

## 2025 Soka University Undergraduate English Medium Programs 3rd year Transfer Admissions for International Students Policy (Document Screening)

### 1. ENROLLMENT

Entrance: September 2025

Duration: 2 years

Academic calendar: Fall semester (September 15 to January 31) and Spring semester (April 1 to July 31)

### 2. FACULTY, DEPARTMENT, AND ADMISSION CAPACITY

Transfer admissions as 3<sup>rd</sup> year students for International Students are open in the following English Medium Programs departments

Faculty	Department	Admission Capacity
Law	Peace and Human Rights program (PHR)	Few students
Letters	Arts, Knowledge AnD English Major for International Arena (AKADEMIA)	

- Admission in September 2025 (based on the 2023 curriculum)

### 3. ADMISSION PERIOD

Application period: March 15(Sat), 2025 – April 15(Tue), 2025 (must arrive by April 15)

※ Japan standard time

Announcement of results: May 27 (Tue), 2025

### 4. SELECTION PROCESS

Selection is made through document screening, which will judge if transfer as a 3<sup>rd</sup> year student is valid or not.

Screening will be based on the criteria below. Please note that Soka University may request other documents besides those related to application that may be necessary for the screening process.

- The higher education institution attended is equivalent to a university or other higher education institution in Japan or not;
- The grades obtained in university or other higher education institutions, as well as in the previous schools are eligible to allow admission to Soka University or not;
- The credits obtained in university or other higher education institutions are equivalent to the credits offered by Soka University or not.

### 5. ELIGIBILITY

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

- 1) An individual who has completed at least two years of study in a university (including overseas), and can submit a certificate showing the amount of credits obtained or yet to be earned by the time of enrollment (\*1);
- 2) An individual who was graduated or is expected to graduate from a 2-year college or technical school(\*2);
- 3) Among those who graduated from a technical school, an individual who graduated or is expected to graduate from a program recognized by the Japanese Ministry of Education;
- 4) An individual who graduated or is expected to graduate from a vocational college recognized by the Japanese Ministry of Education.

\*1 Based on Soka University standards, candidates must obtain at least 62 credits (1 credit refers to 15 class hours).

\* In the case of foreign universities that issue a diploma before obtaining a bachelor's degree, such as upon completion of the second year, if the period of enrollment is less than two academic years, the applicant's courses have been evaluated, and if the applicant's academic ability is not deemed to be at the same level as that of a regular four-year university, the applicant will be identified as ineligible to apply and their application documents and examination fee will be returned.

\*2 Among those who have received education overseas, candidates must have graduated from high school or completed a minimum of 12-year compulsory education.

## 6. APPLICATION REQUIREMENTS

Applicants must meet the following requirements.

- English proficiency requirements

Applicants must submit their English proficiency score of 71 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.

## 7. REQUIRED DOCUMENTS


1) Web Application Page

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

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

2) Required Documents

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

Required Documents	Detail	Form
1. Application Form (Designated Format)	You can apply for one department only.	Download the form from the Website
2. Statement of Purpose and Study Plan (Designated Format)	Submit the “Statement of Purpose and Study Plan” for the department you are applying to. Please access Soka University webpage and check carefully the details for the department you are applying to in order to prepare your “Statement of Purpose and Study Plan”. <a href="https://www.soka.ac.jp/en/department/department/">https://www.soka.ac.jp/en/department/department/</a>	Download the form from the Website
3. Photograph	Upload a photo (4cm x 3 cm) taken within the last three months.  Note: - Headshot, no hat, plain background - Submit 2 photos together with the documents to be sent. - Please write your name on the backside of the photo.	Mail 2 Originals
4. University (or other higher education institution) certificate of enrollment	Submit the university (or other higher education institution you have been enrolled in) graduation certificate or certificate of enrollment (in case you have not graduated yet). Candidates must be graduated by August 31, 2025.	Mail the original after uploading its scanned copy to the web application page.
5. University (or other higher education institution) transcripts	Submit the university (or other higher education institution) transcript.	Mail the original after uploading its scanned copy to the web application page.

