

## Soka University Undergraduate Non-Degree Program Admission Guidelines For April/September 2025 Admission

### About the Program

The Undergraduate Non-Degree Program accepts international students who intend to take specialized courses and general education courses offered in Japanese or English at Soka University.

### 1. ENROLLMENT

Entrance: April or September

Duration: 1 or 2 semesters

\* Soka University uses a two-semester year with a spring semester (April 1 to July 31) and fall semester (September 15 to January 31). Students cannot be enrolled in the Undergraduate Non-Degree Program for more than two semesters.

### 2. ADMISSION CAPACITY

Admission in April: 40 students      Admission in September: 40 students

(The number of students admitted may be less than the numbers stated above.)

### 3. APPLICATION PERIOD

Application period: October 20 (Sun) to November 15, 2024 (Fri) for-enrollment in April 2025 \*Japan time

Notice of results: December 5<sup>th</sup>, 2024 (Thu)

Application period: April 20 (Sun) to May 15, 2025 (Thu) for enrollment in September 2025

Notice of results: May 26<sup>th</sup>, 2025 (Mon)

### 4. SELECTION PROCESS

Selection is made through document screening.

\*Within the screening process, applicants who meet the admissions criteria based on comprehensive evaluation of the submitted documents will be granted admission if the number of applicants does not exceed the capacity.

### 5. ELIGIBILITY

1. An applicant who is or was enrolled in a higher-education institution, such as a university, junior college, or vocational school, outside of Japan.
2. An applicant who gets accepted and enrolls in the university, in principle, must reside in the dormitory and leaving the dormitory early is not permitted. Dormitory fees must be paid in advance at the time of enrollment procedures.
3. An applicant must meet any of the following requirements.  
All certificates of language proficiency must be from examinations taken in principle within two years prior to the application deadline.
  - (1) [For Applicants to Japanese language course (course for studying the Japanese language)]  
Please submit one of the following:
    - “Certificate of Result and Scores of Japanese Language Proficiency Test (JLPT)”
    - Score Report of Japanese Proficiency Test (JPT)
    - Document certifying Japanese language proficiency issued by the school that the applicant is currently enrolled in or has most-recently graduated from.
  - (2) [For Applicants to Undergraduate course in which lectures will be given in Japanese (Japanese medium)]  
Please submit one of the following:
    - “Certificate of Result and Scores of Japanese Language Proficiency Test (JLPT)”
    - Score Report of Japanese Proficiency Test (JPT)
  - (3) [For Applicants to Undergraduate course in which lectures will be given in English (English medium)]  
Please submit one of the following:

- Score Report of TOEFL-iBT
- Test Report Form of IELTS Academic
- Score certificate from a similar English proficiency test that is equivalent to CEFR B2 or higher  
※TOEIC or IELTS General Training score reports will not be acceptable
- Applicants who have received school education in English up to high school in Australia, Canada, Ireland, New Zealand, United Kingdom, or United States are asked to submit a document that proves such education (academic transcript or other documents that indicate the language used).  
※Applicants who have received school education in English up to high school in countries other than those listed above are not eligible under this criterion, and therefore they must submit an English proficiency test score report.

\* Notes

1. An applicant who was enrolled in the Undergraduate Non-Degree Program at Soka University within the past two years is not eligible.
2. An applicant who is currently enrolled in the Undergraduate Non-Degree Program is not eligible to apply for the Bekka Preparatory Japanese Language Program.
3. An applicant who has studied Japanese language at a Japanese language school located in Japan for at least one year by the time of application is not eligible to select the (1) Japanese language course (course for studying the Japanese language) in “5. Courses.”

## 6. COURSES

Non-Degree Program students can enroll in the following undergraduate courses at Soka University. Regarding the courses in (1) and (2) below, students will take a level-classification test conducted after enrolling and will be assigned to classes in which they will aim to pass each level, from N1 to N5. Please ensure that you choose the course that best suits your level from the course list.

- (1) Japanese language course (course for studying the Japanese language)

Select from the Japanese Language & Culture course list.

<https://www.soka.ac.jp/en/academics/japan-studies-center/non-degree/japanese-courses>

\*Students with Japanese proficiency equivalent to or above N5 level of Japanese-Language Proficiency Test or score 315 or above on Japanese Proficiency Test (JPT) are eligible.

