

2025 Soka University Undergraduate English Medium Programs 2nd year Transfer Admissions for International Students Policy (Document Screening)

1. ENROLLMENT

Entrance: September 2025

Duration: 3 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 2nd year students for International Students are open in the following English Medium Programs departments

Faculty	Department	Admission Capacity
Letters	Arts, Knowledge AnD English Major for International Arena (AKADEMIA)	Few students

- Admission in September 2025 (based on the 2024 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

The selection is made through document screening, which will judge if the transfer as a 2nd year student is valid or not.

The 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 university or other higher education institutions 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 following conditions is eligible to apply:

- 1) An individual who has completed at least one year of study in a university (including overseas), and can submit a certificate showing the number 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 24 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.

※ Credits earned in the previous academic institution will be analyzed once again after admission, and there is no guarantee all credits can be used. Based on credit evaluation, graduation can take longer than 3 years.

6. APPLICATION REQUIREMENTS

Carefully read the requirements below before applying.

1. English proficiency requirements
 - Applicants must submit their English proficiency score of 61 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.
2. Standardized Examination scores and other requirements
 - Applicants must submit their score for their standardized examination. Those who cannot submit it must take the SAT or ACT and submit its score report. If applicants have difficulty taking the SAT or ACT, they may submit an IERF Detail Report regarding high school transcripts.
(Refer to item 7. “Required Documents: 9. IERF Detail Report” for details regarding IERF Detail Report.)
 - If applicants have enrolled in the relevant high school courses stipulated in the School Education Act of Japan for more than 1 year, they must submit school report (調査書) of that high school (written and sealed by the school principal).

*List of the main standardized examinations used for college admission.

Country/Region	Examination
United States	SAT (Scholastic Assessment Test Reasoning Test) - DI Code: 7553 https://collegereadiness.collegeboard.org/sat ※The submission of the SAT Essay is optional. ACT (American College Testing) - ACT college code: 2871 https://global.act.org/content/global/en.html
United Kingdom	GCE (General Certificate of Education) A Level
Republic of Korea	College Scholastic Ability Test
People’s Republic of China	National Higher Education Entrance Examination
Hong Kong	HKALE (Hong Kong Advanced Level Examination) HKDSE (Hong Kong Diploma of Secondary Education)
Taiwan	General Scholastic Ability Test
France	Baccalaureate
Germany	Abitur
Australia	New South Wales : Higher School Certificate (HSC) Victoria : Victorian Certificate of Education (VCE) Queensland : Queensland Certificate of Education (QCE) Western Australia : Western Australian Certificate of Education (WACE) South Australia : South Australian Certificate of Education (SACE)
Singapore	GCE (General Certificate of Education) A Level
Malaysia	STPM (Sijil Tinggi Persekolahan Malaysia) A Level GCE (General Certificate of Education) A Level UEC (Unified Examination, Senior Middle Level)
Indonesia	SBMPTN (Seleksi Bersama Masuk Perguruan Tinggi Negeri) until 2022 SNBT (Seleksi Nasional Berdasarkan Tes) from 2023

Thailand	Standardized National University Entrance Examination
International Baccalaureate	IB Transcript for the final exams
Brazil	Exame Nacional do Ensino Médio
West Africa	WAEC (West African Examinations Council)

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	Submission method
1. Application Form	You can apply for one department only.	Online application
2. Statement of Purpose and Study Plan	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”. https://www.soka.ac.jp/en/department/department/	Online application
3. Photograph	Upload a photo (4cm x 3 cm) taken within the last three months.  Note: - headshot, no hat, plain background - submit 2 photos in addition to the one uploaded online 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).	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 show the number of credits necessary for graduation.	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. The letter must be sealed by the recommender.	Download the form from the Website

8. Score Report on Standardized Examination	<p>Submit the scores of a national standardized examination to enter a university. Refer to item 6. “Application Requirements” for details. ※ For those who only have a transcript of the high school equivalency examination, it is mandatory to take the standardized examination and submit the score report.</p>	<p>Mail the original after uploading its scanned copy to the web application page</p>
9. IERF Detail Report	<p>Applicants from a country where no standardized examination is held or high school students from a country where the timing of the standardized examination is late, and the score cannot be submitted by the application deadline must take the SAT or ACT and submit its score report. If applicants have difficulty taking the SAT or ACT, they may submit an IERF Detail Report regarding high school transcripts as an alternative to the score report of standardized examination. *If you already possess certificates from other educational credential evaluation agencies, please consult with the International Affairs Office. It takes 20 days to issue the report, so be sure to allow plenty of time when applying for the issuance, in order to receive it prior to the application deadline. In order to apply for the IERF Detail Report, you must submit documents that are also required by Soka University. In this case, prepare a notarized copy for each document in advance and be sure to submit it to Soka University by the application deadline. The applicant will be responsible for performing the procedure to have the IERF Detail Report issued. *IERF Detail Report regarding a transcript of the high school equivalency examination will not be accepted.</p> <p>When submitting the report, please select Soka University as below: • IERF http://www.ierf.org/ Input the information of “Soka University (Japan)” into the “Contact Information” section of “Applicant Information”.</p> 	<p>Electronic copy (EvalDirect)</p> <p>Educational Institution: Soka University (Japan)</p>
10. High School Transcript	<p>A transcript that certifies applicant’s entire academic record throughout high school education. *It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report. *Inform us in advance if the submission of your high school transcript will be delayed due to the IERF Detail Report issuance.</p>	<p>Mail the original after uploading its scanned copy to the web application page</p>
11. Certificate of English Proficiency	<p>Refer to item 6. “Application Requirements” for details.</p>	<p>Mail the original after uploading its scanned copy to the web application page</p>
12. Application Fee	<p>Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to item 8. “Application Fee” for details)</p>	<p>—</p>
13. Statement of Financial Eligibility (Designated format)	<p>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)</p>	<p>Download the form from the Website. Mail the original after uploading its scanned copy to the web application page</p>

14. 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 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
15. 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 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. The tuition fees may change when the fee exemption is applied; however, 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. Please submit all documents through the web application page and send the original documents by mail.
 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) (*4)
- **If funded by a family member outside of Japan**
 - Original bank statement of the sponsor (statement over a certain amount) (*4)
 - Proof of employment (including the period of employment and position held, if it is a 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 to 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 (including the period of employment and position held, 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

*4

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.

*Applicants submitting their application for the academic fee exemption (refer to item 9. “Scholarship System”) along with their undergraduate application will be screened of their financial eligibility at the same time.

	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 supports.

*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
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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 email address indicated on the application form (*5). Please set Soka University's email address 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).

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|-----------------|---|
| 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. 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

Soka University English Medium Programs Fees for the First Year

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

- * The admission fee is only required for the first year. Additionally, 14,250 JPY is required for Gakuyukai Club Association fees upon enrollment.
- * 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 Gakuyukai Club Association fee cannot be exempted.
- * From year 3, tuition fees, excluding the admission fee, will need to be paid.
- * Tuition and dormitory fees are subject to change.

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.