



Soka University
Enrollment Procedure Guidelines
for Fall 2024 《Preparatory Program》

*Enrolling in Undergraduate Program in 2025 April

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 in the end of May/June.
- * All deadlines are based on Japan Standard Time (JST).

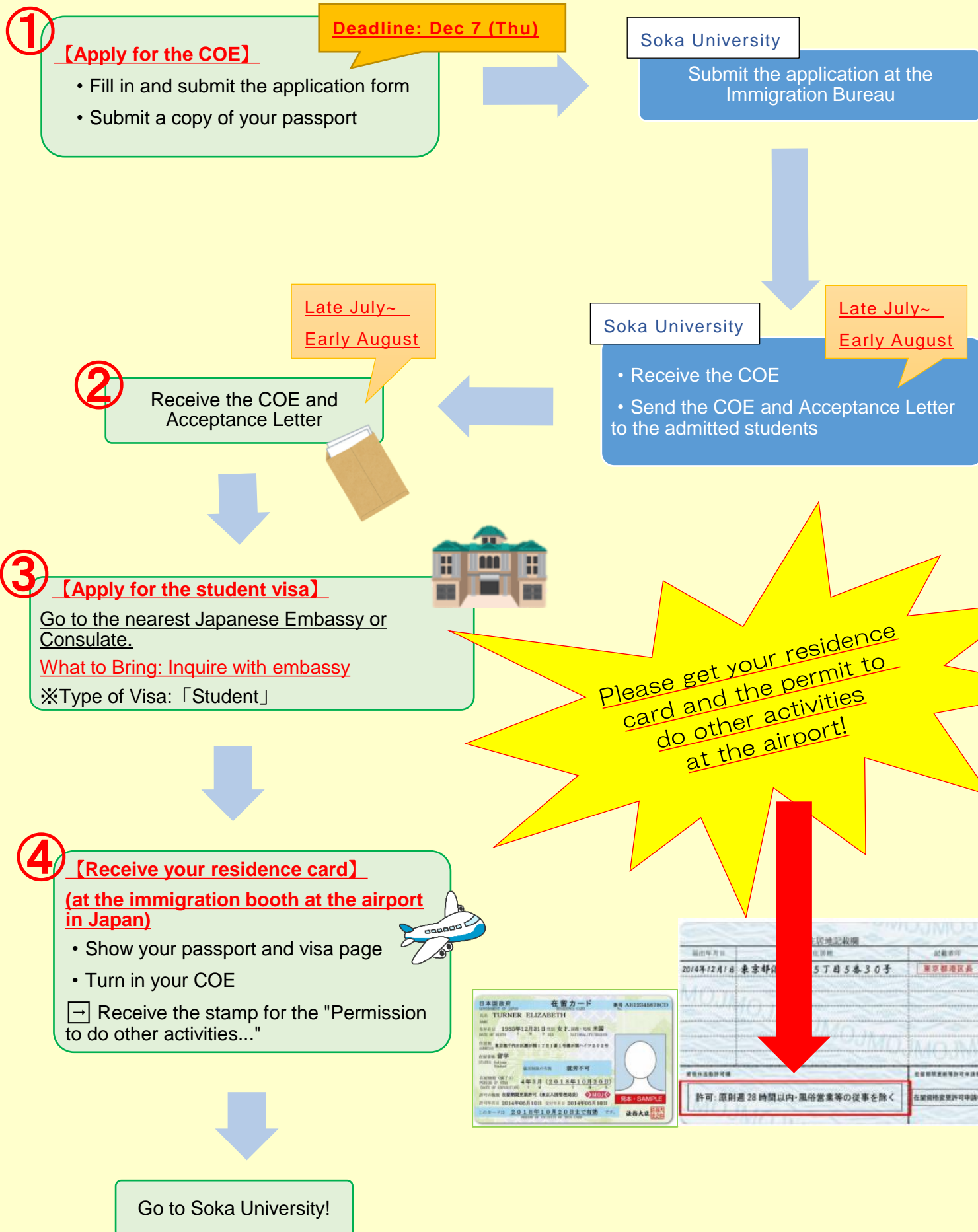
For inquiries regarding the enrollment procedures, please contact:

International Affairs Office
Soka University
Tel: +81-42-691-8230
Fax: +81-42-691-9456
E-mail: welcome@soka.ac.jp

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 7th (Thu)	
5	Submit the passport copy through the web application page	December 7th (Thu)	
6	Submit the housing questionnaire and dormitory application (online questionnaire)	To be announced later	
7	Book your flight ticket		
8	Submit the Arrival Information (online questionnaire)	To be announced later	
9	Pay entrance fee and tuition. ※Nonpayment of the tuition can be considered as withdrawal.	To be announced later	
10	Pay dormitory fees and bedding fees (only those who are applying for)	To be announced later	
11	Submit the Medical Interview Sheet	To be announced later	
12	Submit the Immunization Questionnaire on Measles and Rubella	To be announced later	
13	Submit the Physical Examination Certificate	To be announced later	
14	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 electronically sent by Soka University	
15	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.	Promptly after receiving the 'Certificate of Eligibility (COE)' and 'Acceptance Letter'	
16	Receive the "Residence Card"	At airport (Upon arrival)	
17	Apply for the "Permission to engage in other activities..." ※Please refer to the attached application document.	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



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 Year	月 Month	日 Day
3	氏 名 Name (in English)			
4	性 別 Sex	男 Male	・ /	女 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 Year	月 Month	日 Day
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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】

- Photograph upload

Please upload your ID photo for the application.

