



บันทึกข้อความ

ส่วนงาน กองวิเทศสัมพันธ์ สำนักงานมหาวิทยาลัย มหาวิทยาลัยเชียงใหม่ โทร.

ที่ ศธ 6392 (7)/

วันที่ 15 กุมภาพันธ์ 2559

เรื่อง โครงการแลกเปลี่ยนนักศึกษา กับ Sophia University ประจำปี 2016-17

เรียน ผู้อำนวยการกองวิเทศสัมพันธ์

สรุปเรื่อง ด้วย Sophia University ได้ประชาสัมพันธ์โครงการแลกเปลี่ยนนักศึกษา ประจำปี 2016/17 ให้ นักศึกษามหาวิทยาลัยเชียงใหม่ 2 ช่วงเวลา คือ

1. Autumn Semester 2016 : ช่วงเวลายื่นใบสมัครระหว่างวันที่ 10 กุมภาพันธ์ -31 มีนาคม 2016
2. Spring Semester 2017 : ช่วงเวลายื่นใบสมัครระหว่างวันที่ 1 ตุลาคม - 10 พฤศจิกายน 2016 โดย Sophia University จะเป็นฝ่ายคัดเลือกนักศึกษาให้เข้าร่วมโครงการฯ ตามรายละเอียดที่แนบ

ข้อเสนอเพื่อพิจารณา จึงเรียนมาเพื่อโปรดทราบและเห็นสมควรแจ้งคณะ บัณฑิตวิทยาลัย และวิทยาลัย ศิลปะ สื่อ และเทคโนโลยี เพื่อพิจารณาเสนอชื่อนักศึกษาที่มีคุณสมบัติเหมาะสมจำนวน 1 ราย สมัครรับทุนพร้อม จัดทำใบสมัครที่แนบ และส่งให้กองวิเทศสัมพันธ์ ภายในวันที่ 21 มีนาคม 2559 สำหรับการสมัครเข้าร่วม โครงการ Autumn Semester และภายในวันที่ 1 พฤศจิกายน 2559 สำหรับการสมัครเข้าร่วมโครงการ Spring Semester เพื่อดำเนินการต่อไป หากเห็นชอบด้วย โปรดลงนามในบันทึกแนบท้ายนี้

สร้างธานี
1

ที่ ศธ 6392(7) / ๐๓๑

ลงวันที่ 15 กุมภาพันธ์ 2559

- | | | | | |
|-------|--------------------------|--|-------------------------------------|-----------------------------|
| เรียน | <input type="checkbox"/> | เลขานุการคณะแพทยศาสตร์ | <input type="checkbox"/> | เลขานุการคณะทันตแพทยศาสตร์ |
| | <input type="checkbox"/> | เลขานุการคณะเภสัชศาสตร์ | <input type="checkbox"/> | เลขานุการคณะสัตวแพทยศาสตร์ |
| | <input type="checkbox"/> | เลขานุการคณะพยาบาลศาสตร์ | <input type="checkbox"/> | เลขานุการคณะเทคนิคการแพทย์ |
| | <input type="checkbox"/> | เลขานุการคณะวิศวกรรมศาสตร์ | <input type="checkbox"/> | เลขานุการคณะเกษตรศาสตร์ |
| | <input type="checkbox"/> | เลขานุการคณะวิทยาศาสตร์ | <input checked="" type="checkbox"/> | เลขานุการคณะอุตสาหกรรมเกษตร |
| | <input type="checkbox"/> | เลขานุการคณะสถาปัตยกรรมศาสตร์ | <input type="checkbox"/> | เลขานุการคณะมนุษยศาสตร์ |
| | <input type="checkbox"/> | เลขานุการคณะศึกษาศาสตร์ | <input type="checkbox"/> | เลขานุการคณะสังคมศาสตร์ |
| | <input type="checkbox"/> | เลขานุการคณะเศรษฐศาสตร์ | <input type="checkbox"/> | เลขานุการคณะบริหารธุรกิจ |
| | <input type="checkbox"/> | เลขานุการคณะรัฐศาสตร์ฯ | <input type="checkbox"/> | เลขานุการคณะนิติศาสตร์ |
| | <input type="checkbox"/> | เลขานุการคณะจิตรศิลป์ | <input type="checkbox"/> | เลขานุการคณะการสื่อสารมวลชน |
| | <input type="checkbox"/> | เลขานุการวิทยาลัยศิลปะ สื่อ และเทคโนโลยี | <input type="checkbox"/> | เลขานุการบัณฑิตวิทยาลัย |

