

# Application Guide for Sophia University Exchange Program

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# 1. Gather Information & Decide which Program/Department to Apply for

## 1.1 Check our FACT SHEET

<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/>

All basic information is written in this FACT SHEET.

### 1.1.1 Qualifications and obligation of the Sophia's Exchange Program

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application\\_info/qualification/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/qualification/)

## 1.2 Create Your Study Plan

### 1.2.1 Decide which program / department you apply for and make the "List of Courses You Expect to Take at Sophia"

You must specify the semester and the department/ graduate program for which you are applying for. You can refer to the course information (Bulletin and Syllabus) on the website.

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/course\\_info/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/course_info/)

We recommend you take note of the names of the courses and their registration codes, as you will need to fill out that information in the application form.

Please note that there are restrictions of the course registration, because of exchange students, and as well as depending on which program / department you apply for.

### 1.2.2 Restrictions and regulations of the course registration

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application\\_info/registration/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/registration/)

## 1.3 Check and Prepare Application Documents

Prepare application documents that are required by the program/department of your choice.

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application\\_info/application\\_materials/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/)

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

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application\\_info/application\\_faqs/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_faqs/)

# 2. About Sophia Go Global Portal

Basically, you are expected to submit all of your application documents except COE application documents in Sophia Go Global Portal.

## 2.1 Log-in account, password and URL

Log-in account, password and URL for Sophia Go Global Portal will be sent to each student via email once the online nomination is completed by the home institute.

Dear TARO JOCHI,

Greetings from Sophia University!

You are nominated to our exchange program at Sophia University in Autumn Semester 2019, Spring Semester 2020.

You can access the online application at the following website using your log-in information below:

<https://scs.cl.sophia.ac.jp/campusssa/>

Username: FA19001

Password:

## 2.2 Log-in & Password change

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.

The screenshot shows the 'Study Abroad Progress' page. At the top, there are two tabs: 'Study Abroad Progress' (active) and 'Basic Information'. Below the tabs, a teal banner reads 'Study Abroad Progress'. The main content area says 'Hello! Check the progress of your study abroad at SOPHIA below:'. A grey box contains instructions: 'Before you start your application, please read all the application information on our web page [here](#). Once complete the online application form, applicants are required to submit "online application PDF" and upload their application materials through the portal.'

Below this, there are three progress steps: '1. Application>', '2. Evaluation>', and '3. Acceptance'. The current step is '1. Application>'. The main heading is 'Application Documents Submission / 留学申請書類の提出'. A message states: 'In order to Finalize Application Documents Submission, press the button. After pressing the button, your Application Documents will be locked and sent to the pre-check & faculty review.' A button labeled 'Finalize Application Documents Submission' is visible.

Underneath, it says 'Submit Online Application\* : [Online Application Incomplete \(Deadline: 2023/04/10\)](#)'. A table lists the required documents:

Document Name	Status	Action
Application Form (PDF)*	Incomplete	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Letter of academic recommendation*	Incomplete	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Official academic transcript(s)*	Incomplete	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

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

Please do not forget your password!!

The screenshot shows the 'Basic Information' page. At the top, there are two tabs: 'Study Abroad Progress' and 'Basic Information' (active). Below the tabs, a teal banner reads 'Basic Information'. The main heading is 'PERSONAL INFORMATION'. The form contains the following fields:

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"/>

### 3. Online Application Form and Documents Submission

#### 3.1 Input Procedure

In this application form, you will input basic and important information such as

- Personal Information (Name, Birth Date, Nationality)
- Contact Information (Current and Emergency Contact)
- Current Academic Information
- Academic Background
- Study Plan (Program / Department, List of Courses You Expect to Take at Sophia)
- Other Information
- Personal Statement and Applicant Survey

You may save your current data at any time until you submit an Application Form.

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](#).  
Once complete the online application form, applicants are required to submit "online application PDF" and upload their ap

1.Application> 2.Evaluation> 3.Acceptance

Application Documents Submission / 留学申請書類の提出

In order to Finalize Application Documents Submission, press the button.  
After pressing the button, your Application Documents will be locked and sent to the pre-check 8

Finalize Application Documents Submission

Submit Online Application\*  $+</math> [Online Application Incomplete \(Deadline: 2023/04/10\)](#)$

Application Form (PDF)*	Incomplete Browse... No file selected.
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There are 8 pages in total. Please fill in all the required information.



### 3.2 Input your Study Plan

On Page 5, you will be required to choose a program which you wish to be enrolled at Sophia.

If you wish to take courses (including Japanese language courses) from the Faculty of Liberal Arts, please choose “English-Taught Program,” “Undergraduate,” and “Faculty of Liberal Arts.”

Applicants for German-Japanese Exchange Program, please choose “German-Japanese Exchange Program” and “Undergraduate” / “DEPARTMENT OF GERMAN STUDIES”.

For students from Heinrich Heine University Duesseldorf applying for the Department of German Literature, please choose the DEPARTMENT OF GERMAN LITERATURE here.

On Page 5, you also need to choose courses you wish to take at Sophia. Please read the instructions carefully and fill in the registration code and title. You can search for course details using the syllabus inquiry.

