

2024 Soka University Undergraduate English Medium Programs Admissions for International Students Policy (Document Screening)

1. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

Admissions for International Students are open in the following English Medium Programs Departments

Faculty	Department	Enrollment period	Admission Capacity
Economics	Soka University Courses for Comprehensive Economic Education (SUCCEED)	September, 2024	Few students* ₁
Business Administration	Global Program English Track (GPET)		Few students
Law	Peace and Human Rights program (PHR)		Few students
Letters	Arts, Knowledge And English Major for International Arena (AKADEMIA)		Few students
International Liberal Arts	International Liberal Arts (FILA)		15 students* ₂

*₁ In the Faculty of Economics, courses in mathematics for economics and statistics are compulsory. Therefore, scores/grades on mathematics on the standardized examination in each country, or the IERF detail report on high school transcripts will be carefully reviewed in the admission process. In addition, an online interview will be conducted along with document screening.

*₂ Admission capacity to FILA includes the number of students for Policy Type 1.

2. ADMISSION PERIOD

Application period: March 15(Fri), 2024 – April 15(Mon), 2024 (must arrive by April 15)

*Japan standard time

Online interviews for the Faculty of Economics: April 24 (Wed) – May 2 (Thur)

Announcement of results: May 27 (Mon), 2024

3. ELIGIBILITY

An individual who satisfies one of the six following conditions is eligible to apply:

- (1) An individual who has completed or is scheduled to complete a 12-year school education in a foreign country (*1).
- (2) If the 12-year school education includes the enrollment period in schools based on the Japanese education system, one of the following must apply.
 - For those who have completed or are scheduled to complete high school in a foreign country, the enrollment period in Japanese elementary, junior high, and high schools (*2) must be 6 years or less.
 - For those who have completed or are scheduled to complete the relevant high school courses stipulated in the School Education Act of Japan, the enrollment period in Japanese elementary, junior high, and high schools (*2) must be 3 years or less.
- (3) An individual who was educated abroad and has less than 12 years of education due to grade-skipping or other reasons.
- (4) An individual who has obtained Swiss International Baccalaureate, German Abitur, French Baccalaureate, or other equivalent qualifications.
- (5) An individual who satisfies the requirements such as being deemed to have completed a designated course of not less than 11 years and has completed a course of a school corresponding to an upper secondary school (List of Courses of Foreign Schools Corresponding to Upper Secondary Schools Designated by the Minister of Education, Culture, Sports, Science and Technology) in a foreign country
<https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395423.html>
- (6) An individual who has completed 12 years of education at educational institutions accredited by international accrediting bodies, namely the Western Association of Schools and Colleges (WASC), the Council of International Schools (CIS), and the Association of Christian Schools International (ACSI).

In addition, in cases where there is no accreditation by accrediting bodies mentioned in (6) as above,

eligibility for admission may be determined through an individual eligibility assessment.

- *1 School education in a foreign country includes schools in the “List of Schools for Non-Japanese Designated as Equivalent to Foreign Upper Secondary Schools in Japan”
<https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395424.html>
- *2 Japanese elementary, junior high, and high schools indicate elementary, junior high, and high schools based on School Education Act of Japan and overseas Japanese schools approved by the Ministry of Education, Culture, Sports, Science and Technology.
<https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395425.html>

4. APPLICATION REQUIREMENTS

Requirements differ among Departments. Carefully read the requirements below before applying.

(English proficiency requirements)

- Applicants must submit their English proficiency score of 61 or more in TOEFL-iBT or 5.5 or more in IELTS Academic Module. However, those who have taken six years of junior high and high school taken in English in either Australia, Canada, Ireland, New Zealand, United Kingdom or United States, are able to submit their transcript, corresponding to the English proficiency score above.
- Applicants for the Faculty of International Liberal Arts:
 Applicants must submit their English proficiency score of 70 or more in TOEFL-iBT or 6.0 or more in IELTS Academic Module. However, those who have taken six years of junior high and high school taken in English in either Australia, Canada, Ireland, New Zealand, United Kingdom or United States, are able to submit their transcript, corresponding to the English proficiency score above.

