

Graduate School of Engineering
First-Stage Doctoral Programs
Guide to Application Process for International Students
〈For 2018 September Entry〉

1. Graduate Schools and Majors Accepting International Students

Graduate School	Major	Program	No. of students accepted
Engineering	Information Systems Science	First-stage doctoral	A few
	Bioinformatics		
	Environmental Engineering for Symbiosis		

2. Applicant Eligibility

Applicants should have non-Japanese nationality, and fit one of the descriptions in (1) to (3) below.

- (1) A person who graduated from a university, or a school equivalent to a university, or is due to graduate in August 2018.
- (2) A person who completed 16 years of regular school and university education in a foreign country (whether or not he/she officially "graduated"), or has equivalent educational experience. Alternatively, a person who is due to graduate/complete in August 2018.
- (3) Any other person whom the university's Graduate School Committee recognizes as having academic ability and eligibility for the selection process equivalent to or greater than a university graduate.

Please Note

Before you make your application, ensure that you talk to the faculty member you want to be supervised by about the research and education involved in the first-stage doctoral program. Information relating to individual faculty members' research themes and teaching topics, and to the Graduate School of Engineering in general, is available on the following website.

Graduate School of Engineering admissions website:

<http://t-grad.soka.ac.jp/en/menu/admission/>

3. Application Period

Application Period for Admission Type I:

Applications must arrive between Tuesday, November 28, 2017 and Wednesday, January 10, 2018.

Application Period for Admission Type II:

Applications must arrive between Tuesday, March 13, 2018 and Friday, April 13, 2018.

4. Application Fee

Application fee: **JPY 33,000** (to be paid during the above application period).

Please note: Applicants should pay via the web page using one of the credit cards accepted and send a document confirming payment of the application fee when making their application.

New “Guide to Application Process for International Students” with the URL below will be uploaded on the web page in the middle of August.

URL: https://payment.soka.ac.jp/international/application_fee.php

Credit cards accepted:



5. Application Documents

Category	Application Documents and Points to Note
A	<p><u>Application for Admission</u> (using the form provided by the university)</p> <ul style="list-style-type: none"> • Complete all sections fully, except for those marked with an asterisk. • Attach one passport photo (3 cm x 4 cm; upper body only; bareheaded; no background; taken within three months). • In the academic background section, state all schools attended, their locations, the month and year you transferred to and from each school, etc. If you cannot fit all the information into the relevant section, attach a separate sheet detailing your academic background in full.
B	<p><u>Two Passport Photos</u></p> <ul style="list-style-type: none"> • Passport photos taken within three months; 3 cm x 4 cm; upper body only; bareheaded; no background. Photos may be in color. • Two photos must be submitted in addition to the one attached to the application for admission in A above.
C-1	<p><u>Academic Transcript from Previous University</u></p> <ul style="list-style-type: none"> • Should include results for every year attended.
C-2	<p><u>Academic Transcript from Previous Graduate School (if applicable)</u></p> <ul style="list-style-type: none"> • Submit academic transcript including results for every year of attendance at graduate school after graduating university.
C-3	<p><u>Certificate of Graduation or Certificate of Expected Graduation from Previous University</u></p> <ul style="list-style-type: none"> • Applicants submitting certificates of expected graduation should submit a certificate of graduation promptly once they graduate. (If no certificate is issued, applicants should submit other documentary evidence of course completion.)
C-4	<p><u>Certificate of Completion, Certificate of Expected Completion, or Certificate of Enrollment from Previous Graduate School (if applicable)</u></p> <ul style="list-style-type: none"> • If applicants cannot submit any of the above certificates, they should submit other relevant documentary evidence.
C-5	<p><u>Proof of Degree</u></p> <ul style="list-style-type: none"> • A document verifying your receipt of a degree. If your degree is clearly stated on your certificate of graduation, there is no need to submit additional proof. If you have nothing that verifies your receipt of a bachelor’s degree,

