



Soka University Enrollment Procedure Guidelines for Fall 2022 ①

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: +81-42-691-8230

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

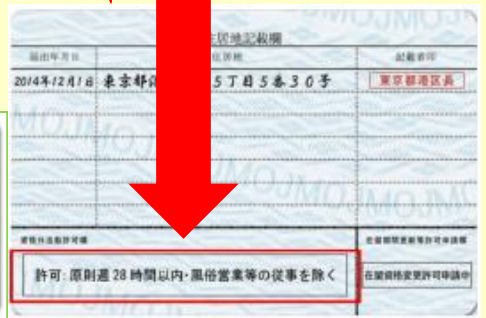
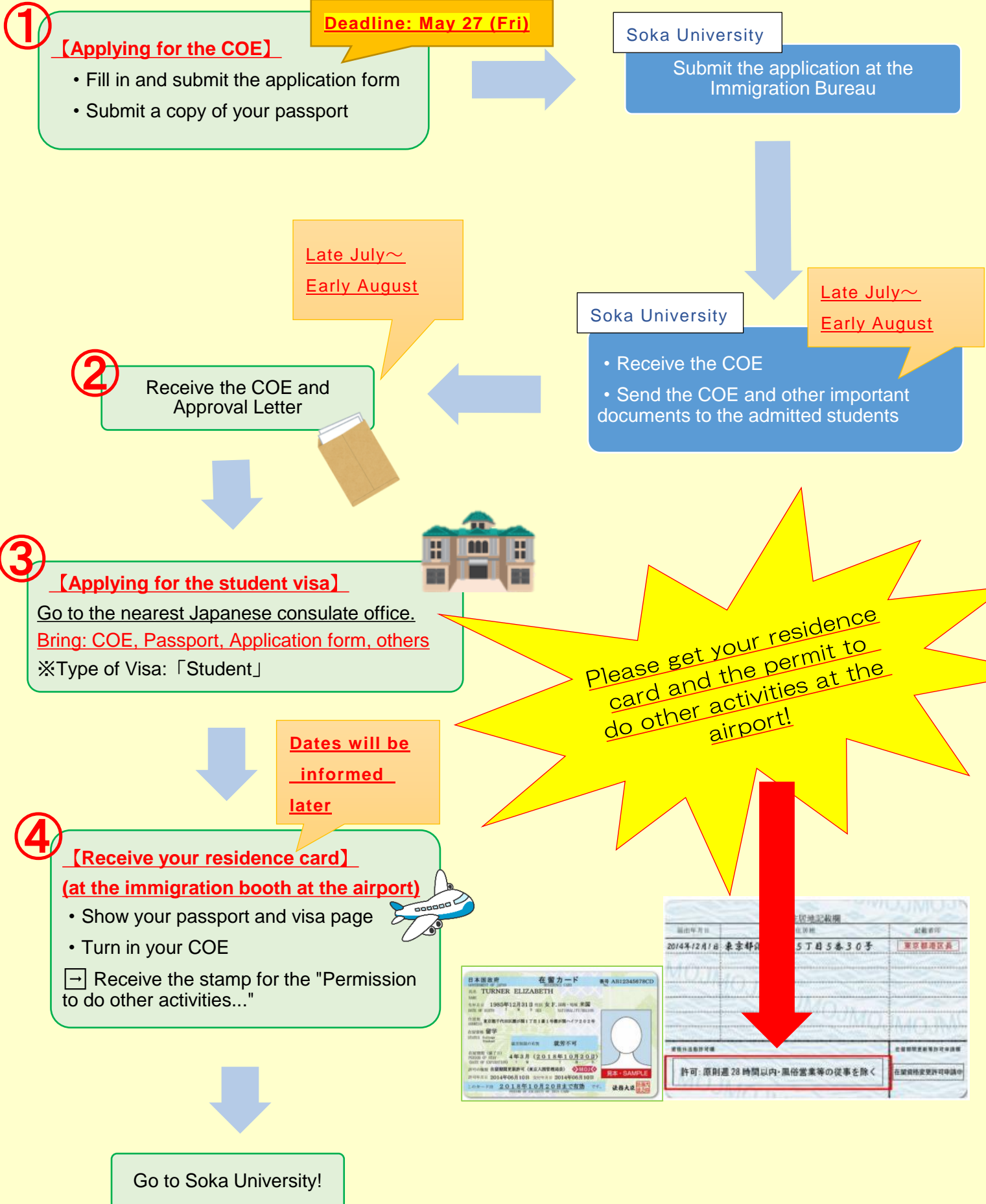
No.	Contents	Deadline	✓
1	Read the Enrollment Procedure Guidelines		
2	Check the email address used to register your web application. ※Important announcements will be sent to this email address.		
3	Issue/Renew passport ※For those who do not have a passport or whose passport's validity is less than 6 months.		
4	Fill in the Information for Visa application through the web application page	May 27th (Fri)	
5	Submit the passport copy through the web application page	May 27th (Fri)	
6	Submit the housing questionnaire and dormitory application (online questionnaire)	June 3rd (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	July 29th (Fri)	
10	Submit the Medical Interview Sheet	July 29th (Fri)	
11	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.	July 29th (Fri)	
12	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 August It will be sent by Soka University	
13	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 August	
14	Read the International Students Campus Life Booklet	By the arrival in Japan	
15	Receive the “Residence Card”	At airport (Upon arrival)	
16	Apply for the “Permission to engage in other activities...”	At airport (Upon arrival)	
17	Submit the Agreement on Handling Personal Information	At Orientation	
18	Submit Dormitory Terms of Agreement (for students entering dormitories only)	At Orientation	
19	Submit a copy of your passport	At Orientation	