(Other requirements)

- Applicants must submit their score for their standardized examination (including scores for Mathematics and other compulsory subjects).
 However, applicants from a country where no standardized examination is held or high school students from a country where the timing of the standardized examination is late and the score cannot be submitted by the application deadline must take the SAT or ACT and submit its score report.
 If applicants have difficulty taking the SAT or ACT, they may submit an IERF Detail Report regarding high school transcripts as an alternative to the score report of standardized examination.
 (Refer to item 6. “Required Documents: 7. IERF Detail Report” for details regarding IERF Detail Report.)
- If applicants have enrolled in the relevant high school courses stipulated in the School Education Act of Japan for more than 1 year, they must submit school report (調査書) of that high school (written and sealed by the school principal).

- List of the main standardized examinations used for college admission.

Country/Region	Examination
United States	SAT (Scholastic Assessment Test Reasoning Test) - DI Code: 7553 https://collegereadiness.collegeboard.org/sat *The submission of the SAT Essay is optional. ACT (American College Testing) - ACT college code: 2871 https://global.act.org/content/global/en.html
United Kingdom	GCE (General Certificate of Education) A Level
Republic of Korea	College Scholastic Ability Test

People's Republic of China	National Higher Education Entrance Examination
Hong Kong	HKALE (Hong Kong Advanced Level Examination) HKDSE (Hong Kong Diploma of Secondary Education)
Taiwan	General Scholastic Ability Test
France	Baccalaureate
Germany	Abitur
Australia	New South Wales : Higher School Certificate (HSC) Victoria : Victorian Certificate of Education (VCE) Queensland : Queensland Certificate of Education (QCE) Western Australia : Western Australian Certificate of Education (WACE) South Australia : South Australian Certificate of Education (SACE)
Singapore	GCE (General Certificate of Education) A Level
Malaysia	STPM (Sijil Tinggi Persekolahan Malaysia) A Level GCE (General Certificate of Education) A Level UEC (Unified Examination, Senior Middle Level)
Indonesia	SBMPTN (Seleksi Bersama Masuk Perguruan Tinggi Negeri) until 2022 SNBT (Seleksi Nasional Berdasarkan Tes) from 2023
Thailand	Standardized National University Entrance Examination
International Baccalaureate	IB Transcript for the final exams
Brazil	Exame Nacional do Ensino Médio
West Africa	WAEC (West African Examinations Council)

5. APPLYING TO MORE THAN ONE FACULTY

- Applicants may apply to 2 departments at most within the departments of the Faculty of Economics, Business Administration, Law, Letters, and International Liberal Arts.
- Applicants applying to 2 departments must indicate their “First Choice” and “Second Choice” in the column. Submit the “Statement of Purpose and Study Plan” for each choice.
- If the applicant is accepted to the department of first choice, only the admission to the first choice is allowed. The second choice cannot be chosen after the acceptance to the first choice is made.

6. REQUIRED DOCUMENTS

Access the web application page below to proceed with your application.

Japanese: <https://soka.campus-p.jp/ja/>
English: <https://soka.campus-p.jp/en/>


1. Check carefully the Required Documents chart below and prepare the application documents.
2. All documents must be written in English. If any of the documents are submitted in another language, be sure to attach an English translation. Do not enclose any documents that are not required.
3. Do not submit any additional documents that are not requested in the list.
4. Soka University will contact you through the WEB application page, in the “Contact Us” tab, and notifications will arrive via email. Please set Soka University’s email address reply@soka.campus-p.jp as the sender domain.
5. Submitted documents (high school graduation certificate, transcript, etc.) will not be returned. However, regarding the original copies of certificates that cannot be reissued (such as the graduation certificate), if you want to have such documents returned, they will be returned after checking the original document. Please attach a photocopy of such documents and enclose a list specifying which document(s) are to be returned, and state the address that you would like the documents sent to (along with telephone contact info) (envelope and stamps not required). In principle, the documents will be returned after the application results are announced.
6. Soka University will not be responsible for any application documents that are lost in the mail. Please send the documents by EMS or registered mail. Do not enclose any documents that do not need to be submitted.
7. After uploading all required documents to the web application page, send the set of application forms by simple registered mail or using an international courier service to the International

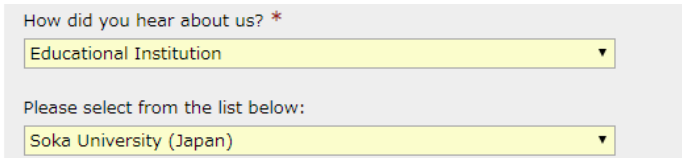
Affairs Office Admissions Section within the application period. If you send the documents immediately before the application deadline, use “simple registered express mail” or “Express Mail Service (EMS).