เพื่อโปรดทราบและพิจารณาดำเนินการต่อไปด้วย จะขอบคุณยิ่ง

(นางสาววรลักษณ์ สุธีวรรณนา)
ผู้อำนวยการกองวิเทศสัมพันธ์

คณะอุตสาหกรรมเกษตร	
รับที่ ๐๐๐๗๙๐	
วันที่ 17 ก.พ. 2559	43664 11-70 น.
ผู้รับ Onr	
งานบริหารงานวิจัย บริการวิชาการ และวิเทศสัมพันธ์	
คณะอุตสาหกรรมเกษตร	
รับที่ ๑๔	
วันที่ 17 ก.พ. 2559	
เวลา	

เรียน รองคณบดี

- ดิฉัน Sophia University ได้เปิดรับ
สมัคร นศ. เข้าร่วมโครงการ แลกเปลี่ยน นศ.
๑ โครงการ โดยพิจารณาจากชั้นปี นศ. คือ

๑. Autumn Semester : ๑๐ กพ - ๓๑ มี.ค ๕๙

๒. Spring Semester : ๑ ต.ค - ๓๐ พ.ย ๕๙

โดย นศ. ที่สนใจ เข้าร่วม สามารถส่งใบสมัคร
ผ่านหน่วยงานพิเศษ ได้ภายในกำหนดดังนี้

๑. Autumn : ๑๔ มี.ค. ๕๙๕๙

๒. Spring : ๒๕ ต.ค. ๕๙๕๙

เพื่อให้ทางคณะฯ พิจารณาคัดเลือกต่อไป

- จึ่งเรียนมา เพื่อโปรดทราบ ทั้งนี้ให้แนบ
แจ้ง ปชส. ต่อไป

อธิบดีฯ

๑๗ ก.พ. ๕๙

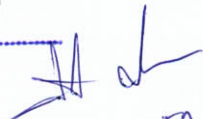
วิ

วิกรม

วิกรม

๑๗ ก.พ. ๕๙

- ทราบ
- ดำเนินการตามเสนอ
- เห็นควรอนุมัติ
-

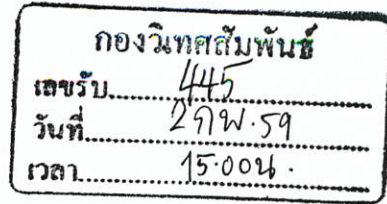

๑๗ ก.พ. ๕๙

IMPORTANT Sophia University Exchange Application 2016/17

overseas@cl.sophia.ac.jp

Fri 29-Jan-16 10:02 PM

To: 上智大学国際連携室 <overseas@cl.sophia.ac.jp>



8 attachments

03.Recommendation Letter Form 2016-17.xls; 05.Housing Application 2016-17.xls; Sophia Nomination Sheet.xls; ★NEW★FACT SHEET(Sophia).pdf; 00.Details about Application Materials.pdf; 01.Check list 2016-17.pdf; 02.Application Form 2017-16.xls; 04.Certificate of Health 2016-17.pdf;

Dear partners,

Greetings from Sophia University, Japan!

Thank you for your continuous support to our exchange program.

We are pleased to send you our latest exchange application information and documents for **Academic Year 2016/17**.

- Application periods for Exchange program for the Academic Year 2016/17 entrance -

Autumn Semester 2016	February 10, 2016 - March 31, 2016
Spring Semester 2017	October 1, 2016 - November 10, 2016

Information regarding to application will be updated in the first week of February on our website. Please advise your students to check it carefully before filling out the application documents. <http://www.sophia.ac.jp/eng/admissions/exchangeprograms>

Application materials to be sent back to Sophia by the deadline are attached in this mail. These forms will also be available for download from our website next week. Please be noticed all original application documents (except for Application for Certificate of Eligibility) must be sent to Sophia by postal mail.

Attached files

- 00. Details about Application Materials
- 01. Check list 2016-17
- 02. Application form 2016-17
- 03. Recommendation Letter Form 2016-17 *2 letters from professors who taught the applicant are required.
- 04. Certificate of Health 2016-17
- 05. Housing Application 2016-17

Reference materials

Exchange Program FACT SHEET 2016-17(Sophia)

Download online

Application for Certificate of Eligibility

* Please ask your students to download and submit the forms through the following website after February 10.

<https://www.sophia.ac.jp/srm/form/index.php?id=sophia24>

It is not necessary to send the hard copy with the application documents.

Finally, please return the complete **nomination sheet** if you have finished selecting your students.

Should you have any inquiry, please feel free to contact us.

Best regards from Tokyo,

Nori KAKU(Ms.)

Chihiro YAMAMOTO (Ms.)