【Schedules after you arrive at Soka University】

After you enter Japan, you need to attend various orientation meetings at Soka University.

- Student Life Orientation
DATE : Sep 7th, Wed
For : All the newly admitted international students
- Scholarship Orientation for Makiguchi Scholarship
DATE : Sep 14th, Wed @ 16 : 45~
For : New EMP students
- Welcome Party for new students
DATE : Sep 21st, Wed @ 16 : 45~
For : All the newly admitted international students
- Shopping • Campus Tour
DATE : TBA
For : All the newly admitted international students
- PC Orientation
DATE : TBA
For : All the newly admitted international students
- Class Registration Orientation for ND students
DATE : TBA
For : Students under Japan Studies Center
(Exchange students, Non Degree students, Transfer students, and Partner School Recommended students)
- Orientation for Transfer Students & Partner School Recommended Students
DATE : TBA
For : Transfer Students & Partner School Recommended Students

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】




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 documents 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 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.
- Make sure to correctly state your address where you can receive the documents in the beginning of August 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
May, 27th Fri, 2022!
Do not miss the deadline!





STEP 2

Fill in the Questionnaire on Housing!

The due date is
Friday, June 3rd, 2022
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

Japanese
English

<https://forms.office.com/r/3Rnnd8fvLB>



Types of dormitories

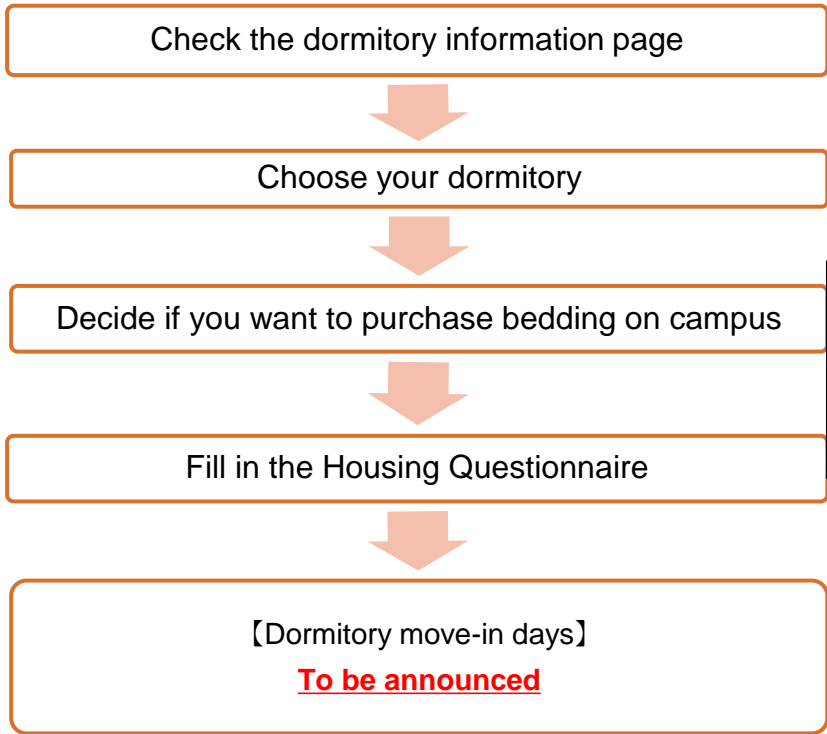
Soka University has six dormitories for international students. These dormitories focus on creating a proper environment for students to develop cooperation and autonomy skills while living together with students from all parts of Japan and the world. Although it might be difficult to adapt into an environment 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 June 30th (Thu) 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 the bedding.

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.

Bedding fee will be billed together with the dormitory fee.

Length of stay

Program	Dormitory move-out day
EMP students	by August 10 th , 2023
Transfer students from partner universities	by February 28 th , 2023
Recommended Students from partner schools	by February 28 th , 2024
Exchange and Non-degree	One semester: by February 10 th , 2023
	Two semesters: by August 10 th , 2023

[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: Thursday, June 30, 2022 (by e-mail)



Dormitory billing date: Friday, July 29, 2022

Deadline for payment: Wednesday, August 31, 2022

○ 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/en/admissions/enrollment/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.

Fall 2022 Semester: Guidelines for Dormitory Students