8. In order to confirm the delivery of the submitted documents, confirm using the receipt number of the post office or tracking number of the international courier service on your own.
* Soka University will not notify you of the receipt of the documents. Also, you may confirm the delivery of the documents on “My Page” of the web application system. However, it may take a couple of days after delivery until the status is updated on the website.
9. Soka University will not accept any application documents submitted in person.
10. No application documents delivered after the application deadline will be accepted for any reason. Even in the event of non-delivery or delayed delivery caused by trouble at the postal service or courier service, the University shall take no responsibility.
11. The university will not contact you regarding any errors in the submitted documents. Please confirm with the list of required documents to make sure there are no errors and please check the documents one more time when mailing them

***Upload the required documents to the web application page BEFORE sending them by mail.**

Required Documents: Submit the documents listed in the table below.

Required Documents	Detail	Submission method
1. Application Form	You may apply up to two departments.	Online application
2. Statement of Purpose and Study Plan	Candidates willing to apply to two departments must submit the “Statement of Purpose and Study Plan” for each desired department. *Read *3 for further information on the “Statement of Purpose and Study Plan”	Online application
3. Photograph	 4cm 3cm Upload a photo (4cm x 3 cm) taken within the last three months. *Front headshot, no hat, plain background. *Submit two photos in addition to the one attached to the application form. *Write your name on the back of the photos.	Mail 2 originals
4. Certificate of High School Graduation (or expected)	If still enrolled in high school at the time of application, submit a document certifying expected graduation from high school. All candidates must be graduated by August 31, 2024. Note: Promptly submit the certificate upon graduation from high school. If the certificate is not available, submit the diploma. *If currently enrolled in a university, a certificate of enrollment must also be submitted.	Mail the original after uploading its scanned copy to the web application page
5. Score Report of Standardized Examination	Submit the scores of a national standardized examination used to enter a university. (Refer to item 4. “Application Requirements” for details.)	Mail the original after uploading its scanned copy to the web application page
6. High School Transcript	A transcript that certifies applicant’s entire academic record throughout high school education. *It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report. *Inform us in advance if the submission of your high school transcript will be delayed due to the IERF Detail Report issuance. *For those who only have a transcript of the high school equivalency examination, it is mandatory to take the standardized examination and submit the score report. *If currently enrolled in a university, a university transcript must also be submitted.	Mail the original after uploading its scanned copy to the web application page

7. IERF Detail Report	<p>Applicants from a country where no standardized examination is held or high school students from a country where the timing of the standardized examination is late and the score cannot be submitted by the application deadline must take the SAT or ACT and submit its score report.</p> <p>If applicants have difficulty taking the SAT or ACT, they may submit an IERF Detail Report regarding high school transcripts as an alternative to the score report of standardized examination.</p> <p>*If you already possess certificates from other educational credential evaluation agencies, please consult with the International Affairs Office.</p> <p>It takes 20 days to issue the report, so be sure to allow plenty of time when applying for the issuance, in order to receive it prior to the application deadline.</p> <p>In order to apply for the IERF Detail Report, you must submit documents that are also required by Soka University. In this case, prepare a notarized copy for each document in advance and be sure to submit it to Soka University by the application deadline.</p> <p>The applicant will be responsible for performing the procedure to have the IERF Detail Report issued.</p> <p>*IERF Detail Report regarding a transcript of the high school equivalency examination will not be accepted.</p> <p>When submitting the report, please use the codes below:</p> <ul style="list-style-type: none"> • IERF http://www.ierf.org/ <p>Input the information of “Soka University (Japan)” into the “Contact Information” section of “Applicant Information”.</p> 	<p>Electronic copy (EvalDirect)</p> <p>Educational Institution: Soka University (Japan) 1</p>
8. Recommendation Letter (Designated Format)	The recommendation letter is to be written by a teacher who has taught the applicant in class at high school. No other recommendation letters will be accepted. The letter must be sealed by the recommender.	Download the form from the Website
9. Certificate of English Proficiency	Refer to item 4. “Application Requirements” for details. Screenshots are not accepted. Please submit an officially issued certificate.	Mail the original after uploading its scanned copy to the web application page
10. Application Fee	Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to item 7. “Application Fee” for details)	—
11. Statement of Financial Eligibility (Designated format)	Submit evidence of financial support (e.g. bank statement) to cover the tuition and living expenses. (Refer to item 8. “Statement of Financial Eligibility” for details)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page
12. Application for Academic Fee Exemption (Designated format)	Applicants who wish to be considered for Academic Fee Exemption must submit the application form, along with the official documents issued by public agencies stating the household income. (Refer to item 9. “Scholarship” for details)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page