	<p>you should submit a document issued on behalf of the president or another senior representative of your previous university verifying your eligibility for graduate school.</p>
C-6	<p><u>Letters of Recommendation (2 types)</u> (using the form provided by the university)</p> <ul style="list-style-type: none"> • One letter should be written personally by the president, dean, or supervisor in your final high school (letters from teachers at Japanese language schools are not accepted). Your second recommendation letter may be written by anybody you choose.
C-7	<p><u>Japanese-Language Proficiency Test Certificate</u></p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Applicants who have taken the Japanese-Language Proficiency Test should submit their certificate if applying for the Information Systems Science major or the Bioinformatics major. 2. Applicants for the Environmental Engineering for Symbiosis major should submit a certificate verifying English or Japanese proficiency.
C-8	<p><u>Certificate of English Language Proficiency</u></p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Applicants who have taken tests such as ACT, SAT, GCE, TOEFL or TOEIC should submit their certificate(s) if applying for the Information Systems Science major and the Bioinformatics major. 2. Applicants for the Environmental Engineering for Symbiosis major should submit a certificate verifying English or Japanese proficiency.
C-9	<p><u>Mathematics Test Results</u> (applicants for the Information Systems Science major only)</p> <p>You should submit your mathematics test results if there is a standardized examination in your country used for university admission or eligibility for university entrance. Submission is not required for applicants without such test results.</p>
D	<p><u>Soka University Research Plan</u> (using the form provided by the university)</p> <ul style="list-style-type: none"> • You should provide your name (as you usually write it, and in Japanese <i>katakana</i> characters), and specify the graduate school and major for which you are applying. • Write your research plan in either Japanese or English (it may be typed, rather than handwritten). • Describe reason for applying, title of theses (with the name of supervisor), purpose of research, and research plan.
E	<p><u>Summary of Graduation Thesis</u></p> <p>If you have a summary of your graduation thesis in Japanese or English, you should submit it.</p>
F	<p><u>Supervisor's Approval</u> (using the form provided by the university)</p> <p>Before you make your application, talk to the faculty member you want to supervise you about the research and education involved in the first-stage doctoral program, and ensure that you obtain the faculty member's signature on the appropriate form. You can print scanned data of the signed form and submit it.</p> <p>Note: Applicants for the Information Systems Science major should ensure that they make contact by Skype or similar means.</p>

G	<p><u>Statement of Financial Eligibility</u> (using the form provided by the university) Verify that your tuition fees and living expenses during your time at graduate school can be paid by attaching a document (e.g., a bank statement) to the university's pre-printed sheet, and submitting it. Note: For further details, refer to the section below entitled Payment of Expenses.</p>
H	<p><u>Preferences Regarding Acceptance Notice and Mailing Address</u> (using the form provided by the university) The address you provide will be used when mailing your acceptance notice and other documents, so ensure that you state an address and name that will enable you to receive the relevant mail.</p>
I	<p><u>Proof of Application Fee Payment</u> After completing payment of the application fee by credit card via the university's website, submit a print-out of the payment confirmation web page, or of the subsequent confirmation e-mail.</p>

6. Points to Note When Applying

- (1) All documents must be in either Japanese or English.
- (2) Ensure that you attach a Japanese or English translation if any of the certificates or other documents you submit include languages other than Japanese or English.
- (3) The content of application documents cannot be amended after they are received by the university.
- (4) You may apply for only one major at a time; applications for more than one major are not permitted.
- (5) Once application documents and application fees are received by the university they cannot be returned for any reason whatsoever.
- (6) If your application documents are found to contain any false statements, your acceptance and admission to the university may be revoked.
- (7) Application documents that are incomplete or submitted after the due date will not be included in the applicant selection process.

Payment of Expenses

As a statement of financial eligibility, the person paying expenses should complete and sign the form provided by the university, and a supporting document should be attached according to the requirements below.

- (1) If the applicant him/herself will pay expenses
 - A bank account statement in the applicant's own name (showing a balance of JPY 1.5 million or more)
- (2) If a relative will pay by sending money from the applicant's home country
 - A bank account statement in the name of the person sending money (showing a balance of JPY 1.5 million or more)
 - Documentary proof of employment
 - Documentary proof of annual income
 - Document verifying relationship with applicant (e.g., a copy of the family register, a certificate of residence, a notarized statement of kinship, etc.)

- (3) If a scholarship will be used to pay
- Documentary proof of scholarship payment specifying the amount to be paid, the period of payment, and the organization paying
(The allowance shown should amount to approximately JPY 1.5 million per year in total)
- (4) If a Japanese resident will pay
- A tax document stating gross income (e.g., a photocopy of an income tax return counterfoil (*kakutei shinkoku hikae no utsushi*), a certificate of tax deducted at source (*gensenchoshuhyo*))
 - Documentary proof of employment (self-employed persons should provide a photocopy of the company registration (*tokibotohon no utsushi*), an operating license (*eigyo kyokasho*), or similar document)
 - Certificate of residence (*juminhyo*)
 - If the Japanese resident is an acquaintance or friend, provide evidence of his/her relationship to the applicant (e.g., a photograph in which he/she appears with the applicant)

*If the applicant is applying for Academic Fee Exemption simultaneously, financial capability will be reviewed. In that case, submission of the balance statement is accepted even if the amount is below 1,500,000 JPY.