Sophia University

Office of Global Education and Collaboration, Center for Global Discovery

7-1, Kioi-cho, Chiyoda-ku, Tokyo, Japan, 102-8554

tel:+81-3-3238-3521

fax:+81-3-3238-3554

overseas@cl.sophia.ac.jp

SOPHIA UNIVERSITY EXCHANGE PROGRAM RECOMMENDATION LETTER

上智大学 交換留学 推薦状

* This letter must be from a professor who has taught the applicant an academic course at his/her home institution.
 この推薦状は、出願者の在籍校において出願者を直接授業で教えたことのある教員からのものであること
 * This form should be filled out either in English or in Japanese. / 英語または日本語で記入してください。

Please print all information clearly.

Applicant's Name:
 出願者氏名

(LAST 姓) _____ (FIRST 名) _____ (MIDDLE) _____

1. How long and in what capacity have you known the applicant?
 推薦者と出願者の関係及びその関係の発生した時期

2. Course Title and Course Code which you have taught. あなたが教えた科目名、科目コード

Course Code	Course Title

3. As far as you know, what is the applicant's goal for studying at Sophia?
 出願者の上智大学への留学の目的

SOPHIA UNIVERSITY EXCHANGE PROGRAM
RECOMMENDATION LETTER

上智大学 交換留学 推薦状

Page 2/2

4. How would you assess his/her purpose in coming to Sophia? Please consider motivation, perseverance and academic abilities.
志願者の本学志望の目的、及びその動機の確かさ、持続性、学習遂行に必要な能力について

5. Please include any other information or remarks which, in your estimation, are relevant in deciding the applicant's acceptance or rejection.
その他

Your Name:
推薦者氏名

(LAST 姓) (FIRST 名) (MIDDLE)

Your Institution(*):
学校名

(*Must be the same institution as which applicant currently enrolled. 出願者の在籍校と同じ学校名であること

Your Position(*):
役職

(*Must be Professor / Assistant Professor / Lecturer or correspondent. 教授、助教授、講師またはそれに相当する役職であること

May the applicant have access to this recommendation letter?

出願者が本推薦状の閲覧を希望した場合、閲覧させて差し支えないでしょうか。

_____ Yes はい
_____ No いいえ

Date:
日付 _____

Signature:
署名 _____

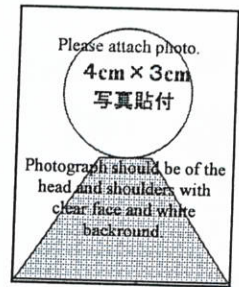
*Must be autograph. 直筆で記入してください

SOPHIA UNIVERSITY HOUSING APPLICATION
上智大学 宿舎申込書



We will not use the personal information on the housing application for other purposes.

PLEASE TYPE OR PRINT IN BLOCK LETTERS AND FILL OUT ALL NECESSARY INFORMATION.
コンピュータで入力するかブロック体で記入して下さい。



HOUSING ARRANGEMENTS		宿舎斡旋	(CIRCLE THE APPROPRIATE)
		(どちらかに○)	
Necessary 必要		Not Necessary 不要	

* IF YOU HAVE CIRCLED "NECESSARY" AT ABOVE, PLEASE FILL OUT ALL PAGES OF THE FORM
IF "NOT NECESSARY", PLEASE FILL OUT ONLY THE FIRST PAGE OF THE FORM.
「必要」に○をした人は全てのページを、「不必要」に○をした人は1ページのみ記入してください。

PERSONAL INFORMATION 個人情報

NAME: _____ NAME IN KATAKANA : _____
 氏名 Last(姓) First(名) Middle カタカナ氏名
 NATIONALITY: _____ BIRTH DATE: _____
 国籍 生年月日 Month(月) Day(日) Year(年)
 SEX 性別: M F

INSTITUTION IN WHICH YOU ARE NOW ENROLLED 現在在学している大学:

NAME OF INSTITUTION LOCATION MAJOR:
 大学名 所在地 専攻

CURRENT ADDRESS UNTIL THE END OF THE SEMESTER 現住所:

PHONE# 電話 (ALL DAY AVAILABLE) FAX# ファックス

MAILING ADDRESS DURING THE VACATION 休暇中連絡先:
 (=WHERE TO SEND DOCUMENTS)*

PHONE# 電話 (ALL DAY AVAILABLE) FAX# ファックス

*THIS IS VERY IMPORTANT INFORMATION. WHENEVER YOU TRAVEL OR LEAVE THIS ADDRESS, PLEASE LET US KNOW IMMEDIATELY.
 上記の住所から移動する場合には、必ず上智大学に新しい住所(=重要書類の送付先)を知らせてください。

CONTACT ADDRESS IN HOME COUNTRY IN CASE OF EMERGENCY 本国の緊急連絡先:

PHONE# 電話 (ALL DAY AVAILABLE) FAX# ファックス

Sophia University Exchange Program -Autumn 2016 / Spring 2017-

As of January 2016

1. CONTACT INFORMATION

Office	Office of Global Education and Collaboration
Mailing Address	7-1 Kioi-cho Chiyoda-ku, Tokyo 102-8554 Japan
Website	http://www.sophia.ac.jp/eng/e_top
Email	overseas@cl.sophia.ac.jp
Telephone	81-3-3238-3521
Fax	81-3-3238-3554
Director	Ms. Kazumi SATO
Team Leader	Ms. Tomoe YOSHINO Ms. Maki NAKANO
Incoming Exchange Students Coordinators	Ms. Nori KAKU Ms. Chihiro YAMAMOTO
Outgoing Exchange Students Coordinators	Ms. Maki HAYASAKA Mr. Yuya MUKAI

2. GENERAL INFORMATION

Key features that make Sophia University unique	<p>Sophia University is a private Catholic Jesuit university founded in 1913 located in the heart of Tokyo, aiming to foster "Men and Women for the Others, with Others".</p> <ol style="list-style-type: none"> 1) 13,000 students (2,000 graduate and 11,000 undergraduate students) from diverse backgrounds 2) 550 full-time teaching staff from 21 countries (85% Japanese, 15% International) 3) Full degree programs offered in English: Faculty of Liberal Arts, Graduate Program in Global Studies & Graduate Program in Global Environmental Sciences, Faculty of Science and Technology 4) Wide variety of Japanese language courses 5) Small class size: Student / Teacher ratio of 23:1 6) 258 partner universities worldwide (50 countries) 7) Centrally located urban campus, in Japan's political and economic hub; easy access to everywhere
Campus Location	<p>Tokyo, JAPAN</p> <p>The campus is centrally located within walking distance of the National Diet and the nation's administrative district, the Imperial Palace, the National Guest House, and many other places of interest. Shinjuku, one of the most exciting areas in Tokyo, is just a 5 minutes' train ride away from Yotsuya, the closest station.</p>
Exchange Info website	http://www.sophia.ac.jp/eng/admissions/exchangeprograms
Other useful links	<p>Tokyo City website: http://www.metro.tokyo.jp/ENGLISH/index.htm</p> <p>Information on studying in Japan by JASSO: http://www.g-studyinJapan.jasso.go.jp/</p>
Types of Accommodation	<p>Accommodation will be arranged for those in need of the housing in Tokyo. Students wishing to have the housing arranged should complete housing application forms and submit them along with other application documents. There are several housing options;</p> <ol style="list-style-type: none"> 1) Sophia Soshigaya International House (Off-campus co-ed dormitory) 2) Kasai International House (Off-campus dormitory for Women) 3) Wakejuku (Off-campus dormitory for Men) with two meals 4) Azalea House (Off-campus apartment-style co-ed) 5) DK-House Nerima/ Shinkoiwa/ Matsudo (Off-campus co-ed dormitory)
Airport Pick Up Service	<p>Exchange students will be met by a Sophia student and be escorted to the accommodation using public transportation on the designated arrival date. The service is available only for students who arranged housing through Sophia.</p> <p>(Each student will need to pay the public transportation expenses.)</p>
Medical Insurance	All exchange students are required to join Japanese National Health Insurance. In the meantime, arrangements for overseas insurance before students' departure is strongly recommended.
Accident Insurance	Personal Accident Insurance for Students Pursuing Education and Research (mandatory to all students)
Visa Requirements	Non-Japanese students must obtain a college student visa before they enter Japan. Accepted exchange students will receive necessary documents for visa application; in the end of January for Spring new students, in the end of July for Autumn new students.

3. PROGRAM GUIDE

Levels of Study	Exchange students can be accepted into Undergraduate/Graduate programs with full privileges
Language of Instruction	English: for the Faculty of Liberal Arts (FLA), the Faculty of Science and Technology (Green Engineering, Green Science), the Graduate Program in Global Studies and Global Environmental Studies, TESOL Japanese: for all the faculties (except for Liberal Arts) and graduate programs (except for Global Studies and TESOL)