(*3) Statement of Purpose and Study Plan

Carefully read the Three Guidelines (Admission Policy, Curriculum Policy, and Diploma Policy) of the respective Faculty, and submit the “Statement of Purpose and Study Plan” via online application system.

Faculty of Economics: <https://www.soka.ac.jp/en/academics/guideline/economics/>

Faculty of Business Administration: <https://www.soka.ac.jp/en/business/about/threeguidelines/>

Faculty of Law: <https://www.soka.ac.jp/en/law/about/threeguidelines/>

Faculty of Letters: <https://www.soka.ac.jp/en/letters/about/threeguidelines/>

Faculty of International Liberal Arts: <https://www.soka.ac.jp/en/academics/guideline/fila>

SUBMISSION OF APPLICATION:

International Affairs Office – International Admissions Section
Soka University
1-236 Tangi-machi Hachioji-shi, Tokyo 192-8577 JAPAN
Telephone: +81-42-691-8230
Fax: +81-42-691-9456

7. APPLICATION FEE

Application Fee Payment Method

Application Fee: 20,000 JPY

- Pay the application fee of 20,000 JPY by credit card when you submit your online application.
- The name on the credit card used for the payment may be a person other than the applicant. However, it is necessary to enter the applicant's information in the "applicant information" section even when a proxy performs the procedure.
- If the credit card settlement is cancelled after payment is made, the eligibility of the individual to apply may be withdrawn.
- If the payment via credit card does not go through due to technical difficulties, bank transfer is allowed (its fees would be borne by the applicant). If you wish to make a payment by bank transfer, contact the International Affairs Office via the online application page.

8. STATEMENT OF FINANCIAL ELIGIBILITY

The statement is to be signed by the financial supporter. Attach the documents below as evidence of financial support. The tuition fees may change when the fee exemption is applied; however, these documents will also be used to apply for the applicants' Certificate of Eligibility issued by Immigration Bureau, so please read the instructions carefully. Please submit all documents through the web application page and send the original documents by mail.

All certificates must be issued within three months of the application deadline.

- **If funded by the applicant**
 - Original bank statement of the applicant (statement over a certain amount) (*4)
- **If funded by a family member outside of Japan**
 - Original bank statement of the sponsor (statement over a certain amount) (*4)
 - Proof of employment (indicating the period of employment and position held)
 - Sponsor's income certificate (January to December 2023 or the most recent one-year period available)
 - A document that certifies the sponsor's relationship to the applicant (e.g. a copy of family register, certificate of residence, etc.)
- **If funded by scholarship aside from Soka University's**
 - Original scholarship letter stating the amount, duration and name of the organization offering the scholarship (yearly total must be over a certain amount)
- **If funded by a sponsor that lives in Japan**
 - A tax certificate with the total amount of the sponsor's income (photocopy of income tax certificate, tax deduction certificate, etc.)
 - Proof of employment (if it is a self-owned business, submit an official document such as the copy of corporate registration or operating license)
 - Certificate of residence
 - If the sponsor is an acquaintance or a friend, a document that indicates the relationship to the applicant, such as a photo taken together

*4

Refer to the chart below for the amount you need to show on your documents such as bank statements. The bank statement must be in the name of the financial supporter.

