at someone’s house are not permitted regardless of the number of participants.

●Regarding staying outside overnight

In principle, it is not allowed to stay out of the dormitory overnight. However, if the student needs to stay outside overnight for any specific reason (ex: family plans, etc.), please consult the dormitory leader. Only requests approved by the dormitory leader will be acceptable.

Your cooperation and comprehension with the dormitory rules as well as the prevention measures will protect not only you but also significant others around you.

STEP 3

**Fill in the Arrival Information
Questionnaire !**

Currently, the Japanese Government has not announced the instructions for international students enrolled from April 2022.

We will inform you as soon as the details are confirmed.

We appreciate your patience.





STEP 4

Paying fees

(Admission, tuition, dormitory, bedding fees)

The due date is
Friday, February 25!
Please pay the fees early!



●Flow until payment of fees

Fee type and invoice	Announcement	Deadline
Admission and Tuition Fee invoice	Late-January, 2022	Feb 25, 2022
Dormitory notification and invoice	Mid-February 2022	

※The dormitory fee may differ depending on the date you enter Japan so we will inform you its details later considering the border restrictions.

Admission fee and Tuition Payment method: Please check the informative material that will be sent in January

Dormitory Fee Payment method: credit card

In case you cannot use a credit card due to special reasons, please submit your payment through overseas transfer or bank deposit.

Those willing to pay through transfer or deposit, please contact us informing your application number and name to request our bank information.

International Affairs Office: welcome@soka.ac.jp

Subject: Application number_Name
Body: Overseas transfer / bank deposit
Ex: Subject: 2020001_SOKA JOHN
Body: I would like to submit payment through overseas transfer.



The International Affairs Office will send you an e-mail in late-January

Pay the Admission and Tuition Fees



International Affairs Office will send you the COE and the Approval Letter after confirming the payment of fees.



In case you do not complete the payment by the deadline (Friday, February 25), your admission will be revoked.





STEP 5

***Check the documents to be submitted
before arrival!***

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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 : <https://bit.ly/35Xydqe>



- Send to : <https://sokauniversity.app.box.com/f/7b992a7bf621421591d4b6c719ef1bba>

- **Submission deadline : February 11, 2022 (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

③ **Attendance of relatives at the Entrance Ceremony**

※ **Eligible students:** Only students who passed the exams to Bekka Program, Type I or II to Undergraduate programs

Due to the current pandemic situation, the ceremony form is still under consideration.

As soon as it is confirmed, an e-mail will be sent to the eligible students.

Please carefully check the e-mail and submit the questionnaire by the deadline.

※Important notes

- Non-degree, exchange students are not eligible.
- Only guardians (relatives) are allowed to attend.
- Each student can bring up to two guardians. We will not accept requests by any other circumstances.
- No questionnaire submitted after the due date will be accepted.



STEP 6

Check the documents to be submitted after arrival!

※We will provide them after your arrival

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- ① **【Agreement on Handling Personal Information】**
- ② **【Dormitory Terms of Agreement】** (dormitory applicants only)

Access the information here: <https://bit.ly/35Xydqe>



Read carefully both the "Agreement on Handling Personal Information" and the "Dormitory Terms of Agreement" before departure

Travel to Japan

Receive the forms in the Orientation Session and turn them in after signing the papers

③ **【Passport copy】**

Please submit a copy of the following sections:

Passport

- Photo page
- Visa page
- Landing permission sticker page



Sample

※The form will be handed after your arrival.
Please submit it after enrollment.

Agreement

Addressed to Yasunori Tashiro,

Chairperson of the Board of Trustees, Soka University:

On being enrolled at Soka University and understanding the distributed

“I. How We Use the Personal Information of Students et al.” I hereby agree to
matters discussed in the attached “II. Sharing Personal Information of
Students et al. with Third Parties.”

Year: 2022 Month: 03 Day: 26

Student ID:

22XXXX

Student Name:

JOHN SOKA

(seal)

Dormitory Terms of Agreement for International Students

Soka University President Yoshihisa Baba

Upon entering the dormitory in Soka University, I hereby agree to abide by the following terms:

- ☐ 1. I will follow all dormitory rules and regulations in order to engage in and contribute to a healthy dormitory life.
- ☐ 2. I understand and comply with the following rules:
 - Prohibited items
 - ・ Items hazardous to health (drugs, chemicals, etc.), animals
 - ・ Items that can cause fire (electric stoves, candles, etc.)
 - ・ TVs, refrigerators, microwaves and other items already provided in the lounges
 - Vehicles
 - ・ Four-wheeled vehicles and motorcycles are not permitted
 - ・ If you were to possess a bicycle, it must be registered for theft prevention under your name
 - Visitors and smoking
 - ・ Overnight guests, including family members, relatives, and friends, are not permitted
 - ・ Visitors are permitted only until the dormitory curfew in the permitted areas
 - ・ Smoking is prohibited inside the buildings.
- ☐ 3. If my actions as a resident are deemed inappropriate by the University and ordered to move-out, I will vacate within 2 weeks.
- ☐ 4. If I intentionally or inadvertently damage university or dormitory property, I will promptly pay the reimbursement fees.
- ☐ 5. I will cooperate and follow instructions necessary for dormitory management and operation, including those for fire and disaster prevention, health and sanitation, and others.
- ☐ 6. I will not use the lounges or rooms for anything other than their intended purpose and not make any modifications to them without proper consent. I will not let any non-residents stay overnight.
- ☐ 7. I will vacate the dormitory by the designated move-out date.
- ☐ 8. I acknowledge there will be no refund of dormitory fees, except in extraordinary situations.

