



SOKA University Discover your potential

**SOKA University
Graduate School of
International Peace Studies
Master's Program**

**Overview of Application Procedures and
Requirements
<April 2025 Entry>**

I . Graduate School of International Peace Studies

The School of International Peace Studies (SIPS) is a graduate program designed to nurture creative "Global Citizenship" that will lead the international community to undergo unprecedented changes along with the acceleration of globalization. A successful applicant could be described as possessing the following qualities:

- Understand the School's objectives, have a clear purpose of going to a graduate school, and have a strong will to study under the School's programs.
- Have knowledge and research ability equivalent to the level of a person who has finished a bachelor's course in the humanities and social science areas.
- Have the English ability necessary to keep up with education and conduct research at the School.

The School of International Peace Studies considers all applications in a holistic manner; applicants are selected based on the combination of their individual characteristics and how well their educational goals can be met through the School of International Peace Studies.

II . Graduate Schools and Majors Accepting Applicants

Graduate School	Major	Program	Program length	No. of students accepted
International Peace Studies	International Peace Studies	Master's Degree	2 years (4 semesters)	16

III. Application Eligibility

To apply to the Graduate School of the University, you must meet one of the following eligibility requirements.

■ Application Eligibility for General Entrance Examination

- (1) Applicants who have graduated from an undergraduate program (or expected to graduate by March 31, 2025).
- (2) Applicants who have been granted a Bachelor's degree from the NIAD-UE (the National Institution for Academic Degrees and University Evaluation).
- (3) Applicants who have completed 16 years of school education outside Japan or are expected to complete their education by March 31, 2025.
- (4) Applicants who have completed 16 years of school education within Japan through correspondence programs offered by the overseas School.
- (5) Applicants who have completed courses at an educational institution in Japan that is deemed to have courses offered by an overseas university according to the educational system of that country and have also been designated by the Minister of Education, Culture, Sports, Science, and Technology. This applies solely to those who have completed 16 years of school education in the country concerned.
- (6) Applicants who have completed the specialized courses offered at an advanced vocational school designated by the Minister of Education, Culture, Sports, Science, and Technology (the minimum period

required for graduation is four years or longer, and which also satisfies other conditions specified by the Minister), after the date specified by the Minister.

- (7) Applicants are designated eligible for admission by the Minister of Education, Culture, Sports, Science, and Technology.
- (8) Applicants who have been enrolled in a university for more than three years, or have completed 15 years of school education abroad, and who are recognized by the relevant Graduate School Committee as having earned designated credits with superior grades.
- (9) Applicants who have turned 22 years old by March 2025 and have been recognized by the relevant Graduate School Committee as having the equivalent academic qualifications of a university graduate.

■ **Application Eligibility for In-Campus Selection**

- (1) Current Soka University Students (including international students) who are expected to graduate in AY2024.
- (2) Current students in the correspondence course of the University are expected to graduate in AY2024.
- (3) Those who are currently enrolled as GAKUBU-KENKYUSEI in AY2024.

Notes:

- In some exceptional cases, it may be necessary to determine admissions eligibility after the application has been submitted.
- If you have any further inquiries regarding the application eligibility, please kindly take a look into [FAQs page](#) at our website or contact gsoffice@soka.ac.jp

IV. Key dates

- Two application periods are scheduled in May (for current SOKA University Students only) and November (open to all) before each academic year, beginning annually in April.
- Please note there is no September intake for the Graduate School of International Peace Studies.

<Application Period One: May>

In-campus selection: Opened to only current SOKA University Students

Application Period	The application process must be completed between April 1-8, 2024
Date of oral examination	May 18, 2024
Application Results Announced	11:00 a.m. (JST), May 24, 2024
Admission Fee Payment	October 11-18, 2024
Tuition Fee Payment	February 24-March 3, 2025

<Application Period Two: November>

General Entrance Examination: Opened to all applicants

Application Period	The application process must be completed between September 13 – October 31, 2024
Date of oral examination	November 30, 2024
Application Results Announced	11:00 a.m. (JST), December 6, 2024
Admission Fee Payment	February 24-March 3, 2025
Tuition Fee Payment	

*For the scholarship admission, please refer to [here](#) for more information.

