

Sophia University German- Japanese Exchange Program

Guide for Online Application Portal for Students

IMPORTANT

Log-in account, password and URL for online application portal will be sent to each student via email once the online nomination is completed by the home university.

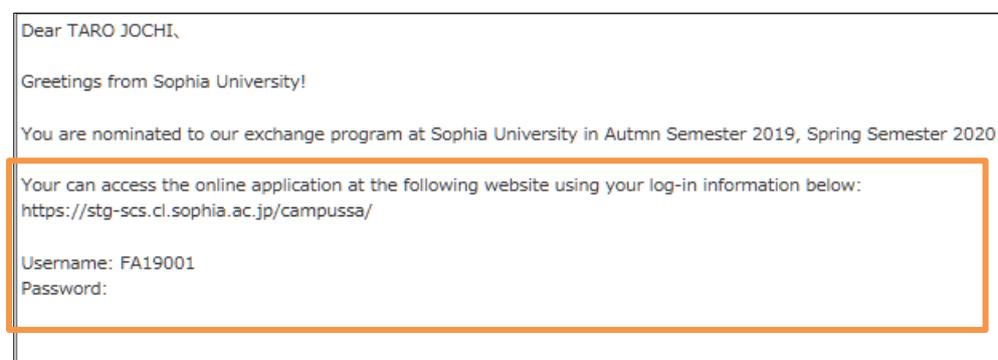
Please refer to the following web page for FAQ for application (the page will be updated).

http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/application_faqs.html

After receiving the email, please complete online application following the instructions below.

Step 0: Receiving an Email for Online Application

After the nomination from your home university is received, online application instructions and log-in information will be sent to you.



Step 1: Log-in

Go to the designated URL and log-in with ID and password.



上智大学
SOPHIA UNIVERSITY



Username:

Password:

LOGIN

This system is designed to work with the following browsers:

- Internet Explorer 8.0 or above
- Mozilla Firefox
- Safari
- Google Chrome

After logging-in, the page will show your current application status.

Study Abroad Progress Basic Information

Study Abroad Progress

Hello!
Check the progress of your study abroad at SOPHIA below:

Before you start your application, please read all the application information on our web page [here](#).

Pre-Departure

Submit Online Application :	Incomplete (Deadline: 2019/04/10)
Submit Required Documents : 日本語は こちら	Incomplete (Deadline: 2019/04/10)
	Application form Incomplete 参照... ファイルが選択されていません。 Upload
	Letter of academic recommendation Incomplete 参照... ファイルが選択されていません。 Upload
	Official academic transcript(s) Incomplete 参照... ファイルが選択されていません。 Upload
	List of Courses Currently Enrolled Incomplete 参照... ファイルが選択されていません。 Upload
	TOEFL/ IELTS(Academic)/ TOEIC test report Incomplete 参照... ファイルが選択されていません。 Upload
	JLPT N1 test report Incomplete 参照... ファイルが選択されていません。 Upload
	Certificate of Health Incomplete 参照... ファイルが選択されていません。 Upload
	Digital color photographs (length 4cm x width 3cm *exact size) Incomplete 参照... ファイルが選択されていません。 Upload
	Photo copy of your passport Incomplete 参照... ファイルが選択されていません。 Upload
for GPGS (Graduate Program in Global Studies) applicants; Essay explaining motivation and academic background for GPGS courses Incomplete 参照... ファイルが選択されていません。 Upload	
Others (Optional) Incomplete 1. 参照... ファイルが選択されていません。 2. 参照... ファイルが選択されていません。 3. 参照... ファイルが選択されていません。 4. 参照... ファイルが選択されていません。 5. 参照... ファイルが選択されていません。 Upload	
Submit Immigration Information : Upload CoE Application form (excel file)	Incomplete (Deadline: 2019/04/10) 参照... ファイルが選択されていません。 Upload
Submit Housing Application :	Incomplete (Deadline: 2019/04/10)
Acceptance :	Pending screening results
Arrival Form :	Not Available (Deadline: 2019/08/18) (Available after: 2019/07/26)

If you would like to change your password, please click “Basic Information.”

Sophia University

Study Abroad Progress **Basic Information**

Basic Information

PERSONAL INFORMATION

Name (EN)	※Nomination
Period of Study Abroad	Autmn Semester 2019 Spring Semester 2020
ID	FA19001
Current Password	<input type="password"/>
New Password	<input type="password"/>
New Password (Confirm)	<input type="password"/>

Please do not forget your password!!

Step 2: Complete Application Information

Click “Online Application” on the “Study Abroad Progress.”