May 2022

International Affairs Office

* The guidelines are subject to change depending on the pandemic situation.

(1) Health Management

- ① Take your temperature in the morning and record it on the Soka University Portal Site (PLAS). Students are also required to keep a record of the places they have gone.
- ② Students must wear a mask when leaving their rooms, even in the dormitory. They should also be required to cover their coughs and sneezes with their hands. When they return dormitory from outside, before eating, and when handling food, after going to the bathroom, and after coughing or sneezing, they must wash their hands with soap.
- ③ In case of fever 37.3°C or higher or cold symptoms, contact the Health Center or International Affairs Office. Students are required to stay in their rooms and refrain from going out and attending classes for two weeks. If the fever or the symptoms of cold persist, students must stay in the dormitory first aid room or the first aid building (separate building) under the supervision of the Health Center. Japanese students who have the symptoms above may return to their parent's home (parents are required to pick up their children) depending on the situation.

2) Behavior to avoid “3Cs” (Closed spaces, Crowded places, Close-contact settings) in the dormitory

- ① Students may eat in the cafeteria or lounge at a limited time and place so as not to be crowded. We recommend students to eat in their own rooms. Do not share cutlery or towels with other students.
- ② In public areas in the dormitory, students must maintain a physical distance of at least 2 meters from other students. Be careful not to sit directly opposing each other (Try diagonal seats). When talking with someone in public spaces, avoid eating or sharing meals. Hold meetings online if possible.
- ③ Refrain from going out of the dormitory in big groups.
- ④ All dormitories will have the same curfew (23:00).
- ⑤ In case the student needs to do a part-time job, a previous consultation is necessary. If the student cannot keep the dormitory rules (such as returning to the dormitory before the curfew, going out even with a fever, etc) due to the part-time job, the student will be required to quit it. Therefore, please make sure to consult us before starting a part-time job.

(3) Cleaning, Disinfection and Ventilation of the Dormitory

- ① Regularly open the windows of the room for ventilation (every 1-2 hours for 5-10 minutes).
- ② Assign a person to be in charge of disinfecting common areas such as the cafeteria, lounge, multipurpose room, conference room, restroom, bathroom and shower room with alcohol once a day.
- ③ Place all trash that may contain runny nose, saliva, and others in a plastic bag, seal and tie it up tightly, and throw it away. The person collecting the garbage should wear a mask and gloves. After removing the mask and gloves, be sure to wash your hands with soap and running water to disinfect your hands.