V. Application Procedure

STEP 1

Access to The Admission Office (TAO)

- Please access and create your [TAO account](#) first
 - Proceed with your application process on the TAO platform
 - Refer to [the TAO User manual](#) before proceeding
- *No need to send any hard copy by postal mail



STEP 2

Prepare all required application materials.

- Please refer to the Application documents listed in the Page 5-6.

STEP 3

Make payment for Application fee (JPY33,000 + Transaction fee)

- Credit card, PayPal, and Pay-easy (in Japan only) are accepted payment methods. Transaction fees may vary based on the chosen payment method. Refer to the user manual for specific details.

STEP 4

Upload all required application documents by TAO

- Copy of official transcripts and the graduation certificate can be submitted.
- Original transcripts and certificates must be presented or submitted upon acceptance.

STEP 5

Download the Admission Card on TAO

- Applicants participating in the in-person interview are requested to print this document and bring it to the admission venue.

VI. Application Fee

JPY 33,000 + Transaction fees

- Applicants can make payments of the application fee by credit card, PayPal, or Pay-easy
- Transaction fees may vary based on the chosen payment method. Refer to the user manual for specific details.
- Payment must be completed during each application period. After the deadline, the application will not be accepted.
- The application fee is non-refundable once it is paid.



VII. Application Materials

1. Application Materials and supporting documents listed below (Category "A" to "F") must be submitted

***CAUTION: In the unlikely event that irregularities are discovered in the certificates provided, the acceptance will be revoked.**

Category	Application Documents and Points to Note
A	<p><u>Facial Photo Data</u></p> <ul style="list-style-type: none"> • Only png or jpg image files can be uploaded. • Images should be in colour and sharp. • The subject should face forward without a hat, with their head and shoulders visible.
B-1	<p><u>Copy of Official University (College) Academic Transcript(s)</u></p> <ul style="list-style-type: none"> • Official transcripts showing all undergraduate courses taken and grades received, including the courses you currently attend, must be submitted. • Scanned copies are acceptable. • If your application is accepted, please note that the relevant original documents must be submitted during the admission procedures.
B-2	<p><u>Copy of Official Graduate School Academic Transcript(s) *If applicable</u></p> <ul style="list-style-type: none"> • For those who hold a master's degree, please submit the official transcripts showing all graduate courses taken and grades received, including the courses you currently attend. • Scanned copies are acceptable.
C-1	<p><u>Copy of Certificate of Graduation (University/College)</u></p> <ul style="list-style-type: none"> • Official Certificate of graduation showing that the applicant holds bachelor's degree must be submitted. • Scanned copies are acceptable. • Applicants who have not completed their final semester at the time of application must submit an official document from their School indicating their expected graduation date as part of their application. <ul style="list-style-type: none"> - Such applicants should then promptly submit a certificate of graduation once they graduate. (If no certificate is issued, applicants should submit other documentary evidence of course completion.) An applicant who does not submit this document in time could be denied enrolment.
C-2	<p><u>Copy of Certificate of Completion (Graduate School) *If applicable</u></p> <ul style="list-style-type: none"> • For those who hold a master's degree, please submit the official certificate of completion showing that the applicant has completed a master's program and has been awarded a master's degree. • Scanned copies are acceptable.
C-3	<p><u>Copy of Diploma / Proof of Graduation (University/College/Graduate school)</u></p> <ul style="list-style-type: none"> • If it is difficult to submit a copy of certificate of graduation, a copy of diploma should be submitted.