Study Abroad Progress **Basic Information**

Study Abroad Progress

Hello!
Check the progress of your study abroad at SOPHIA below:

Before you start your application, please read all the application information on our web page [here](#).

Pre-Departure

Submit **Online Application** :

Incomplete (Deadline: 2019/04/10)

Incomplete (Deadline: 2019/04/10)	
Application form	Incomplete 参照... ファイルが選択されていません。 Upload
Letter of academic recommendation	Incomplete 参照... ファイルが選択されていません。 Upload
Official academic transcript(s)	Incomplete 参照... ファイルが選択されていません。 Upload

There are 8 pages in total. Please fill in all the required information.

On Page 5, you also need to choose courses you wish to take at Sophia. Please read the instructions carefully and fill in the course code and title. You can search for course details using the syllabus inquiry. Please refer to the instructions in the “GJP Application Guideline” as well as “Course List” (see “German-Japanese Exchange Program” under “Documents” section in the online portal).

Information at the time of application: The courses offered in the previous year may not be offered in the semester you will be attending, but are fixed during course registration period after arriving at Sophia, so you need not to worry about that.

Autumn Semester 2022 Syllabus Inquiry シラバス検索

Course Code Course Title

AANT3020 * HUMAN ECOLOGY: RIVERS 1 *

FGS71500 Intercultural Communication 2

Syllabus inquiry [LOYOLA] - Google Chrome

scs.cl.sophia.ac.jp/campusweb/campusquare.do?_flowExecutionKey=_c7075D612-EAE3-F7DA-4B93-D9C4A0617BE0_k...

Syllabus inquiry / Search Results

Shows search results from 1 results of 100 results (total of 178 results)

Search results : << previous page 2 next page >>

No.	Semester	Term Offered	Date/Time	Registration Code	Course Title	Instructor	Inq
1	SPRING	SPRING	Mon1	AANT3020	HUMAN ECOLOGY: RIVERS 1		Inq
2	SPRING	SPRING	Mon1, Thu1	AANT3100	RESEARCH METHODS IN ANTHROPOLOGY		Inq
3	SPRING	SPRING	Mon1, Thu1	AANT4610	SEMINAR IN ART HISTORY 1		Inq
4	SPRING	SPRING	Mon1, Thu1	AENG111A	ENGLISH COMPOSITION 1		Inq
5	SPRING	SPRING	Mon1, Thu1	AGEO2020	GEOGRAPHY		Inq

On the page 8, please check the document to be submitted, and click “Confirm and Print”.

8. APPLICATION CHECKLIST

*This question requires an answer.

Page1>	Page2>	Page3>	Page4>	Page5>	Page6>	Page7>	Page8>	Confirm>	Submit
--------	--------	--------	--------	--------	--------	--------	--------	----------	--------

Status: Corrections Required (Please make the required corrections as informed by email and resubmit)

Spring Semester 2024 Exchange Program Application Check List*

Documents to be submitted

- *Application form (downloaded after completing online application form via portal)
- Letter of academic recommendation (Form provided)
- *Official academic transcript(s)
- List of Courses Currently Enrolled (if not listed on the transcript)
- TOEFL / IELTS(Academic) / TOEIC official test report
(for ALL applicants from non-English-speaking institutions applying for English-taught program)
- JLPT official test report (only for applicants applying for Japanese taught program)
- *Certificate of Health (form provided)
- *Digital color photo (length 4cm × width 3cm, white background)
- *Photocopy of passport
- Essay explaining motivation and academic background for GPGS courses
(only for applicants applying for the Graduate Program in Global Studies)
- Application for Certificate of Eligibility (CoE)
- *Housing Application

When you click "Confirm & Print" or "Previous Page" the information you entered into this form will be saved automatically.

< Previous Page Save **Confirm & Print >**

On the confirmation page, you can preview the information you have filled in. Please agree to the articles of pledge and the processing of personal data.

I. Pledge 誓約

I have carefully read and agree to the following articles and hereby state my wish to participate in the Sophia Exchange Program. I promise to follow the laws and regulations of Japan as well as the instructions from Sophia University, be cooperative with other participants, and to work hard until the completion of the Program. I will be responsible for my conducts and will not withdraw from the Program. In case of any violation on the matters stated in the Pledge, I understand that Sophia University has the right to cancel my participation in the program, and agree to fully comply with the decision made by Sophia University without any complaints.