*Applicants submitting their application for the academic fee exemption (refer to item 9. “Scholarship System”) along with their undergraduate application will be screened of their financial eligibility at the same time.

	Economics, Business Administration, Law, Letters	International Liberal Arts
Applying for Academic Fee Exemption	Approx. 1,000,000 JPY	Approx. 2,000,000 JPY
Not applying for Academic Fee Exemption	Approx. 1,500,000 JPY	Approx. 2,500,000 JPY

9. SCHOLARSHIP SYSTEM

Soka University offers two types of scholarships as below.

(1) Tuition Fee exemption

By the time of the application to the International Students Admission, the candidates can also apply for the Tuition Fee exemption. When applying, please submit the Income Certificate referred to January to December 2023 (or the earliest one-year period available) of all financial supporters together with the Application for Tuition Fee Exemption form through the web application page and send the original documents by mail.

All certificates must be issued within three months of the application deadline.

The application for tuition fee exemption scholarship results will be announced together with the approval of the successful candidates.

• Required documents :

- Application for Academic Fee Exemption
- Proof of household income referred to January to December 2023 (or the most recent one-year period available) of all financial supporters

*In principle, household income refers to those of the **father and mother**.

*In case there was a job change in 2023, please submit also the proof of income referred to the previous job.

*‘Income’ refers to the amount that is received before tax deductions are taken out.

*In case there is no income, please submit a “Certificate of no income”.

If the candidate is unable to provide documents to prove the household income of all financial supporters, they will not be eligible to apply for ‘Soka University Academic Fee Exemption Scholarship for International Students’.

Tuition Fee exemption will be granted for Undergraduate students according to the household annual income as the chart below:

Household Annual Income	Exemption ratio
Below 4,000,000 JPY	100% exemption
From 4,000,000 to 8,000,000 JPY	50% exemption
From 8,000,000 to 10,000,000 JPY	25% exemption
Above 10,000,000 JPY	No exemption

- After enrollment, a review of exemption for the subsequent academic year will be conducted yearly. If the recipient’s cumulative GPA is below 2.0 or does not earn at least 30 credits in the year, the exemption will not be granted for the subsequent year.
- Appendix (p.9) shows the fees required for year 1 of students granted academic fee exemption.

(2) Soka University Makiguchi Foundation for Education International Students Scholarship

After enrollment in the Undergraduate degree at Soka University, students will be able to apply for ‘Soka University Makiguchi Foundation for Education International Students Scholarship’. Application procedures will be explained after enrollment at the briefing session.

First semester	30,000 JPY per month
Second semester and after	A monthly amount of 50,000 yen, 40,000 yen and 30,000 yen will be granted to students in descending order from the highest GPA.

No scholarship will be granted to students with a GPA of less than 2.2

- As a general rule, if a student is receiving scholarship from elsewhere, scholarship from Soka would not be granted.

- In case other scholarships provided by Soka University suffer any changes, this scholarship may also be affected.
- In case of any action that causes any harm to Soka University reputation, the scholarship may be revoked.

10. ANNOUNCEMENT OF THE APPLICATION RESULTS

Announcement schedule: May 27 (Mon), 2024

One of the following results will be sent to all applicants via e-mail to email address indicated on the application form (*5). Please set Soka University's email address no-reply@soka.campus-p.jp as the sender domain.

*5 If you want to change your email address, please do so through the online application on My Page (basic settings).

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|-----------------|--|
| ① Accepted: | Accepted to the undergraduate programs |
| ② Not Accepted: | Did not meet the acceptance standards |
| ③ Not Eligible: | Not eligible for college admission |

11. ENROLLMENT PROCEDURE

Accepted applicants will receive by e-mail the “Letter of Acceptance” and “Enrollment Guidelines” on the day the results are announced. Please follow the guidelines and perform the enrollment procedure. The enrollment procedure will be complete when the admission fee, tuition, and other payments are paid by bank transfer and when admission documents are submitted. If the procedure is not completed by the deadline, the acceptance may be revoked.