- It must have been taken within the past three months.
- It must be upper body, full-faced, no hats and no landscape.
- For photograph data, please make it with capacity that can fit within 100 KB ~ 10 MB.Data outside the range can not be uploaded.
- File format that can be uploaded.(gif,jpg,png)



The image shows a sample Japanese passport data form. It includes fields for Name (旅券 PASSPORT), Sex (P), Nationality (JPN), Issuing Country (YAMATO), Date of Birth (TARO), Date of Issue (20 FEB 1979), Date of Expiry (20 MAR 2016), and Signature (山田 太郎). The Ministry of Foreign Affairs logo is also present.



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

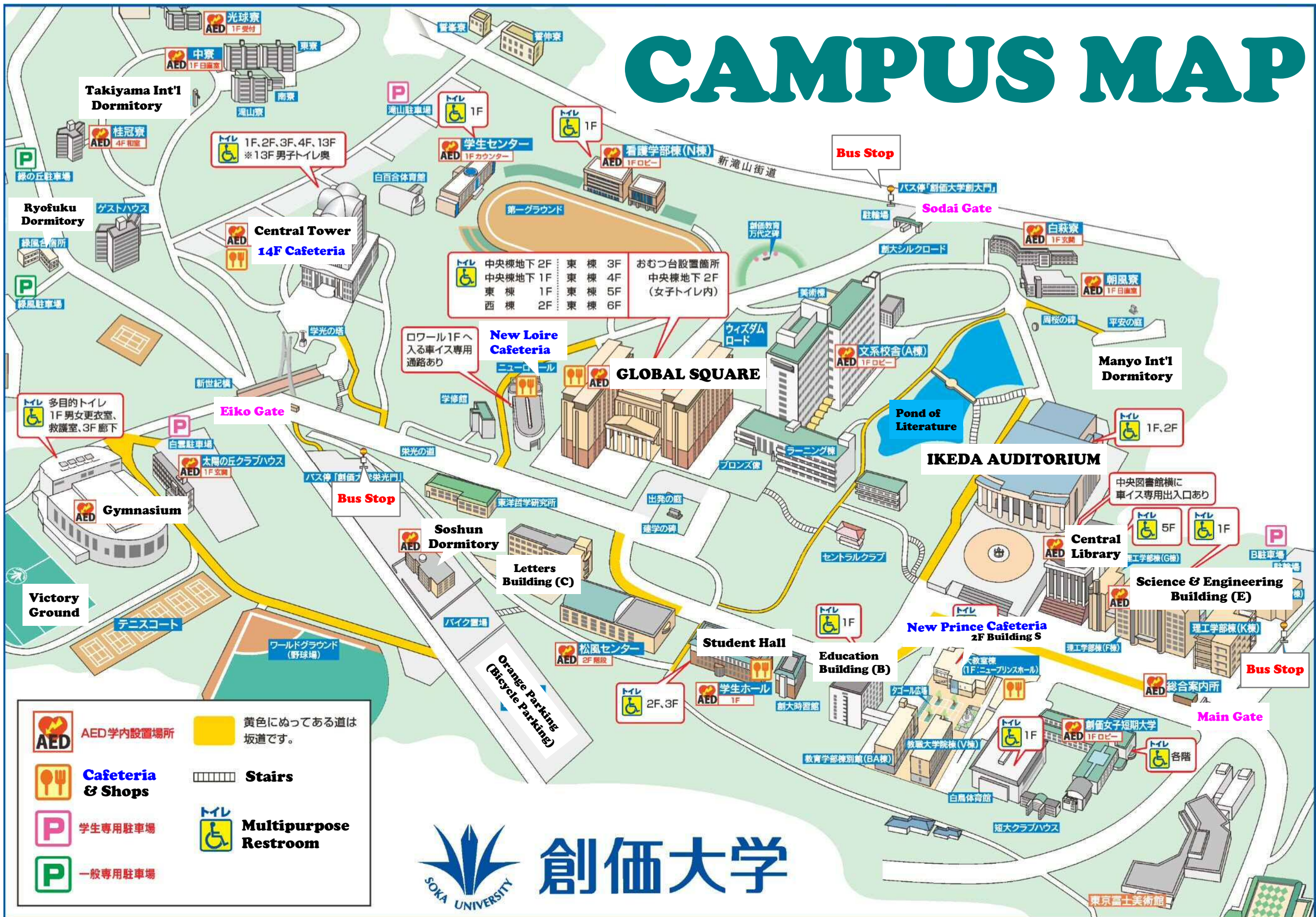
【Points to note】

- 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 Certificate of Eligibility (COE) is expected to be issued by the Immigration Bureau around the end of July to the beginning of August, 2024.
- We will send the COE via email to successful applicants whose tuition fees payment has been confirmed by the International Affairs Office, in the order of confirmation.
- The electronic version (PDF) of the 'COE' and 'Acceptance Letter' will be sent to the email address that you registered on the web application page.
- 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, 7th Thu, 2023!
Do not miss the deadline!



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