Areas of study available (some areas are undergraduate or graduate level only)	<in English> Liberal Arts (Comparative Culture, International Business and Economics, Social Studies), Japanese Language and Studies, Science and Technology (Green Engineering, Green Science), Global Studies (Graduate Level - Global Studies), Global Environmental Studies (Graduate Level), TESOL (Graduate Level) <In Japanese> Theology, Philosophy, History, Japanese Literature, English Literature, German Literature, French Literature, Journalism, Education, Psychology, Sociology, Social Services, Nursing, Law, International Legal Studies, Legal Studies of the Global Environment, Economics, Management, English Language and Studies, German Language and Studies, French Language and Studies, Spanish Language and Hispanic Studies, Russian Language and Studies, Portuguese Language and Luso-Brazilian Studies, Materials and Life Sciences, Engineering and Applied Sciences, Information and Communication Sciences, Science and Technology, Global Studies (International Relations, Area Studies), Global Environmental Studies
--	--

Undergraduate Programs

Faculty of Liberal Arts	Centered around courses in Comparative Culture, International Business and Economics, and Social Studies, the broad interdisciplinary curriculum of the Faculty of Liberal Arts (FLA) is designed to extend the general knowledge of students while developing their critical thinking ability. A wide range of courses that are focused on Japan help students gain an understanding of both present-day Japan and its traditions in a global context.
-------------------------	---

Website: http://www.sophia.ac.jp/eng/program/undergraduate_c/UG_LA

Green Science

The Green Science program is designed to provide a fundamental knowledge of substances, and to resolve environmental issues at the atomic and molecular levels based on green material sciences.

Website: <http://www.st.sophia.ac.jp/english/about-us/index.html>

Green Engineering

The Green Engineering program is designed to provide electrical and mechanical engineering skills that will lead to the further development of energy-conservation technologies, efficient power generation, transmission and distribution.

Website: <http://www.st.sophia.ac.jp/english/about-us/index.html>

Graduate Programs

Global Studies	The Graduate Program in Global Studies builds on Sophia's traditional strengths in area studies to study globalization. The program emphasizes inquiry into the contemporary world and its historical antecedents through a curriculum that combines the themes of interdisciplinary global studies, theories and the methodologies of academic disciplines, as well as language training and a cross-cultural understanding of Japanese and area studies.
----------------	--

Website: <http://gpgs.fla.sophia.ac.jp/>

Global Environmental Studies	The curriculum covers three fields: Economics and Business Administration for the Environment, Law and Policies, and Sociology for the Environment and Science and Engineering for the Environment. One of the strategies of this course is to enhance the capacity of students to contribute to the solving of current environmental issues by offering them a wide variety of practical and discipline-specific programs.
------------------------------	---

Website: <http://www.genv.sophia.ac.jp/english/index.html>

Green Science and Engineering	Green Science and Engineering places an emphasis on environment- and sustainability-related studies, which are of paramount importance to the future of mankind. To foster cross-disciplinary education, faculty members drawn from all the other eight divisions are involved in the teaching. Students are expected to associate with a faculty member and join her/his research group to pursue the advanced education required for thesis research.
-------------------------------	---

Website: <http://www.st.sophia.ac.jp/english/graduate-studies/index.html>

Linguistics <TESOL>	Program in Linguistics (TESOL) provides courses with an emphasis on both theory and practice. The faculty members represent a diverse spectrum of applied linguistics and language education, ensuring a comprehensive program for all who are interested in teaching English as a second or foreign language.
---------------------	--

Japanese Language Course

Those who have no knowledge of Japanese should enroll in Basic Japanese. Those who have some prior exposure to Japanese should take the Japanese Placement Test, and they will be placed in the appropriate track and class level on the basis of their test performance. There are two tracks for the Japanese courses, the regular program and the intensive program.

Website: <http://www.sophia-cler.jp/subject/ja/>

Regular Japanese Course (4 credits)

The Japanese Language Regular Program is for a) newcomers to Japanese or b) intermediate-advanced level students who do not intend to take the Intensive Program. In the Japanese Language Regular Program, 90-minute classes are offered four or five times a week. Students take a placement test prior to course registration. English is occasionally used for instruction as necessary.

Intensive Japanese Course (8 credits)

In the JLIP, classes meet for three hours a day (9:15 to 12:30) from Monday through Friday. English is occasionally used for instruction as necessary. There are four levels, with the lowest level being for students who have attained level N5 of the Japanese Language Proficiency Test or equivalent. All students who plan to take JLIP must take a language placement test prior to course registration, and will be assigned to a level on the basis of the results of the placement test.