*Deadline and other matters related to the procedures are subject to change.

1. Documents to be submitted

	Deadline	Details of the document
1 st step procedures	June 2024	1. Visa application information
		2. Passport copy
		3. Dormitory application (online)
2 nd step procedures	July 2024	4. Report the date of arrival in Japan (online)
		5. Questionnaire about measles-rubella vaccination
		6. Health questionnaire
After arrival	Entry/submission at the student life guidance class	7. Physical Examination Certificate
		8. Letter of consent regarding the handling of personal information
		9. Written pledge for entering the dormitory (only for persons who will live in a dormitory)

* The specific dates for submitting the documents and other information will be notified in the enrollment guidelines.

2. Notification of the payment amount

Type of payment/notification	Date of notification	Payment deadline
Admission fee/tuition: Request for payment of admission fee/tuition	June 28, 2024	July 31, 2024

* Admission fee, tuition, dormitory entrance fee, dormitory fee must be paid at once by the deadline. Read the Annex (p. 9) for further information on the Soka University English Medium Programs Fees for One Year.

3. Sending the admission letter and the Certificate of Eligibility (COE)

The electronic version of the Acceptance Letter and the Certificate of Eligibility (COE) will be sent after confirming that the submission of the documents in 1 to 3 and the payment have been completed by the deadline. In principle, successful candidates must obtain a “Student Visa” at the Japanese diplomatic office in the country of domicile before coming to Japan, and enter Japan with a “Student Visa” status of residence.

* In order to obtain a “Student Visa” status of residence, it is necessary to apply for a Certificate of Eligibility. Persons who already have a “Long Term Resident” or “Dependent” status of residence are not required to perform any particular procedures. Also, Japanese citizens with dual citizenship

coming to Japan on a Japanese passport are not required to perform any particular procedures.

12. SUBMISSION OF APPLICATION AND INQUIRIES

International Affairs Office Admissions Section
Soka University
1-236 Tangi-machi Hachioji City, Tokyo 192-8577 JAPAN
Telephone: +81-42-691-8230
Fax: +81-42-691-9456
E-mail: welcome@soka.ac.jp

Soka University English Medium Programs Fees for One Year

Economics SUCCEED	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
Business Administration GPET	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	950,000JPY	712,500JPY	475,000JPY	0JPY
Law PHR	<u>Total</u>	1,150,000JPY	912,500JPY	675,000JPY	200,000JPY

Letters AKADEMIA	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	970,000JPY	727,500JPY	485,000JPY	0JPY
	<u>Total</u>	<u>1,170,000JPY</u>	<u>927,500JPY</u>	<u>685,000JPY</u>	<u>200,000JPY</u>

International Liberal Arts	Fees	Standard	Quarter Exemption	Half Exemption	Full Exemption
	Admission fee	200,000JPY	200,000JPY	200,000JPY	200,000JPY
	Tuition	1,210,000JPY	907,500JPY	605,000JPY	0JPY
	<u>Total</u>	<u>1,410,000JPY</u>	<u>1,107,500JPY</u>	<u>805,000JPY</u>	<u>200,000JPY</u>

- * Upon enrollment a payment of 19,000 JPY is required as a fee for the Gakuyu-kai Club Association.
- * Payment must be made in a lump-sum for one semester by the deadline.
- * Those willing to enter a dormitory will have to pay the dormitory entrance fee and dormitory fee as well by the deadline.
- * The Admission fee, Registration fee and Gakuyu-kai Club Association fee cannot be exempted.
- * From year 2, tuition fees, excluding the admission fee, will need to be paid.
- * Tuition and dormitory fees are subject to change.

Application Flow

- ① Check the application guidelines and prepare the required documents.
- ② Create an account at the web application page.
- ③ Through the web account, choose the program you want to apply for, fill in its application form and write down the “Statement of Purpose” and the “Study Plan”.
- ④ Confirm the application details and submit. Make the application fee payment.
- ⑤ Upload the required documents to the web application page in PDF or JPEG format.
- ⑥ Send all documents by mail to the International Affairs Office of Soka University.