International Student Dormitory Rules During COVID-19

* The rules are subject to change depending on the pandemic situation.

● Restrictions on going out

There is no limit to how far you can go outside. However, the following are examples of cases that are not allowed to go. Please observe the curfew when you go out. However please note that the restrictions may change depending on the pandemic situation.

【 Examples of unacceptable outings 】

- Restaurants that mainly serve alcoholic beverages such as izakaya and bars
- Going to karaoke by more than one person (Going by one person is permitted)
- Gathering at a friend's house with eating and drinking
- Other places where the risk of infection is considered to be high (enclosed space, crowded place, close scene)

● Limitation on the number of people eating out

The number of people allowed to have dinner outside the campus is limited to two. However, please make sure to wear a mask when talking with others. In addition, please avoid restaurants that 3Cs(=closed spaces, crowded places and close-contact settings) may occur. Please keep in mind that, as stated in the restrictions on going out above, gatherings involving eating and drinking at friends' homes are not allowed regardless of the number of people in the group.

*However, the quarantine will be officially released on the next day of you

arrived to the dormitory, so please refrain from eating out on the day you move in to the dormitory.

● **Overnight stays**

Overnight stay is not allowed in principle.

In order to protect yourself, your friends and others, we ask for your continued understanding of the rules of the dormitory and your cooperation in taking measures against infection.



STEP 3

**Fill in the Arrival Information
Questionnaire !**

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

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

***We are discussing September 1st and 2nd as the possible arrival dates.**





STEP 4

Paying fees

(Admission, tuition, dormitory, bedding fees)

The due date is
Friday, July 29!
Please pay the fees early!





●Flow until payment of fees

Fee type and invoice	Announcement	Deadline
Admission and Tuition Fee invoice	Late-June, 2022	July 29, 2022
Dormitory notification and invoice	Late-July, 2022	August 31, 2022

Tuition Fee Payment method: Please check the invoice that will be sent in June

Dormitory Fee Payment method: Credit card


In case you cannot use a credit card due to special reasons, please make your payment through overseas transfer or bank deposit. *transaction fee needs to be paid by students.



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 make a payment through overseas transfer.



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

 Pay the Admission and Tuition Fees 

The 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 of Admission and Tuition fees by the deadline (Friday, July 29), your admission will be revoked.





STEP 5

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



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 was 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>



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

- **Submission deadline : July 29, 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 : _____[.s417b5p7lhekqwr1@u.box.com](mailto:_____s417b5p7lhekqwr1@u.box.com)

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



STEP 6

Check the documents to be submitted after arrival!

✂We will provide them after your arrival

- 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: Day:

Student ID:

22XXXXX

Student Name:

JOHN SOKA

(seal)

Dormitory Terms of Agreement for International Students

Soka University President

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.