7. Selection Method

Graduate School	Major	Selection Method
Engineering	Information Systems Science Bioinformatics Environmental Engineering for Symbiosis	Document screening

8. Announcement of Admissions

Admission Type I:

Friday, February 16, 2018; 11:00 a.m. Japan Standard Time

Admission Type II:

May, 2018 *To be announced in end of November 2017

One of the following three admissions results will be notified by e-mail to each applicant:

- (1) Admission approved Admission to graduate school from the following September 2017 approved.
- (2) Admission declined Screening indicated that the applicant does not meet the criteria for admission.
- (3) Ineligible to apply The applicant was deemed ineligible for admission to graduate school.

Notes:

1. The university will send an acceptance notice and related documents to applicants whose admission is approved.
2. The university will not reply to any inquiries relating to the results of the screening process received by telephone or postal mail.

9. Procedure for Payment of Fees

Applicants approved for admission should complete the admissions procedure and pay admission and tuition fees, etc., within the time limits prescribed below. The university will provide further written details when announcing admissions.

(1) Payment of Admission Fee

Admission fee: JPY 246,000

Those admitted in Admission Type I:

Monday, February 19 to Monday, February 26, 2018

Those admitted in Admission Type II:

To be announced in end of November 2017

(2) Payment of Semester Tuition and Other Tuition Fees

Annual tuition, etc: JPY 428,930

Those admitted in Admission Type I and Admission Type II

To be announced in end of November 2017

Tuition Fees for 2017 Academic Year Fall Semester (for reference only)

Fee category	During (1) or (2) above	Timing of payment
Admission fee	JPY 246,000	During (1) above
Annual tuition	JPY 300,000	During (2) above
Facilities and maintenance fee	JPY 72,500	
Laboratory fee	JPY 50,000	
Health expenditure	JPY 4,000	
Personal Accident Insurance for Students Pursuing Education and Research	JPY 2,430	
Total	JPY 674,930	

Please note: The admission fee is JPY 123,000 for Soka University graduates and those who completed the Japan Studies Center program, graduated from the Division of Correspondence Education, or completed an advanced information systems technology course at Soka University.

(3) Points to Note

- (1) If you do not complete the necessary procedures for payment during the time limits stipulated above, the university will revoke its approval of your admission.
- (2) The amounts of Annual tuition, Facilities and maintenance fee, Laboratory fee and Health expenditure are for one semester. Tuition fees for a whole year is twice the amounts above.
- (3) If you decide not to enter the university for personal reasons following completion of the admissions procedure, the university will return to you the annual tuition, etc., excluding the admission fee. However, this applies only if you notify the university by the day before your entrance ceremony.

10. Other Matters

(1) Applying for a Certificate of Eligibility for Residence Status and Obtaining a Visa

In principle, non-Japanese applicants need to obtain student residence status once their admission to the university has been approved. After acceptance to the university, prospective students need to complete the procedures to acquire residence status, enter, and reside in Japan.

- Application by the university on your behalf

The university will apply for a Certificate of Eligibility on your behalf. Please submit the Checklist for Certificate of Eligibility Application (using the form provided by the university) during the admissions procedure. Be aware that the university will not apply for a Certificate of Eligibility for you if you do not submit this checklist.

- Certificates of Eligibility are approved by the Ministry of Justice, and the university cannot assume any responsibility in situations where approval is denied.
- Even if the university applies on your behalf, the Ministry of Justice may require you to submit certificates or other documents as necessary.

(2) Scholarships for International Students

Academic Fee Exemption

At Soka, international students are granted full exemption from academic fees (not including the admission fee or insurance fees). Applicants who wish to receive exemption shall apply for the Exemption. Submit the Soka University International Student Application for Academic Fee Exemption and attach official documents issued by public agencies stating the household income and income tax information for the most recent 1 year (*1).

*1: “Most recent 1 year” refers to 2016 (January to December) for Admission Phase I, and 2017 (January to December) for Admission Phase II.

* In principle, household income refers to those of the father and mother or an individual other than a parent if that supporter is primarily financing the household.

- Scholarship application results will be notified jointly with admission decisions to granted applicants only.
- After enrollment, a review of exemption for the subsequent academic year will be conducted yearly. Depending on the grades, exemption may not be granted for the subsequent year.
- Academic Fee Exemption can be granted for the duration of the standard term (2 years) at most.

Application Documents

J	Application for Academic Fee Exemption
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Scholarship

Soka grants scholarship of 60,000 JPY to international students enrolled in graduate school. Application procedures will be explained after enrollment at the briefing session for International Students Scholarship.

*In principle, if a student is receiving scholarship from elsewhere, scholarship from Soka would not be granted.

Address for sending applications and contact for inquiries:

Office of Faculty of Science and Engineering,

Graduate School International Student Admissions Section,

Soka University, 1-236 Tangi-machi, Hachioji-shi, Tokyo 192-8577

Tel: +81-42-691-4118 Fax: +81-42-691-9311

<http://t-grad.soka.ac.jp/en/foot/footmenu05/>