6. Documents that certify the earned credits	Submit documents that show the number of credits you earned from your previous institution. Make sure these documents inform the number of credits necessary for graduation. Submit documents that show the credits and the quantity of class hours of each subject taken.	Mail the original after uploading its scanned copy to the web application page.
7. Recommendation Letter (Designated Format)	The recommendation letter is to be written by a faculty who has taught the applicant in class at university (or other higher education institution you have been enrolled in). Do not upload the recommendation letter to the web application page. The letter must be sealed by the recommender.	Download the form from the Website
8. Certificate of English Proficiency	Refer to item 6. "Application Requirements" for details.	Mail the original after uploading its scanned copy to the web application page.
9. Application Fee	Access the Soka University website and pay the application fee (20,000 JPY) through credit card. Refer to item 8. "Application Fee" for details.	—
10. 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 9. "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.
11. 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 11. "Financial Support System" for details)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page.
12. Application for Designated Country Grant (Designated format)	Applicants who wish to be considered for Designated Country Grant must read the guidelines for "Soka University Undergraduate International Student Designated Country Grant" and submit the application form, along with the necessary documents. (Refer to item 10. "Financial Support System" for details)	Download the form from the Website. Mail the original after uploading its scanned copy to the web application page.

### 3) Notes on submitting the application 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.
2. Required documents differ by department. Carefully read the "List of Required Documents" in the table before applying.
3. All documents must be written in English. If any of the documents are submitted in another language, be sure to attach an English translation.
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 original copies of certificates that cannot be reissued (e.g. graduation diploma), if you want to have such documents returned, please enclose a letter specifying which document(s) are to be returned together with an additional copy and state the address that you would like the documents sent to (along with the telephone contact info) (envelope and stamps not required). In principle, the documents will be returned by late January. 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 take any responsibility for documents that went missing during shipping,

- therefore please send the documents via EMS or other registered express mail. Do not enclose any unnecessary documents.
6. After uploading the set of application forms to the WEB application page, send them by simple registered mail or using an international courier service to Soka University 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 EMS.
  7. 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.
  8. Complete the Online Application and submit the application documents by the deadline. In case you miss one of these, your application will not be considered as completed.
  9. 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 [non-reply@soka.campus-p.jp](mailto:non-reply@soka.campus-p.jp) so please adjust your settings and register it as a receiver domain.
  10. Soka University will not accept any application documents submitted in person
  11. 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.
  12. 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.
  13. 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 – 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

## **8. APPLICATION FEE**

### **Application Fee Payment Method**

Application Fee: 20,000 JPY

- \* Please proceed with the Application Fee payment via credit card following the steps on the Online Application System.
- \* 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 an applicant wishes to make a payment by bank transfer, contact the office via the online application page.
- \* Regardless of the reason, including failure in the application, the application fee will not be returned.

## **9. STATEMENT OF FINANCIAL ELIGIBILITY**

The statement is to be signed by the financial supporter. Attach the documents below as evidence of financial support. These documents will also be used to apply for the applicants’ Certificate of Eligibility issued by the Immigration Bureau, so please read the instructions carefully.

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\*)

**If funded by a family member outside of Japan**

- Original bank statement of the sponsor (statement over a certain amount\*)
- Proof of employment (including the period of employment and position held, if it is self-owned business, submit an official document such as the copy of corporate registration or operating license)
- Sponsor's income certificate (January to December 2024 or the most recent one-year period available)
- A document that certifies the sponsor's relationship with 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

**Note:** Applicants submitting their application for the academic fee exemption (please refer to item 10. "Financial Support System") along with their undergraduate application will be screened of their financial eligibility at the same time. 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.

	Law and Letters
Applying for Academic Fee Exemption	Approx. 1,200,000 JPY
Not applying for Academic Fee Exemption	Approx. 1,700,000 JPY

## 10. FINANCIAL SUPPORT SYSTEM

The university offers the following two kinds of financial support.

\*The financial support system changes as of AY2025.