D	<p><u>Personal Statement</u></p> <ul style="list-style-type: none"> Applicants are required to upload with their application a personal statement (PDF format) that addresses the following topic and meets the following criteria: <p style="text-align: center;">School of International Peace Studies Personal Statement</p> <hr/> <p>Please provide a personal statement describing your educational objectives. The personal statement gives you the opportunity to explain your reasons for pursuing graduate study and to express your thoughts clearly in an organized and focused way.</p> <p>Please answer the following question regarding the School of International Peace Studies:</p> <p style="text-align: center;"><u>How does this program help you achieve your overall professional goals?</u></p> <p>You may wish to address:</p> <ul style="list-style-type: none"> Why you are applying for the School of International Peace Studies; How the School of International Peace Studies will relate to your long-range career objectives; What personal or "non-academic" qualities you will contribute to the learning environment in this program; What your research interests in International Peace Studies may be; and / or, What personal experiences have influenced your intellectual development and future goals with respect to the School of International Peace Studies. <p>The personal statement should:</p> <ul style="list-style-type: none"> Include your name and a title; Not exceed 1,000 words; and Be typed double-spaced (Times New Roman 12). <p>Please carefully revise and edit your statement, as all qualities of academic writing, including organization, structure, grammar, and spelling, will be considered.</p>
E	<p><u>Two letters of Recommendation</u> (using the form provided by the University)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two letters of Recommendation are requested from each applicant. These two letters should be provided by those able to attest to the applicant's abilities to successfully complete a rigorous graduate degree in an international context (delivered in an English-medium format). <input type="checkbox"/> Each letter of Recommendation should: <ul style="list-style-type: none"> include the contact information (email, address and telephone number) of the referee; be completed on the form provided (additional pages can be included by the referee on official institutional letterhead); be uploaded by your recommender via the TAO platform. <input type="checkbox"/> TAO allows you to request and submit references to your referees online. <ul style="list-style-type: none"> Please register the email addresses of your referees on the TAO platform. The recommendation letter submission form will be automatically sent to referees by email. The referees need to access the link in the email received and create a TAO account. Then, your referees can upload the applicant's recommendation form in PDF format.

F	<p><u>Copy of Certificate of English Language Proficiency</u></p> <ul style="list-style-type: none"> • All applicants to the School of International Peace Studies, including those who identify themselves as native English speakers, must demonstrate their ability to complete an English-medium graduate program by providing a photocopy of an acceptable TOEFL (Test of English as a Foreign Language) iBT or IELTS (International English Language Testing System) Academic Test scores achieved within the past two years. *TOEFL iBT® Special Home Edition and IELTS indicator can be accepted. *TOEIC is not acceptable. • If you have taken the TOEFL iBT and IELTS within two years, please submit your scores directly to the University through the implementing institution as well as the scanned copy submission. <ul style="list-style-type: none"> <input type="checkbox"/> TOEFL iBT: Please select university code B413 on the ETS website. <input type="checkbox"/> IELTS: Please contact the IELTS test center and request that scores be submitted to "Soka University Graduate School." • English language proficiency of TOEFL iBT 90+ / IELTS 7.0+ is expected for successful applicants. • There is no Japanese language proficiency requirement to enter the School of International Peace Studies. However, those students who do not speak Japanese may take, as an extra-curricular program, a Japanese language course offered by the Japan Studies Center of Soka University. The concrete details of available Japanese language courses and their schedules will be announced by the Japan Studies Center at the beginning of each semester.
J	<p><u>Statement of Financial Eligibility</u></p> <p>Please fill out the required information on the web form regarding how you will pay for your tuition and living expenses while attending our graduate school. In addition, please upload a scanned copy of the documents supporting your financial eligibility to the web application page (TAO). For details, please refer to "Statement of Financial Eligibility."</p>

***Points to Note:**

1. Application Terms

- (1) Your application will only be accepted if all required documentation is included. Incomplete applications will not be accepted.
- (2) Applications submitted after the deadline will not be accepted.
- (3) The application fee is non-refundable for any reason whatever.
- (4) All documents must be in English. Please ensure you attach an English translation if any of the certificates or other documents you submit include languages other than English.
- (5) The content of application documents cannot be amended after the University receives them.
- (6) You may apply for only one major at a time; applications for more than one major are prohibited.
- (7) If your application documents are found to contain any false statements, your acceptance and admission to the University may be revoked.
- (8) The applicant selection process will not include application documents that are incomplete or submitted after the due date.

2. Statement of Financial Eligibility

(1) Criteria for paying expenses

The criteria for the amount of money to be certified with certificates of bank deposit or certificates of scholarship when applying to the Graduate School of Science and Engineering admission is living expenses and tuition for one year (approximately 160,000 yen per month for 12 month). If you are applying for the Soka University Makiguchi Memorial Foundation Scholarship at the same time, you may apply for the admission even if the amount of money proved by the certificates is less than the criteria amount. However, when applying for Certificate of Eligibility (COE) to obtain a student visa or Extension of Period of Stay, the Ministry of Justice (Immigration Services Agency) will conduct an examination regarding your ability to pay expenses necessary for your stay in Japan. Please note that if the examination result in denial of COE or denial of extension of period of stay, you will not be allowed to enrol in Soka university.