私は、下記の誓約事項について熟読し同意した上で上智大学の交換留学プログラムへの参加を希望します。参加する際には、期間終了まで勉学に精励することを誓約し、他の参加者に迷惑をかけることは慎むとともに日本の法令および上智大学の規則を遵守したうえで責任を持って行動します。なお、誓約事項に反したことにより、留学資格が取り消された場合であっても、異議を申し立てないことに合意します。

II. Consent to the Processing of Personal Data 個人データの取扱いに関する同意

Sophia University shall process Personal Data in compliance with the laws and regulations of Japan pertaining to the protection of personal information and the EU General Data Protection Regulation (GDPR; Regulation (EU) 2016/679).

After reading the "Sophia School Corporation Privacy Policy" (for International Students)

(http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/privacypolicy.html), if you consent to the processing of your Personal Data by the University, kindly check the box below.

本学は、留学のために提出書類等に記載された個人データの取扱いについて、個人情報の保護に関する日本国の法令、EU一般データ保護規則第2016/679号（General Data Protection Regulation：GDPR）等を守り取り扱います。

「上智学院プライバシーポリシー（留学生対象）」

(http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/privacypolicy.html) の内容を確認した上で、本学による個人データの取扱いに同意される場合は、以下のボックスにチェックを入れてください。

I hereby promise about the articles of Pledge (I). Also, I confirm that I have read above policy (II), understood it fully, and consent to the processing of my Personal Data.

1の内容について誓約します。また、上記のポリシー（II）のすべてをよく読み、完全に理解したうえで、個人情報の取扱いについて同意します。

When you click "Print", a PDF file "OnlineApplication.pdf" is created. You can open and save the file. Please upload the PDF file through the portal together with other required documents.

Printをクリックすると、OnlineApplication.pdfというPDFファイルが生成されます。このフォームを他の必要書類と一緒にポータル上でアップロードしてください。



When you click "Print," a file named "OnlineApplication.pdf" (2 pages) is downloaded in PDF, which must be submitted through the application portal together with other required documents.

Semester(s) 学期期間		Autumn Semester 2019	
Program プログラム		English-Taught Program 英語授入	
Department / Graduate Program 学部・専攻		Undergraduate 学部	DEPARTMENT OF LIBERAL ARTS
Name in Alphabet アルファベット氏名	MAKI	Last 姓	HAYASAKA
Name in Katakana カタカナ氏名		First 名	
Sex 性別	F	Birth Date 生年月日	2000/12/03
Country of Citizenship 国籍	Nationality 1: <input checked="" type="checkbox"/> JAPAN Nationality 2: <input type="checkbox"/>	If you hold dual citizenship, indicate both. Then check the one you would use to enter Japan. If you hold dual citizenship including Japan, you must use Japanese nationality.	
Birth Place 出生地	Paris	City 市	FRANCE
Home University 出身大学	Seattle University	Major 専攻	test
Expected Graduation 卒業見込年月	2021 08	Degree to be awarded 取得見込学位	Bachelor
Health Conditions 病状・身体状況			
Japanese Language Study Background 日本語学習経歴	Yes		
List of Courses You Expect to Take at Sophia 上智大学へ履修を希望する科目を列挙して下さい。			
Autumn Semester 2019			
Course Code	Course Title	Course Code	Course Title
test	test		

Academic Purpose Essay エッセイ	
test	
Character カウント 4	
Promise 誓約	
私は、到着直後の誓約書について熟読し、同意の上で上智大学の交換留学プログラムの参加を希望します。参加する際には、期間終了まで滞日に滞留することを禁ず、他の参加者と共同滞在することを含む上智大学の規則を遵守し、上智大学の設備を適切に使用し、責任を持って行動します。また、誓約書に記述したことは、留学開始が取り消された場合であっても、異議を申し立てないことと存じます。また、上智大学がインターネット上で提供する「個人情報保護方針」(http://www.sophia.ac.jp/eng/admission/exchangeprograms/application_info/privacypolicy.html)の内容をよく読み、完全に理解したうえで、個人情報の提供について同意します。	
I have carefully read and agree to the articles on the separately provided pledge, and hereby state my wish to participate in the Sophia Exchange Program. I promise to follow the laws and regulations of Japan as well as the instructions from Sophia University, be cooperative with other participants, and to work hard until the completion of the Program. I will be responsible for my conducts and will not withdraw from the Program. In case of any violation on the matters stated in the Pledge, I understand that Sophia University has the right to cancel my participation in the program, and agree to fully comply with the decision made by Sophia University, without any complaint. Also, I confirm that I have read the "Sophia School Corporation Privacy Policy (for International Students)" (http://www.sophia.ac.jp/eng/admission/exchangeprograms/application_info/privacypolicy.html), understood it fully, and consent to the processing of my Personal Data.	
Applicant's name 志願者名	MAKI HAYASAKA
Date 日付(年/月/日)	2022/01/31

To complete the online application form, click "Submit".



