



SOKA University
Graduate School of Letters
English Literature Major
Doctoral Program in English Language
Education Pedagogy

Application Guideline for
General Entrance Examination

(April 2025 Entry)

1. Applicant Eligibility

- (1) Applicants who have graduated from Graduate School (or are expected to graduate by March 31, 2025).
- (2) Applicants who have graduated from Professional Graduate school (or are expected to graduate by March 31, 2025).
- (3) Applicants who have been granted a Master's degree or Professional Degree Program from the NIAID-UE (the National Institution for Academic Degrees and University Evaluation).
- (4) Applicants who have completed the Master's program or the Professional Graduate School Program 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 graduate school 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 the Master's program or the Professional Graduate School Program in the country concerned.
- (6) Applicants who have completed a course at the United Nations University and have been awarded a degree equivalent to a master's degree.
- (7) Applicants who have taken an educational course at an international school, an educational facility designated under item 4, or the United Nations University, passed an examination and examination equivalent to those prescribed in Article 16-2 of the Standards for the Establishment of Graduate Schools and has been recognized as having academic ability equivalent to or higher than applicants with a master's degree.
- (8) Applicants designated eligible for admissions by the Minister of Education, Culture, Sports, Science, and Technology
- (9) Applicants who have turned 24 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.

※For those who wish to apply with the qualifications in (4) through (9) in the above list, please note below.

- (1) Qualification screening will be conducted during the application process.
- (2) In addition to the prescribed application documents, please submit the "Application for Eligibility" (Form G) and "Statement of Reasons for Application for Eligibility" (Form H).

2. Schedule

Application Period	Applications must be submitted between December 2 and December 20, 2024
Date of Examination	February 8, 2025
Application Results Announced	11:00 a.m. (JST), February 14, 2025
Admission & Tuition Fee Payment Admission forms submission	February 24 – March 3, 2025


3. 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

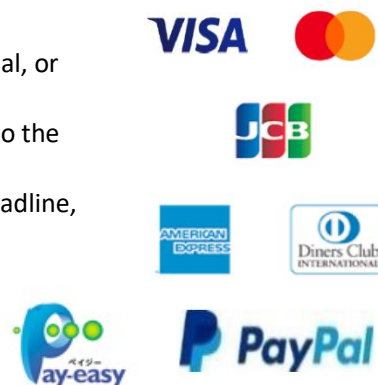
Download the Admission Card on TAO

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

4. 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.



5. Application Materials

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 color and sharp. • The subject should face forward without a hat, with their head and shoulders visible.
B	<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.
C-1	<p><u>Copy of Official Graduate School Academic Transcript(s)</u></p> <ul style="list-style-type: none"> • Please submit the official transcripts showing all graduate courses taken and grades received, including the courses you currently attend. • Scanned copies are acceptable.
C-2	<p><u>Copy of Certificate of Completion (Graduate School)</u></p> <ul style="list-style-type: none"> • 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 and Research Plan</u></p> <p>Applicants are required to upload with their application a personal statement (PDF format) and research plan with the designated format.</p>

E	<p>Letter of Recommendation (Optional. Please use the form provided by the university)</p> <ul style="list-style-type: none"> <input type="checkbox"/> one letter of recommendation are requested of each applicant. The letter should be provided by those able to attest to the applicant's: <ul style="list-style-type: none"> ● Abilities to successfully complete a rigorous graduate degree in an international context (delivered in an English-medium format). ● Potential as a future language educator. <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.
J	<p>Statement of Financial Eligibility</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>
K-1	<p>Master's Thesis or Research Paper (One copy)</p> <ul style="list-style-type: none"> ● Not required for those who have graduated from Soka University graduate school.
K-3	<p>Abstract of master's thesis / Research paper</p> <ul style="list-style-type: none"> ● It is mandatorily required for all applicants.
L	<p><u>A letter of approval for taking the examination from the supervisor of the institution where you are currently employed</u></p> <ul style="list-style-type: none"> ● Only if you are currently employed, please submit it. ● Any Format is available.

*If you have not finished writing your master's thesis by the time you submit the application documents, please contact the Graduate School Section.

***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 (approximately 100,000 yen per month for 12 month) and tuition for one year in total of **JPY 1,7100,000**.

If you are applying for the Soka University Graduate School Scholarship for International Students 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 Graduate School 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 1,710,000 per year in total).

6. 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 online application form and required documents via TAO. There is NO need to send any hard copy by postal mail during the admission process.

- 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

6. Examination Procedure

Graduate School	Test subject		Test time
	Category	Test subject name	
Letters, English Language and Literature Major	Written Examination	English *Applicants must take the test physically on campus	10 : 30 ~ 12 : 00
	Oral Examination	Focusing on specialized subjects	13 : 00 ~

*Before applying, applicants are required to fully communicate with the prospective supervisor in advance.

Please ask his/her contact information to the Graduate School Section. (gsoffice@soka.ac.jp)

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. Written Examination (Subject: English)

All applicants, including those who identify as native English speakers, must take the written examination on campus. The exam will not be available online.

3. Oral examination

An oral examination via in-person will be conducted on the specified dates above.

- In person interview will be held on the Soka University campus in Hachioji, Tokyo, in the Global Square Building, on the specified dates above.

8. Announcement of Application Results

- (1) Application results will be announced through TAO on the designated date (See application schedule in page 2). 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 the admissions of the applicant.

9. 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: JPY200,000

Please note: The admission fee will be fully exempted for those who graduated from Soka University Master's program.

(2) Payment of Tuition: JPY510,000

Tuition for 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 510,000	JPY 255,000	JPY 255,000	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 that you pay your annual tuition 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 following completion of the admissions procedure, the university will return to you the annual tuition, excluding the admission fee. However, this applies only if you notify the university by the day before your entrance ceremony.

10. For international graduate students (Non-Japanese applicants)

Soka University Graduate School 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 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 Letters 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 Letters	Eligibility	Scholarship Amount	Length
From General Entrance Examination/In campus selection (April intake): Top 1 applicant	Accepted International Applicant (Irrespective of your current place of residence)	JPY 400,000 per year	3 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).**

(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](#).

11. 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.