日本語受け入れプログラム Programs taught in Japanese

各学部学科・研究科情報 : <http://www.sophia.ac.jp/jpn/program>

学部	
神学部	神学科
文学部	哲学科、史学科、国文学科、英文学科、ドイツ文学科、フランス文学科、新聞学科
総合人間科学部	教育学科、心理学科、社会学科、社会福祉学科、看護学科
法学部	法律学科、国際関係法学科、地球環境法学科
経済学部	経済学科、経営学科
外国語学部	英語学科、ドイツ語学科、フランス語学科、スペイン語学科、ロシア語学科、ポルトガル語学科
総合グローバル学部	総合グローバル学科
理工学部	物質生命理工学科、機能創造理工学科、情報理工学科
大学院	
神学研究科	神学専攻、組織神学専攻
哲学研究科	哲学専攻
文学研究科	史学専攻、国文学専攻、英米文学専攻、ドイツ文学専攻、フランス文学専攻、新聞学専攻、文化交渉学専攻
総合人間科学研究科	教育学専攻、心理学専攻、社会学専攻、社会福祉学専攻、看護学専攻
法学研究科	法律学専攻、法曹養成専攻
経済学研究科	経済学専攻、経営学専攻、経済制度・組織専攻
外国語学研究科	言語学専攻、国際関係論専攻、地域研究専攻、国際関係論専攻、地域研究専攻
理工学研究科	理工学専攻
地球環境学研究科	地球環境学専攻

Courses

Course Information	http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info *Bulletin for academic year 2016(April 2016-March 2017) will be published in March 2016. Course offer and syllabi remain mostly the same but may vary slightly each year. Students should refer to 2015 course information before 2016 information available.	
Standard Course Load	Faculty of Liberal Arts	■ Japanese Course (REGULAR) + 2 - 4 Lecture Courses ■ Japanese Course (INTENSIVE) + 1 or 2 Lecture Courses *4 credits are awarded for one lecture course. *Students may register for a maximum of 20 credits per semester.
	Faculty of Science and Technology	■ Japanese Course (REGULAR) + 4 - 6 Lecture Courses ■ Japanese Course (INTENSIVE) + 2 - 3 Lecture Courses *2 credits are awarded for one lecture course. *Students may register for a maximum of 26 credits per semester.
	Global Studies	■ Japanese Course (REGULAR) + 2 Lecture Courses ■ Japanese Course (INTENSIVE) + 1 Lecture Course ■ 3 Lecture Courses *4 credits are awarded for one lecture course basically. *Students can only take up to 12 credits.
	Others	Courses will be decided after consultation with the supervisor.
Resistration requirements	*Exchange students must register for the equivalent of at least 10 hours of instruction per week. *FLA core programs, the foreign language courses (except Japanese language), and Studies in Christian Humanism courses, are NOT open to exchange students. *Basically, students cannot take courses offered by other faculties and programs. *Since the Intensive Japanese is a very demanding course, we usually recommend students to take no more than two courses besides Intensive Japanese.	

4. ACADEMIC INFORMATION

Credits & Grading System

Credits	Type of course		Credits awarded	
	lecture courses		one credit is awarded for one semester-hour (equivalent to fifteen 45-minutes periods of instruction) successfully completed.	
	language courses		one credit is awarded for two semester-hours (equivalent to thirty 45-minute periods of instruction) successfully completed.	
	physical education practice		one credit is awarded per course (thirty 45-minute periods of instruction).	
Grading System	A student's work is graded according to the following table:			
	Grade	Scale		Quality Point Index
	A	100 - 90	Excellent	4.0
	B	89 - 80	Good	3.0
	C	79 - 70	Satisfactory	2.0
D	69 - 60	Passing	1.0	
W		Withdrawal		
F		Failure		
Academic Calendar				
Application Deadline		Autumn 2016 March 31, 2016	Spring 2017	
Arrival Date		September 15 and 16	November 10, 2016	
Orientation		September 21	early April (April 1 in 2016)	
Japanese Language Placement Test		September 22	early April (April 2 in 2016)	
Course Registration		mid- late September (TBA)	early April (April 3 in 2016)	
Classes		September 29 - December 22, January 5 - 24	early-mid April (TBA)	
Final Exams		January 25 - February 1, 2016	mid April - mid July (April 11 - July 21 in 2016)	
Transcript Issuance		late March	late July (July 22 - July 29 in 2016) mid September	
Other Important Academic Information		Summer Vacation : August - late September (July 30 - September 28 in 2016) Winter Recess : December 23, 2016 - January 4, 2017 Spring Vacation : February 2 - March 31, 2016		