### (1) Soka University Academic Fee Exemption Scholarship for International Students (Applied as of AY2025)

By the time of the application to the International Students Admission, applicants can also apply for the tuition fee exemption scholarship.

**• Required documents :**

- Application form for Academic Fee Exemption Scholarship
- Proof of household income referred to January to December 2024 (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 2024, 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.

※If the applicant is unable to provide documents to prove the household income, they will not be eligible to apply for 'Soka University Academic Fee Exemption Scholarship for International Students.'

The results of the academic free exemption scholarship will be notified simultaneously with the admission announcement.

The conditions and ratio of academic free exemption are as follows.

Household annual income criteria	Exemption ratio
Below 8,000,000 JPY	50% exemption
8,000,000 JPY or more	No exemption

- After enrollment, it requires to apply for every year. If the recipient's cumulative GPA is below 2.0 or does not earn at least 15 credits per semester, the exemption will not be granted for the subsequent year.
- Appendix (p. 8) shows the fees required for year one of students granted academic fee exemption.

## (2) Soka University Undergraduate International Student Designated Country Grant (Applied as of AY2025)

By the time of the application to the International Students Admission, applicants can also apply for the "Soka University Undergraduate International Student Designated Country Grant" As for the application procedure, read the guidelines for "Soka University Undergraduate International Student Designated Country Grant" on the application guidelines page and send the required documents with application documents to Soka University. For the procedures after entering the university, it is explained in a scholarship guidance for international students.

Designated countries and territories are as below.

Korea, Brazil, Malaysia, Singapore, Hong Kong, Cambodia, Laos, Myanmar, Vietnam, Indonesia, Bangladesh, Nepal, Sri Lanka, Mongol, Uzbekistan, Kirghiz, Kazakhstan, Tajikistan, African countries set by the foreign ministry

Payment period	Payment amount
At the university entry	200,000 JPY (one time per person)
After enrollment	Yearly 300,000 JPY (Max 4times per person)

<Notes>

- If the student engages in an inappropriate act or behavior that may impair the reputation of Soka University, the scholarship may be withdrawn.
- If any changes are made to other scholarship programs, etc., a change may be made to this scholarship program.

## 11. ANNOUNCEMENT OF THE APPLICATION RESULTS

Announcement schedule: May 27 (Tue), 2025

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

① Accepted:	Accepted to the undergraduate programs from September, 2025
② Not Accepted:	Did not meet the acceptance standards
③ Not Eligible:	Not eligible for college admission

## 12. 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 and when admission documents are submitted. If the procedure is not

completed by the deadline, the acceptance may be rescinded.

\* The details will be notified in the enrollment procedure guidelines.

### 1. Documents to be submitted

	Deadline	Details of the document
1 <sup>st</sup> step procedures	June 2025	1. Visa application information (online)
		2. Passport copy
		3. Housing questionnaire (online)
2 <sup>nd</sup> step procedures	July 2025	4. Arrival questionnaire (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	End of June, 2025	End of July, 2025

\* Admission fee, tuition, dormitory entrance fee, dormitory fee must be paid at once by the deadline. Read the Annex (p. 8) 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 payment has 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.

## 13. SUBMISSION OF APPLICATION AND INQUIRIES

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

### 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.

## Soka University English Medium Programs Fees for One Year (Fees are subject to change.)

Law PHR	Fees	Standard	Half Exemption
	Admission fee	200,000JPY	200,000JPY
	Tuition	950,000JPY	475,000JPY
	<b><u>Total</u></b>	<b><u>1,150,000JPY</u></b>	<b><u>675,000JPY</u></b>

Letters AKADEMIA	Fees	Standard	Half Exemption
	Admission fee	200,000JPY	200,000JPY
	Tuition	970,000JPY	485,000JPY
	<b><u>Total</u></b>	<b><u>1,170,000JPY</u></b>	<b><u>685,000JPY</u></b>

- \* Upon enrollment a payment of 9,500 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.
- \* Tuition and dormitory fees are subject to change.