- (2) Undergraduate course in which lectures will be given in Japanese (Japanese medium)

Select from the course list. (Check the latest information after enrollment.)

<https://www.soka.ac.jp/en/academics/japan-studies-center/non-degree/undergrad-courses>

\*Students with Japanese proficiency equivalent to or above N2 level of Japanese-Language Proficiency Test or score 600 or above on Japanese Proficiency Test (JPT) are eligible.

- (3) Undergraduate course in which lectures will be given in English (English medium)

Select from the course list. (Check the latest information after enrollment)


<https://www.soka.ac.jp/en/academics/japan-studies-center/non-degree/undergrad-courses>

\* An applicant with an English proficiency of at least 71 on the TOEFL-iBT, an IELTS score of 5.5 or higher, or CEFR level B2 or above, or an applicant who can prove to have received school education in English in Australia, Canada, Ireland, New Zealand, United Kingdom, or United States, is eligible.

## 7. APPLICATION DOCUMENTS

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

Required Documents		Details	Form
①	Application form		Online application
②	Statement of Purpose and Study Plan	Write the “Statement of Purpose and Study Plan” about learning at Soka University in around 1000 characters in Japanese (around 500 words in English)	Online application

②	Photograph	 <p>4cm 3cm</p>	<p>Submit a headshot (4cm x 3 cm) taken within the last three months.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>- no hat, plain background</li> <li>- submit 2 headshots in addition to what has been uploaded via online application.</li> <li>*please write down your name in alphabet on the back.</li> </ul>	<p>Two photographs Must be sent by mail</p>
③	Recommendation Letter (Any format)	<p>The letter should be written by an instructor or the principal of the university, junior college, or vocational school at which the applicant is currently enrolled or has most-recently graduated from (any format is acceptable). No letters of recommendation without the name of the recommender (person who filled out the form), date of preparation, school stamp, or letters of recommendation completed by a person not affiliated to an institution of higher learning will be accepted.</p>		<p>Any format Must be officially sealed and sent with other documents.</p>
④	Certificate of enrollment or graduation	<p>If the applicant is currently enrolled in a university, junior college, or vocational school, submit the certificate of enrollment.</p> <p>If the applicant has graduated from a university, junior college, or vocational school, please submit the original or a notarized copy of the graduation certificate or diploma of the most recent level of instruction.</p> <p>If the applicant graduated from a vocational school, in addition to the graduation certificate, please submit a photocopy of the license or certificate of the qualification acquired.</p> <p>* Applicants from China must include a photocopy of their diploma.</p>		<p>Mail the original after uploading its scanned copy to the web application page</p>
⑤	Academic transcript	<p>Submit the transcript for the currently enrolled-in or the last university, junior college, or vocational school attended. If the applicant left the university, etc., before graduating, or if the applicant is currently enrolled in the university, etc., (including leaves of absence), please also submit a document evidencing the enrollment period (including a certificate of leaving the school or a certificate of leave of absence) and the academic transcript.</p>		<p>Mail the original after uploading its scanned copy to the web application page</p>