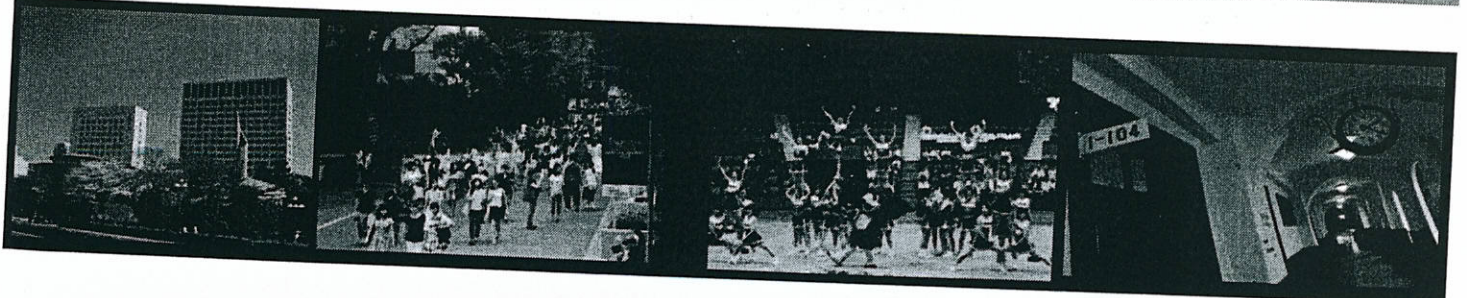
Exchange Application

Application requirements	<Programs taught in English> TOEFL iBT 79, TOEFL PBT/ITP 550, IELTS 6.0, or TOEIC730 (for Graduate Program: TOEFL iBT 100, TOEFL PBT/ITP 600, IELTS 7.0, or TOEIC870) <Programs taught in Japanese> Japanese Language Proficiency Test N1 level. or consult with Sophia University
Expected GPA for application	Applicants are strongly expected to have a Grade Point Average of B (3.0) or better in the standard 4-level rating system (A, B, C, D) or equivalent.

4. APPROXIMATE LIVING EXPENSES FOR EXCHANGE STUDENTS

Housing fees	Type of Housing	1 semester (4 months)	1 year (10 months)	Remarks
		Sophia Soshigaya International House	258,000 yen	524,300 yen
	Kasai International House for Women	308,936 yen	711,380 yen	
	Wakeijuku for Men	468,600 yen	989,000-1,072,700 yen	Meals included
	Azalea House	305,000 yen	635,000 yen	
	DK House Matsudo	307,500 yen	676,740yen	excluding a charge of electric usage
	DK House Nerima/ Shinkoiva	319,500 yen	706,740 yen	excluding a charge of electric usage
Other Expenses				
Meals: 30,000 - 60,000 yen per month Books: 30,000 - 50,000 yen per semester Public Transportation: 5,000 - 10,000 yen per month Personal Expenses: 20,000 yen /month - (depends on the student's lifestyle)				
Insurance				
Personal Accident Insurance for Students Pursuing Education and Research: 800 yen /year (Mandatory) Japanese National Health Insurance: 1,500-3,000 yen /month (depends on resident areas)				

5. PHOTO





Application Materials

Please read the following instructions for each item carefully before submitting the application documents to us.

General rules for submitting applications:

- 1) The Application Form and other prescribed forms are available for download from following website
< http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/application_materials>
The applicants are required to submit their applications through the exchange program coordinator of their home institution.
- 2) **All documents have to be originals.** If original certificate(of language aptitude proof, etc) is unavailable, please submit a copy of the document certified by the home institution.
- 3) **Documents printed in a language other than English or Japanese have to be translated into English or Japanese and certified by the home institution.**
- 4) Application documents will not be returned. If an applicant withdraws from the exchange program, the application documents will be kept at Sophia for one year.
- 5) Please type or fill out all documents with pen.

Documents to be submitted:

- (1) Application form (form provided)
- (2) 4 photographs (length 4cm × width 3cm ***just size**)
- (3) Official academic transcript(s) including list of courses you are currently enrolled
- (4) Two Letters of academic recommendation (form provided)
- (5) Photo copy of your passport (and visa, if you have one)
- (6) Housing Application Form (form provided)
- (7) Certificate of Health (form provided)
- (8) TOEFL/ IELTS(Academic)/ TOEIC test report
(for ALL applicants from non-English-speaking institutions to English taught program)
- (9) JLPT test report (For applicants to programs taught in Japanese)
- (10) Application for Certificate of Eligibility

(1) Application Form (Form Provided)

The applicant must specify the semester and the program for which he/she is applying.

The applicant should refer to the course information on the website when filling out the list of courses he/she intends to take at Sophia.

Course Information : http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info

It is strongly recommended to take Japanese language course every semester. (The formal course registration will be

made by the students after arriving in Japan.)

(2) 4 photos (length 4cm × width 3cm) *DO NOT STAPLE THE PHOTOS

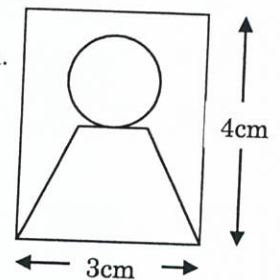
Put 1 on the Application Form for Exchange Program and 1 on the Housing Application form.