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	AART4610	SEMINAR IN ART HISTORY 1		Inq
4	SPRING	SPRING	Mon1, Thu1	AENG111A	ENGLISH COMPOSITION 1		Inq
5	SPRING	SPRING	Mon1, Thu1	AGEO2020	GEOGRAPHY		Inq

### 3.3 Confirmation and Submit

If you complete other documents, go back to Online Application Form page 8, and click “Confirm and Print”.

#### 8. APPLICATION CHECKLIST

\*This question requires an answer.

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

Status: Not Available

Autumn Semester 2024 Exchange Program Application Check List\*

Documents to be submitted

- \*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)
- \*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同意します。

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](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）等を遵守し取り扱います。「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](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.  
I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。



## 4. Upload Other Application Documents

Upload the completed documents to “Submit Required Documents”.

For the list of documents to be submitted, please refer here.

[https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application\\_info/application\\_materials/](https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/application_info/application_materials/)

Pre-Departure

Submit [Online Application](#) : Complete (2021/07/29)

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

Document Name	Status	Action
Letter of academic recommendation	Incomplete (Deadline: 2019/04/10)	Upload
Official academic transcript(s)	Incomplete	Upload
List of Courses Currently Enrolled	Incomplete	Upload
TOEFL/ IELTS(Academic)/ TOEIC test report	Incomplete	Upload
JLPT N1 test report	Incomplete	Upload
Certificate of Health	Incomplete	Upload
Digital color photographs (length 4cm x width 3cm *exact size)	Incomplete	Upload
Photo copy of your passport	Incomplete	Upload
for GPGS (Graduate)	Incomplete	

After choosing the documents, click “upload”

There are provided form for Some Documents (Recommendation Letter and Certificate of Health) on “Documents” area in Sophia Go Global Portal.

Documents

Application Documents	
<a href="#">24S_00_(for Students) Application Guide_202302.pdf</a>	00_(for Students) Application Guide
<a href="#">24S_01_Recommendation Letter Form20230915.xlsx</a>	24S_01_Recommendation Letter Form20230915
<a href="#">24S_02_Certificate of Health_20230329.docx</a>	24S_02_Certificate of Health_20230329

All documents must be uploaded through portal and please do not attach documents to the email. 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.

Uploaded documents can be replaced UNTIL you click the “Finalize Application Documents Submission”.

## 5. Housing Application

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

Click the “Housing Application.”

Submit <a href="#">Housing Application</a> :	Incomplete (Deadline: 2019/04/10)
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If you have chosen “Sophia Associated Housings,” please number the housings in the order of your preference on the second page.

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) :			
<a href="https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/Housing_List/index.html">https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/Housing_List/index.html</a>			
<input checked="" type="radio"/> SOPHIA Associated Housings 上智大学の寮			
<input type="radio"/> SELF Arrangement 自己手配			

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身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) : <a href="https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/index.html">https://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/index.html</a>	
(WOMEN)	
<input type="text" value="3"/>	SOPHIA SOSHIGAYA INTERNATIONAL HOUSE 祖師谷国際交流会館
<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 MATSUJUDO DKハウス松戸

## 6. Finalize Application Documents Submission

After uploading all the required application documents through portal, applicants must press “Finalize Application Documents Submission” button to let us know that you completed online application.

After pressing the button, your Application Documents will be locked and sent to the pre-check & faculty review.

Notes: We will **NOT** start your application review until you finalize your documents.

## 7. Step 6: Certificate of Eligibility (CoE)

After pressing “Finalize Application Documents Submission” button, you will receive a contact from administrative law firm, which we are entrusted with, regarding the COE (Certificate of Eligibility) within approximately two weeks. Please follow the instructions of them.

Contact: Support Gyoseishoshi Law Firm (サポート行政書士法人) [sophia-u.global@shigyo.co.jp](mailto:sophia-u.global@shigyo.co.jp)

## 8. Step 7: Application Review and Acceptance Notice

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 <a href="#">Online Application</a> :	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 6-8 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 : <a href="#">Letter of Acceptance</a>	Screening Complete (2021/07/29)
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## 9. Step 8: Arrival Information

After receiving the CoE, you can apply VISA and book flight ticket.

Then we will ask you to submit arrival information online.

Acceptance : <a href="#">Letter of Acceptance</a>	Screening Complete (2021/07/29)
Submit <a href="#">Arrival Form</a> :	Incomplete (Deadline: 2019/08/18)

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

ARRIVAL INFORMATION 到着情報

Arrival Date to Japan 到着日\*

Arrival Time to Japan 到着時刻\*  
(in JAPAN TIME, e.g. 14:10)

Flight number of Final Flight to Japan フライト番号\*  
e.g. UA837

Flight Number of ALL Connecting Flight(If any) 経由便  
e.g. UA755→UA837

Final Departure Airport to Japan 最終出発空港\*  
e.g. San Francisco,SFO

Arrival Airport in Japan 到着空港\*  
Narita/Haneda/Others(Airport Meeting Service is available only at  
Narita or Haneda Airport.)

Contact Information in Japan 日本での連絡先

Address 住所

Phone# 電話番号

[Save](#)

## 10. Contact

If you have any questions or problems about the application procedure, please refer to our Web page.

You can also 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](mailto:inbound-co@sophia.ac.jp)