(2) Person who can be your financial sponsor

A financial sponsor is a person who is responsible for paying for the applicant's tuition and living expenses while at the university. Generally, a parent or family member with a certain amount of income or savings (regardless of country of residence) may become a financial sponsor. If the applicant has sufficient savings to cover the cost of study in Japan, he/she can be the sponsor. In addition, more than one person can be an expense sponsor.

If there are unavoidable circumstances, such as you cannot find a family member to cover your expenses, you may choose a friend or acquaintance as your financial sponsor. In this case, please submit an agreement to be your financial sponsor with a detailed explanation of the circumstances and reasons for accepting the responsibility for covering your expenses. However, friends or acquaintances who loan you money you're your expenses with the promise of future return are not eligible to be your financial sponsor. Please note that if you are choosing a friend or acquaintance as your primary financial sponsor, your visa screening may be more stringent.

(3) How to prepare "Statement of Financial Eligibility"

Please attach documents to support your financial expenses according to the following guidelines when submitting the statement of financial eligibility form at the time of application. If there are multiple financial

sponsor(s) or if the applicant is applying for scholarship, the total amount of all bank statements and scholarship benefits (annual amount) must be more than the criteria amount (if applying for scholarship, less than the criteria amount is acceptable).

1. If the applicant him/herself will pay expenses
 - A bank account statement in the applicant's own name

2. If a person other than the applicant will pay expenses (including residents in Japan)
 - Agreement to pay expenses (signed by the financial sponsor on the designated form)
 - A bank account statement in the name of the financial sponsor
 - 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 (not including the Soka University Makiguchi Memorial Educational Foundation Scholarship for International Students)
 - Documentary proof of scholarship payment specifying the amount to be paid, the period of payment, and the organization paying (The allowance shown amount to approximately JPY 1,850,000 per year in total).

VIII. How and Where to Apply

Upon preparing the necessary documentation and payment of the application fee, individuals seeking to apply to this School must submit an online application form.

- Submit your application documents via the online admission platform: [The Admission Office \(TAO\)](#)**



<Contact Information>

**Graduate School Section
Faculty Administration Department
Faculty Affairs Office, Soka University
1-236 Tangi-machi, Hachioji-shi, Tokyo, Japan, 192-8577
Tel: +8142-691-9423
Email: gsoffice@soka.ac.jp**

NOTES

Accepted applicants will be required to submit their original academic transcript and graduation certificate (or degree diploma) or present them in person at the Graduate School Section. Please be advised that the admission may be revoked if any irregularities are found in the submitted documents after acceptance.

VIII. Examination Procedure

Graduate School	Major	Selection Method
International Peace Studies	International Peace Studies	Document screening (Interview for some applicants)

1. Admission Ticket will be issued

Once the completed applications are received during the designated application periods, an admission Ticket (JUKENHYOU) will be issued on the TAO platform. Your application number can be confirmed on the admission ticket.

2. Interview test may be conducted for some applicants

After conducting the document screening, some applicants may be contacted for an interview. Please understand not all applicants will be contacted for the interview selection. Interview requests will be sent one week before the requested interview date.

If an applicant is contacted for an interview, an interview via in-person/online technologies (Zoom) will be conducted on the specified dates above.

- The interview method will be notified via in-person or online technologies (Zoom) according to their current living place.
- In-person interviews will be held on the Soka University campus in Hachioji, Tokyo, in the Global Square Building, on the specified dates above.
- For online interviews, the applicant is responsible for ensuring that suitable technology is available in their country of residence to perform the interview.
- Video interviews are required to verify the applicant's identity.
- Scheduling the interview time will be at the interviewers' discretion, but every reasonable effort will be made to consider time zone differences.

IX. Announcement of Application Results

- (1) Application results will be announced through TAO on the designated date. Please be advised that Soka University cannot respond to any inquiries regarding selection details, criteria, and results, regardless of whether they are passed or failed.
- (2) Accepted applicants residing in Japan can collect their letter of acceptance and the associated documents for admission procedures at the Graduate School Section only on the announcement day.
- (3) If the accepted applicant cannot pick up the documents on the same day, the relevant materials will be sent to your home address on the next business day or later.
- (4) Accepted applicants residing outside of Japan will receive instructions via email regarding the admission procedures at a later date.