I, the undersigned, hereby agree to abide by these terms.

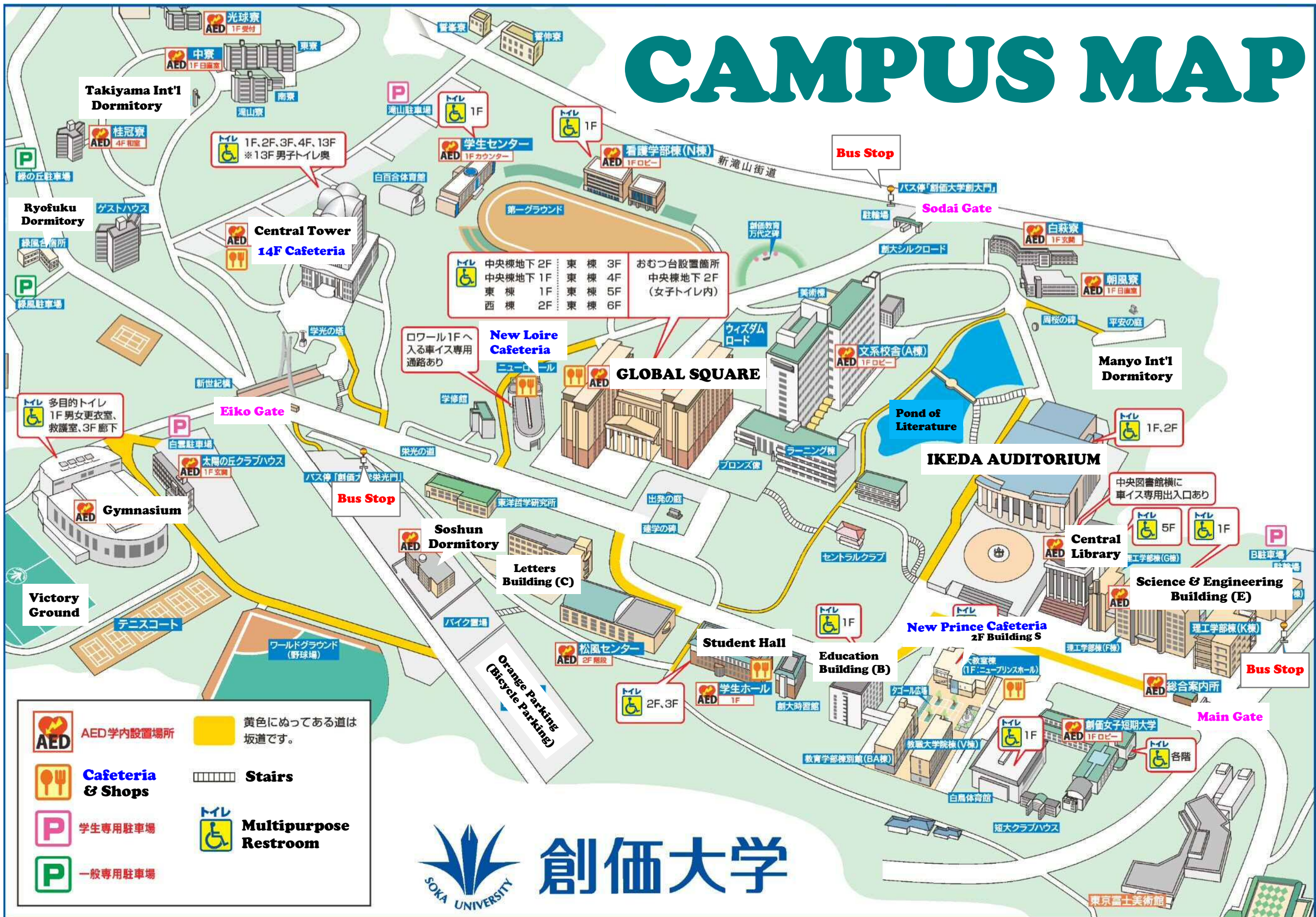
Year 2022 Month 03 Day 25

Dormitory: Hoya Dormitory Student ID: 22XXXXX

Name: JOHN SOKA

Signature: John Soka

CAMPUS MAP





SOKA University



Contact

Soka University address

1-236 Tangi-machi, Hachioji-shi, Tokyo

International Affairs Office location

Soka University Global Square building, 6F

Telephone

From abroad: +81-426-91-8230

From Japan: 042-691-8230

Email

intloff@soka.ac.jp

Office hours

Weekdays: 9:30 to 17:00

Saturdays: 9:30 to 12:00

Sundays and Holidays: closed