DO NOT FORGET TO CLICK "SUBMIT!!"

You can download the application form in pdf after submission from the top page "Study Abroad Progress." If you would like to review the submitted application information or download the application form, please click the "Online Application."

Study Abroad Progress

Hello!
Check the progress of your study abroad at SOPHIA below:

Before you start your application, please read all the application information on our web page [here](#).

Pre-Departure

Submit Online Application :	Complete (2021/07/29)				
	Incomplete (Deadline: 2019/04/10)				
	<table border="1"> <tr> <td>Application form</td> <td>Incomplete</td> </tr> <tr> <td></td> <td>参照... ファイルが選択されていません。 Upload</td> </tr> </table>	Application form	Incomplete		参照... ファイルが選択されていません。 Upload
Application form	Incomplete				
	参照... ファイルが選択されていません。 Upload				

Step 3: Upload Application Documents

Download the provided form for application documents (Certificate of Health and Certificate of Eligibility (CoE) application form from “Documents” and complete the documents.

Documents

00_Details about Application Materials.pdf	
01_Recommendation Letter Form.pdf	
01_Recommendation Letter Form.xlsx	
02_Certificate of Health.pdf	
CoE_Application_Form_Spring2019.xlsx	
(Sample)CoE_Application_Form_Spring2019.xlsx	
Calendar&Arrival Spring 2019.pdf	

Upload the completed documents to “Submit Required Documents”.

For the list of documents to be submitted, please refer “23S_00.GJP Application Guideline; Details about Application Materials_23”.

Pre-Departure

Submit [Online Application](#) :

Complete (2021/07/29)

Incomplete (Deadline: 2019/04/10)

Application form	Incomplete 参照... ファイルが選択されていません	Upload
Letter of academic recommendation	Incomplete 参照... ファイルが選択されていません	Upload
Official academic transcript(s)	Incomplete 参照... ファイルが選択されていません	Upload
List of Courses Currently Enrolled	Incomplete 参照... ファイルが選択されていません	Upload
TOEFL/ IELTS(Academic)/ TOEIC test report	Incomplete 参照... ファイルが選択されていません	Upload
JLPT N1 test report	Incomplete 参照... ファイルが選択されていません	Upload
Certificate of Health	Incomplete 参照... ファイルが選択されていません	Upload
Digital color photographs (length 4cm × width 3cm *exact size)	Incomplete 参照... ファイルが選択されていません	Upload
Photo copy of your passport	Incomplete 参照... ファイルが選択されていません	Upload
for GPGS (Graduate Program in Global Studies) applicants; Essay explaining motivation and academic background for GPGS courses	Incomplete 参照... ファイルが選択されていません	Upload

Submit [Required Documents](#) :
日本語は[こちら](#)

After choosing the documents, click “upload”

Step 4: Housing Application

Notes: Housing allocation works on first-come-first-served basis.

Click the “Housing Application.”

Submit [Housing Application](#) :

Incomplete (Deadline: 2019/04/10)

If you have chosen “Sophia Associated Housings,” please number the housings in the order of your preference on the second page.

 Housing Application Form

Sophia University
Autmn Semester 2019 - Spring Semester 2020
Housing Application Form

*This question requires an answer.

Page1> Page2> Confirm> Submit

Status: Incomplete (Your application has not been submitted yet)

We will not use the personal information on the housing application for other purposes.

HOUSING ARRANGEMENTS 宿舎申込*

Housing List for Sophia and Self Arrangement (上智大学の寮と自己手配の宿舎一覧) :
https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/Housing_List/index.html

SOPHIA Associated Housings 上智大学の寮
 SELF Arrangement 自己手配

Page1> Page2> Confirm> Submit

Status: Incomplete (Your application has not been submitted yet)

We will not use the personal information on the housing application for other purposes.

HOUSING PREFERENCE 宿舎希望

Read housing information carefully from the link below before ranking selection. Only rank housing options that you are willing to enter if once assigned. Housing allocation works on first come, first served basis. Those who cannot be placed to any of the housing options below should look for housing by your own. *The availabilities are quite limited. We are strongly advised to choose 2 or more housings to assure their housing arrangement.
下記リンクより宿舎案内をよく読んで、入居希望宿舎の希望順位を記して下さい。配置された場合必ず入居する宿舎のみお選びください。宿舎配置は先着順で行います。配置されない場合はご自分で手配する必要があります。*入居可能人数が限られていますので、少なくとも2つ以上の希望をつけることをお勧めします。
Housing List (宿舎一覧) : https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/index.html

