



SOKA University Discover your potential

**Soka University Graduate School of
Economics
Economics Major
International Business Studies**

**<Application Guideline>
Graduate School Admission for
International Students
(For September 2025 Entry)**

I. Graduate Schools and Majors Accepting Applicants

Graduate School	Division (Studies)	Program	The length of study	No. of students accepted
Economics	Economics (International Business Studies)	Master's Degree	2 years	A few

II. Applicant Eligibility

Applicants should have non-Japanese nationality and fit one of the descriptions (1) to (3) below.

- (1) A person who graduated from a university or a school equivalent to a university or is due to graduate in August **2025**.
- (2) A person who completed 16 years of regular school and university education in a foreign country (whether or not he/she officially "graduated") or has equivalent educational experience. Alternatively, a person who is due to graduate/complete in August **2025**.
- (3) Any other person whom the university's Graduate School Committee recognizes as having the academic ability and Eligibility for the selection process equivalent to or greater than a university graduate.

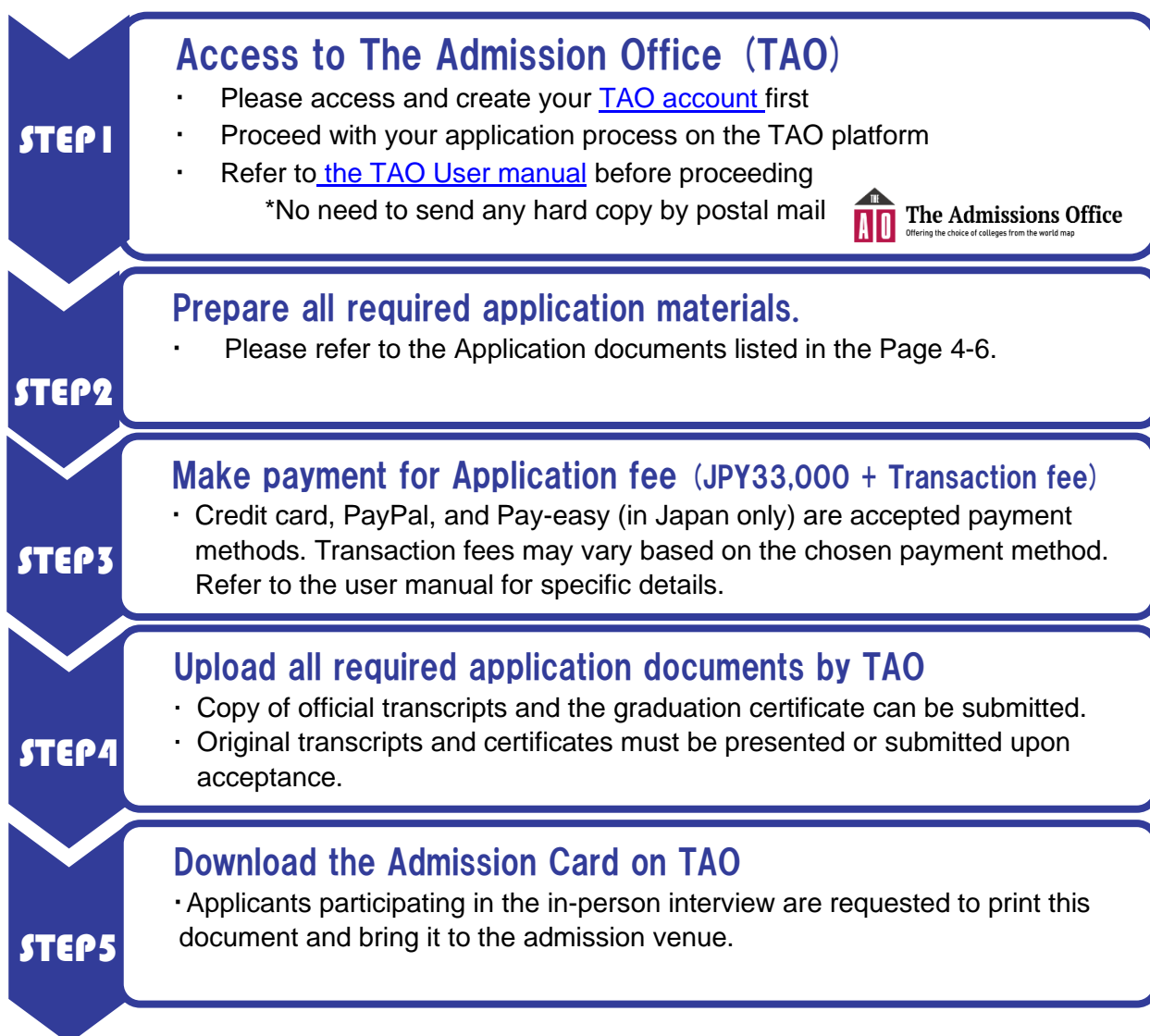
Points to Note

- Information relating to individual faculty members' research themes and teaching topics is available on the [Soka University Researchers Information System](#)
- If you have any further inquiries, please kindly be advised the [FAQs page](#) on our website is available.
- In some special cases, it may be necessary to determine admissions eligibility after the application has been submitted.
- There is a September intake only for the International Business Studies Program.