⑥	Certificate of language proficiency	<p>All transcripts must be from examinations taken within two years prior to the application deadline.</p> <p>[For Applicants to Japanese language course (course for studying the Japanese language)] Please submit one of the following:</p> <ul style="list-style-type: none"> <li>• Certificate of Result and Scores of Japanese Language Proficiency Test (JLPT)</li> <li>• Score Report of Japanese Proficiency Test (JPT)</li> <li>• Document certifying Japanese language proficiency issued by the school that the applicant is currently enrolled in or has most-recently graduated from.</li> </ul> <p>[For Applicants to Undergraduate course in which lectures will be given in Japanese (Japanese medium)] Please submit one of the following:</p> <ul style="list-style-type: none"> <li>• Certificate of Result and Scores of Japanese Language Proficiency Test (JLPT)</li> <li>• Score Report of Japanese Proficiency Test (JPT)</li> </ul> <p>[For Applicants to Undergraduate course in which lectures will be given in English (English medium)] Please submit one of the following:</p> <ul style="list-style-type: none"> <li>• Score Report of TOEFL-iBT</li> <li>• Test Report Form of IELTS Academic</li> <li>• Score certificate from a similar English proficiency test that is equivalent to CEFR B2 or higher ※TOEIC or IELTS General Training score reports will not be acceptable</li> <li>• An applicant who has received school education in English up to high school in Australia, Canada, Ireland, New Zealand, United Kingdom, or United States are asked to submit a document that proves such education (academic transcript or other documents that indicate the language used). ※An applicant who has received school education in English up to high school in countries other than those listed above are not eligible under this criterion, and therefore they must submit an English proficiency test score report.</li> </ul>	Mail the original after uploading its scanned copy to the web application page
⑦	Application fee payment confirmation	When applying through the Online Application system, proceed with the payment via credit card.	—
⑧	Statement of Financial Eligibility (Designated format) and balance statement	<p>*Submit both the “Statement of Financial Eligibility” and the “bank account balance statement.”</p> <p>The “<b>bank account balance statement</b>” must be issued by a bank confirming the following amounts: 750,000 JY or more if the applicant is for 1 semester 1,500,000 JPY or more if the applicant is for 2 semesters</p> <p>The balance statement must be of the applicant or of the applicant’s relatives. If the account is the relatives’, additionally submit a proof of relationship.</p>	Please download the form available in the website Mail the original after uploading its scanned copy to the web application page

**Be sure to confirm the following details and prepare the required documents.**

1.If there is an error in the application documents or if not all application documents are submitted, the application will not be accepted. Complete the application process through the online application by the application deadline and send all the application documents to International Affairs Office Admission Section by EMS or registered mail. The application procedure will not be complete unless both the online application and the

mailing of documents are complete.

2. Documents are accepted only in Japanese or English. Attach a translation if the documents are in any other languages than in Japanese or English.
3. Soka University Admission team may contact you through the WEB application page, in the “Contact Us” tab. Messages may also be sent from Soka University’s email address no-reply@soka.campus-p.jp so please adjust your settings and register it as a receiver domain.
4. Send the original documents in principle. Only when it’s difficult, the certified copy will be accepted. Submitted documents (high school graduation certificate, transcript, etc.) will not be returned. However, regarding the originals 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 letter specifying which document(s) are to be returned, and also state the address that you would like the documents sent to (along with telephone contact info) (envelope and stamps not required). The documents will be returned after the application results are announced. If an accepted applicant requests the documents be returned, the documents will be returned after the accepted applicant arrives in Japan.
5. 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.
6. Soka University will not notify you of the receipt of the documents. 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. 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.
7. Soka University will not accept any application documents submitted in person
8. 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.
9. 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.
10. If there is a falsification, false statement, plagiarism, etc., in the documents, materials, or information submitted to Soka University at the time of application, such shall be deemed to be a wrongful act, and the results of all entrance examinations at Soka University for the relevant year will be invalid. In that case, the submitted documents, materials, and admission fees will not be returned.

### **SUBMISSION OF APPLICATION:**

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

## **8. APPLICATION FEE**

### **Application Fee Payment Method**

Application Fee: 20,000 JPY

- \* When applying through the Online Application system, please proceed with the Application Fee payment via credit card.
- \* The name on the credit card used for 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 submits the application.
- \* If the payment of the fee cannot be confirmed within the application period or the credit card settlement is cancelled after payment is made, the applicant will lose the application eligibility.
- \* 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 office via the online application page.
- \* Regardless the reason, including failure in the application, the application fee will not be returned.

## 9. CADEMIC FEE

	Enrollment for 1 semester	Enrollment for 2 semesters
Admission fee	50,000 JPY	50,000 JPY
Tuition	250,000 JPY	500,000 JPY
Registration fees	10,000 JPY	20,000 JPY
Total	310,000 JPY	570,000 JPY

\* Academic fee must be paid in full at the time of enrollment procedures. Installment payments are not permitted, even for a two-semester program.

\* The amount is subject to change.

## 10. CONTACT INFORMATION

International Affairs Office Admissions Section

Soka University

1-236 Tangi-machi Hachioji City, Tokyo 192-8577 JAPAN

Telephone: 042-691-8230

Fax: 042-691-9456

E-mail: [welcome@soka.ac.jp](mailto:welcome@soka.ac.jp)