(WOMEN)

<input type="text" value="3"/>	SOPHIA SOSHIGAYA INTERNATIONAL HOUSE 相師谷国際交流会館
<input type="text" value="4"/>	SOPHIA-ARRUPE INTERNATIONAL RESIDENCE 上智大学アルペ国際学生寮
<input type="text"/>	SOCIAL RESIDENCE HIGASHI-KOGANEI ソーシャルレジデンス東小金井
<input type="text"/>	KASAI INTERNATIONAL HOUSE 葛西インターナショナルハウス
<input type="text" value="1"/>	AZALEA HOUSE アゼリアハウス
<input type="text"/>	DK HOUSE TOKYO NERIMA DKハウス 東京・練馬
<input type="text" value="2"/>	DK HOUSE SHINKOIWA DKハウス 新小岩
<input type="text" value="5"/>	DK HOUSE MATSUO DKハウス松戸

Step 5: Sending E-mail

<<IMPORTANT!!>>

After uploading all the required application documents through portal, applicants **must send an email to our office, "inbound-co@sophia.ac.jp" with the title "Application for Exchange Program (Home Institution/ Your Name) and let us know that you completed online application.**

After receiving the email, we will check all the documents and give feedback for

each student in order to advise about missing information and documents so that they can correct and complete application documents.

Notes: We will not start your application review until your email is received. Please make sure to send the email to us once your application documents are uploaded through portal.

You need not to attach application documents to the email. All document must be uploaded through portal. If you have any documents that you cannot upload through the portal (e.g. a recommendation letter sent directly from your teacher), please let us know.

Step 6: Application Review and Acceptance Notice

We will send confirmation email to home university and/ or students after checking all application materials. If there are any problems or missing information on the documents, we will contact you by email, therefore please check your email box regularly. You can also check the required updates on the online application system.

Pre-Departure	
Submit Online Application :	
Complete (2021/07/29)	
Received. Documents under review.	
Application form	Complete Download
Letter of academic recommendation	Complete Download
Official academic transcript(s)	Incomplete 参照... ファイルが選択されていません Upload

Please give us a reply after receiving our email about missing information or incomplete documents.

After completing all the application materials, your application will be sent to the faculty's review. It will take a few weeks for the review and acceptance notice will be sent to you via email once your application is accepted by the faculty.

After the acceptance notice is sent, a digital acceptance letter and supporting documents (ex. Academic Calendar, Visa instructions) will be available online.

Acceptance : Letter of Acceptance	Screening Complete (2021/07/29)
--	---------------------------------

Documents	
Calendar&Arrival Spring 2020.pdf	Academic schedule and arrival information
Visa Instruction.pdf	Visa Instructions
Course Registration and Obligation.pdf	
FactSheet(Sophia).pdf	Basic Information of Sophia Exchange Program

An Acceptance Package including the official acceptance letter and Certificate of Eligibility (CoE) will be sent to your home university by post mail in the end of July for Autumn entrance or in early February for Spring entrance.

Step 7: Arrival Information

May not be used

After receiving the acceptance package, you can submit arrival information online.

Acceptance : Letter of Acceptance	Screening Complete (2021/07/29)
Submit Arrival Form :	Incomplete (Deadline: 2019/08/18)

Click “Arrival Form” and fill in all the required information.

ARRIVAL INFORMATION 到着情報	
*Arrival Date and Time at the Dormitory Required for those who arranged housing through Sophia and will directly go to the dormitory by your own. Please indicate the arrival DATE and TIME to THE DORMITORY.	
Arrival Date to Japan 到着日*	<input type="text"/>
Arrival Time to Japan 到着時刻* (in JAPAN TIME, e.g. 14:10)	<input type="text"/>
Flight number or Final Flight to Japan フライト番号* e.g. UA837	<input type="text"/>
Flight Number of ALL Connecting Flight(If any) 経由便 e.g. UA755→UA837	<input type="text"/>
Final Depature Airport to Japan 最終出発空港* e.g. San Francisco,SFO	<input type="text"/>
Arrival Airport in Japan 到着空港 Narita/Haneda/Others(Airport Meeting Service is available only at Narita or Haneda Airport.)	<input type="text"/>
Arrival Date to Dormitory 寮到着日	<input type="text"/>

Contact

If you have any questions or problems about the application procedure, please feel free to contact us using the email address below:

Sophia University, Center for Global Education and Discovery

7-1, Kioi-cho, Chiyoda-ku, Tokyo, Japan, 102-8554 Tel: +81-3-3238-3521

Email: inbound-co@sophia.ac.jp