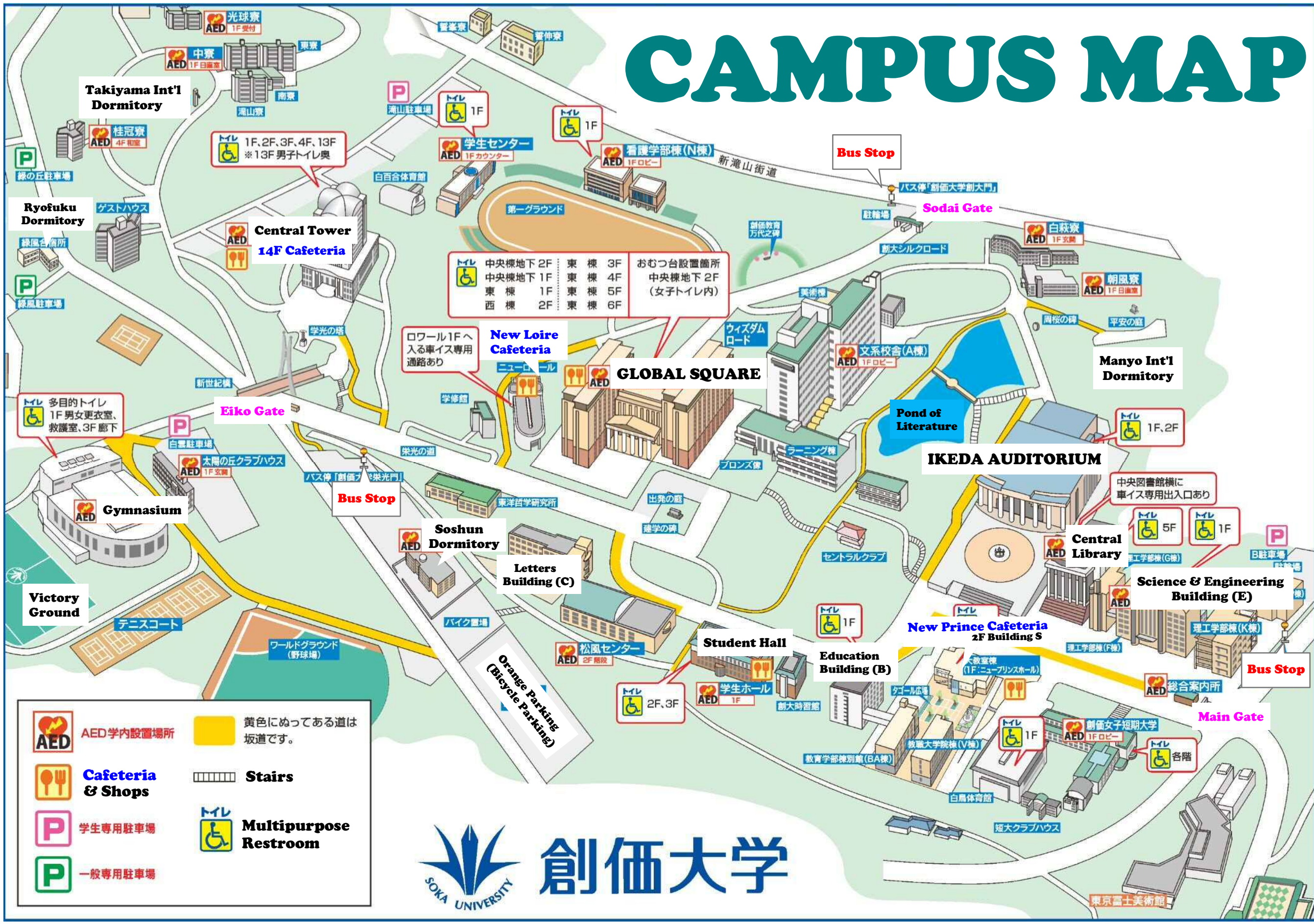
Year 2022 Month _____ Day _____

Dormitory: Hoya Dormitory Student ID: 22XXXXX

Name: JOHN SOKA

Signature: John Soka

CAMPUS MAP



中央棟地下2F 東棟 3F おむつ台設置箇所
 中央棟地下1F 東棟 4F 中央棟地下2F
 東棟 1F 東棟 5F (女子トイレ内)
 西棟 2F 東棟 6F

ニューロール
 ロワール1Fへ
 入る車イス専用
 通路あり

中央図書館横に
 車イス専用出入口あり

	AED学内設置場所		黄色にぬってある道は坂道です。
	Cafeteria & Shops		Stairs
	学生専用駐車場		Multipurpose Restroom
	一般専用駐車場		

資 格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT
PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

出入国在留管理局長 殿
To the Director General of the Regional Immigration Services Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

※ 本申請書により、上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

1 国 籍・地 域
Nationality / Region

2 生 年 月 日
Date of Birth

年 月 日
Year Month Day

3 氏 名
Name (in English)

4 性 別
Sex

男 ・ 女
Male / Female

申請人の署名／申請書作成年月日

Signature of the applicant / Date of filling in this form

年 月 日
Year Month Day



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