



**Soka University  
Enrollment Procedure Guidelines  
for Spring 2024**

**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.

\*Details regarding the arrival procedures will be announced later.

\* 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](mailto:welcome@soka.ac.jp)

Dear Successful Applicants to FILA,

We hope that this letter finds you well.

As the Faculty of International Liberal Arts (FILA) starts in April 2024 and Certificate of Eligibility (COE) is only valid for three months after its issuance, we have a different schedule for you regarding the visa application.

★Things to note

Successful applicants to FILA will have the option of studying Japanese language from September 2023 for one semester as a student in the Undergraduate Non-degree (ND) Program. In that case, you need to pay the tuition for ND Program (there will be no exemptions).

To have more information about ND Program, please access the following website:

<https://www.soka.ac.jp/en/academics/japan-studies-center/non-degree/undergrad-courses>

\*There is a possibility that classes will be conducted online, depending on how the pandemic escalates from now on. However, tuition fees will still be charged.

If you would like to take the ND program from September 2023, please notify us by sending an e-mail to [welcome@soka.ac.jp](mailto:welcome@soka.ac.jp) by **December 23<sup>rd</sup>, 2022**.

\*For FILA students who are not joining ND program from next September, the invoice for the admission and tuition fees will be sent to you in December or January in 2024.

【Visa Information Schedule】

■ Everyone needs to fill in the visa application information by **December 8th, 2022**.

Please refer to the Enrollment Procedure Guidelines for details.

■ For those who would join non-degree program, we will send you the COE in **August, 2023**.

■ For those who would NOT join non-degree program and start from April 2024, we will send you the COE at **the end of February 2024**. We will confirm the mailing address again in mid-January.

Regarding paying tuition and various fees, submitting the Medical Interview Sheet and Immunization Questionnaire on Measles and Rubella, and answering questionnaire on housing application for dormitories, we will inform you the details later, so please wait for further announcement.

If you have any inquiries regarding the enrollment procedure, feel free to contact us at [welcome@soka.ac.jp](mailto:welcome@soka.ac.jp)

Sincerely,  
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”) 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 end of February to the beginning of March, 2024 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 end of February 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, 8<sup>th</sup> Thu, 2022!**  
**Do not miss the deadline!**