III. Application Period (Key dates)

Application Period	Applications must be completed between February 7, 2025, and March 6, 2025.
Date of Oral Examination	May 17, 2025 (JST)
Application Results Announced	May 23, 2025; From 11:00 a.m. (JST)
Admission Fee Payment	July 11 - July 18, 2025
Tuition Fee Payment	

IV. Application Procedure



V. Application Fee

JPY 33,000 + Transaction fees

- Applicants can make payments of the application fee by credit card, PayPal, or Pay-easy (in Japan Only)
- 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.



V. Application Materials

Application Materials and supporting documents listed below 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. • 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>Soka University Research Plan</u> (using the form provided by the university)</p> <ul style="list-style-type: none"> • Please specify your desired supervisor to be instructed. • No. of characters/words Approximately 1,000 characters in Japanese or 700 words in English

E	<p><u>Two letters of Recommendation</u> (using the form provided by the University)</p> <ul style="list-style-type: none"> • 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). • One of your recommenders should be an instructor, supervisor, dean, or president at the final university/college. (Letters from teachers at Japanese language schools cannot be accepted) • Your second recommendation letter may be written by anybody you choose. • 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.
F	<p><u>Copy of Certificate of English Language Proficiency</u></p> <p>All applicants to the Graduate School of Economics, IBSP, 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 English test score achieved within the past two years.</p> <p>[Minimum English Proficiency Requirement] <u>TOEFL-iBT 80+, IELTS 6.0+, or Duolingo 105+</u></p> <p>*Under the current pandemic situation, the test score of TOEFL iBT® Special Home Edition can be accepted. *TOEIC® is not acceptable.</p> <p>*Even if the applicant graduated from the English Medium Program in his/her high school, undergraduate, and graduate programs, the submission of English test scores CANNOT be exempted.</p> <ul style="list-style-type: none"> • *The Duolingo English Test is an online English proficiency test that can be taken online, on-demand, for under an hour for only \$49. The test is taken via a computer with a camera. It includes a proficiency score, video interview, and writing sample, which is shared with <u>[Soka University-Graduate School of Economics]</u> when you send your results. Certified results are available within 48 hours of the test session.
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>
M	<p><u>GMAT® or GRE® Results (Submission is highly recommended)</u></p> <p>We highly recommend that IBSP applicants submit the GMAT exam or GRE test results, as a strong emphasis is placed on GMAT/GRE results during the application evaluation process.</p> <ol style="list-style-type: none"> 1. Request to have the score report sent directly to Soka University from the test center's website. [GMAT®] Soka University Graduate School of Economics. Program Code is "N8W-XJ-12". [GRE®] Soka University Graduate School of Economics. Institution Code is "2952". 2. Input the date you requested to have the score report sent to Soka University within the online application form. 3. Submit the printed copy of the score report with other application materials. <p>*Test results are valid for five years from the test date. For more information, please refer to the GMAT® / GRE® website.</p> <p>*Applicants who have not submitted GMAT/GRE results will be assessed on their basic mathematics and related academic abilities orally on the date of the oral examination.</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 written in either Japanese or English. Please ensure you attach a Japanese or English translation if any certificates or other documents you submit include languages other than Japanese or 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).

VI. 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.

VII. Selection Method

Graduate School	Division (Studies)	Selection Method
Economics	Economics (International Business Studies)	(1) Document Screening (2) Oral examination (Interview) in English <ul style="list-style-type: none"> ▪ Applicants will be questioned on a range of relevant topics, including their reasons for applying to the program. ▪ Also, applicants who have not submitted GMAT/GRE results will be assessed on their basic mathematics and related academic abilities orally.

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. Oral examination (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.

VIII. Announcement of Application Results

- (1) Application results will be announced through TAO on the designated date (See application schedule in page 3). 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.

IX. Procedure for Payment of Fees

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

(1) Payment of Admission Fee: JPY 200,000*

*Please note: The admission fee is JPY 100,000 for Soka University graduates and those who completed the Japan Studies Center Program and graduated from the Division of Correspondence Education at Soka University.

(2) Payment of Tuition: JPY 325,000

Admission fee and Tuition for 2025 Academic Year Fall Semester (for reference only)

Fee category	Fees	Timing of payment
Admission Fee	JPY 200,000*	See Page No.2
Tuition	JPY 325,000	
Total	JPY 525,000	

- The amounts of tuition are fixed figures for the academic year 2025.
- The amounts of tuition are for one semester. This fee for a whole year is twice the amounts above.
- 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.
- If you decide not to enter the University for Personal Reasons following completion of the admissions procedure, the university will return to you the annual tuition, etc., excluding the admission fee. However, this applies only if you notify the university by the day before your entrance ceremony.

*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 that you pay your annual tuition and other fees in full during the time limits given. 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 your tuition, excluding the admission fee. However, please be advised that this applies only if you notify the university by the day before your entrance ceremony.

X. 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.

(2) Number of Recipients and Scholarship Amount

Number of Available Slots for the Graduate School of Economics (IBSP)	Eligibility	Scholarship Amount	Length
Graduate School Admission for International Students in May: Top 5 applicants	Accepted International Applicants (Irrespective of your current place of residence)	JPY 500,000 per year	2 years (Maximum)

- This scholarship can be awarded in addition to scholarships from other organizations. However, some other scholarships, such as MEXT scholarships, may not 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).**

(3) 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](#).

XI. 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.

- 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.