***Cautions:** Applicants who are accepted may be required to undergo final confirmation of personal identification prior to the date of the entrance ceremony of that academic year. At that time, if any improprieties are discovered, the University reserves the right to withhold admission to the applicant.

X. Procedure for Payment of Fees

Applicants approved for admission should complete the admissions procedure and pay the admission and tuition fee within the prescribed time limits. The University will provide further written details when announcing admissions.

(1) Payment of Admission Fee: JPY200,000

Please note: The admission fee is JPY 100,000 for Soka University graduates including those who completed the Japan Studies Center program (non-degree), and graduated from the Division of Correspondence Education at Soka University.

*Exchange program students are not eligible for this discount opportunity.

(2) Payment of Tuition: JPY650,000

Tuition for the 2025 Academic Year (for reference only)

Fee category	Lump-sum payment	Payment in two installments		Timing of payment
	During admissions processing period	During admissions processing period	2nd / Fall Semester	
Tuition	JPY 650,000	JPY 325,000	JPY 325,000	See Page 3

- The above table shows the tuition in one year.
- Please settle the admission fee first, then settle the tuition. (Both of them can be paid at one time)
- Please complete the payment within each processing period. If the admission procedure is not completed within the processing periods, the applicant's admission will be revoked.

* 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) Ensure you pay your annual tuition and other fees in full during the time limits.
You may choose between making one payment (a lump-sum payment during the admissions procedure) or two payments (in two installments, one during the admission processing period and one during the second semester).
- (3) If you decide not to enter the University for Personal Reasons after completing the admissions procedure, the University will return the annual tuition, excluding the admission fee. However, this applies only if you notify the University by the day before your entrance ceremony.

XI. Scholarship for international graduate students (Non-Japanese applicants)

Soka University Makiguchi Memorial Education Fund Scholarship for International Students

Soka University offers a scholarship to accepted applicants (International students only) who have demonstrated outstanding academic performance during the application process to support their studies in Japan financially. This scholarship, called Makiguchi Memorial Education Fund Scholarship, is available for qualified international applicants accepted to the graduate schools of Soka University. Further details are provided below.

(1) Application Eligibility for this Scholarship

Those who meet all the following two requirements:

- Applicants who meet the qualifications for admission to the Graduate School of Economics, Law, Letters, Education, and International Peace Studies and have foreign citizenship (non-Japanese nationality).
- Applicants who apply for the specific entrance examinations for which this scholarship selection is conducted.

Number of Available Slots for the Graduate School of International Peace Studies	Eligibility	Scholarship Amount	Length
From In-campus Selection in May: Top 3 applicants	Accepted International Applicants (Irrespective of your current place of residence)	JPY 500,000 per year	2 years (Maximum)
From General Entrance Examination in November: Top 8 applicants			

- This scholarship can be awarded in addition to scholarships from other organizations. However, some other scholarships, such as MEXT scholarships, may not to be allowed to be awarded with this scholarship, so please confirm with the relevant organization. In addition, this scholarship may not be awarded with other scholarships offered by Soka university.
- The scholarship will be awarded in two instalments, one for the spring semester and the other for the fall semester, upon completion of the prescribed procedures after enrolment in the graduate school. **Please note that the scholarship cannot be applied to the fees paid at the time of admission procedures (admission fee and tuition).**

(2) Selection Process

- This scholarship will be awarded to the applicants with the highest grades who have passed the specific entrance examination for which this scholarship selection is conducted. Applicants will be notified of the scholarship selection results along with the notification of their admission results.
- If you wish to apply for scholarship selection, please select whether you wish to be considered for scholarship selection when applying for the applicable entrance examination and provide the required information for scholarship selection through the web application page (TAO).
- For more information, please refer to the [scholarship admission website](#).

XII. Other supports for International Students

- **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 must complete the procedures to acquire residence status, enter, and reside in Japan.

Soka University will apply for a Certificate of Eligibility on your behalf. Please follow the COE instructions provided during the admission processing period. Be aware that the University will not apply for a Certificate of Eligibility if you do not provide the required information.

- Certificate of Eligibility is the document issued 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.

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- **Dormitory Support for international students**

Soka University offers dormitory accommodation to international students enrolled in graduate programs, typically in apartment-style dormitories. For further details, please reach out to the Graduate School Section.