Enclose 2 for Application for Certificate of Eligibility (for the visa).

No edge, JUST SIZE, in formal pose, clearness and no background scenery.

Color photocopies and computer printouts are NOT acceptable.

Please write your name on the back of the photo.



(3) Official Academic Transcript(s)

★ Applicants for the UNDERGRADUATE program:

The latest official transcript(s), showing courses taken and grades received, of all academic institutions attended should be submitted.

If applying for Spring Semester at Sophia, it is required to submit the transcript including the grades of previous Spring Semester.

If applying for Autumn Semester at Sophia, it is required to submit the transcript including the grades of previous Autumn Semester.

Student copies are NOT acceptable. Applicants must have the grades for at least one semester at their home institutions.

★ Applicants for the GRADUATE program:

The latest official transcript(s) of all previous undergraduate and graduate studies should be submitted.

If applying for Spring Semester at Sophia, it is required to submit the transcript including the grades of previous Spring Semester.

If applying for Autumn Semester at Sophia, it is required to submit the transcript including the grades of previous Autumn Semester.

Student copies are NOT acceptable. Applicants must have the grades for at least one semester at their home institutions.

A certificate (certified copy of a diploma) showing that the applicant has finished the bachelor-level studies should also be submitted.

Notes:

- a. The applicants are expected to have a Grade Point Average of B (3.0) or better in the standard 4-level rating system (A, B, C, D) or equivalent for submitting their applications for the exchange program. An official transcript from our partner university is essential in submitting the application; an applicant therefore must have completed at least one semester of study at his/her home university as a degree-seeking student before submitting the exchange application.
- b. A list of courses that are in session at the time of application should be shown on the transcript(s) If not, please submit a separate list with courses in progress.
- c. The explanations of the grading system used at the applicant's home university should be attached to the

transcript(s) by the applicants' home institution.

(4) Two Letters of Recommendation (Form Provided)

The letters must be from professors/ lectures who have taught the applicant an academic course at his/her home institution.

(5) Photocopy of Passport (and visa, if not coming on student visa)

A photocopy of the pages of the applicant's passport showing the photograph, name, birth date, place of birth, number, citizenship, period of validity, and place of issuing. If the applicant is not coming on a student visa, the copy of the pages containing the relevant visa to enter and study in Japan should also be submitted.

(6) Housing Application Form (Form Provided)

ALL applicants must submit the housing application, regardless of whether they wish to make accommodation arrangements through Sophia.

If applicants wish to make the accommodation arrangement through Sophia, they must fill out all pages and sign the promise.

(7) Certificate of Health (Form Provided)

All applicants should submit the Certificate of Health completed within the previous 6 months, signed by a practicing physician and indicating that the applicant is physically fit to attend university and do the required academic work. All items (**including x-ray**) on the certificate must be filled out. *The applicants with special needs are requested to provide in advance concerning information.

(8) English Aptitude Proof

Applicants from non-English-speaking institutions applying to Sophia's English taught programs are required to submit one of the following English aptitude proofs:

- a. Minimum 79 TOEFL iBT
- b. Minimum 550 on TOEFL PBT/ ITP
- c. Minimum 6.0 on IELTS(Academic)
- d. Minimum 730 on TOEIC

*Non-native English speakers who apply for **the Graduate Program in Global Studies** are expected to have a higher English ability in comparison to the undergraduate program. Applicants who cannot fulfill the language requirement will be denied the entrance into the program.

- a. Minimum 100 TOEFL iBT
- b. Minimum 600 on TOEFL PBT/ ITP

- c. Minimum 7.0 on IELTS(Academic)
- d. Minimum 870 on TOEIC

(9) Japanese Language Aptitude Proof (For undergraduate/graduate programs taught in Japanese ONLY)

For applicants whose native language is not Japanese, it is necessary to submit a copy of Japanese Language Proficiency Test N1 level certificate(日本語能力試験 N1) .

Some Japanese taught departments may accept students with JLPT N2 level or other certificates of your Japanese language skills. Please consult with the Center for Global Discovery if you wish to apply for programs taught in Japanese.

For details and overseas testing of the Japanese Language Proficiency Test, please refer to:

<http://www.jlpt.jp/e/index.html>

(10) Application for Certificate of Eligibility (To be submitted ONLINE)

Applicants who are not Japanese citizens/ residents need to submit the COE application form from following page:

<https://www.sophia.ac.jp/srm/form/index.php?id=sophia24>

This document is necessary for visa application. Please complete the form (in excel) carefully and make sure all items are filled out.



Application Check List (Sophia University)

NAME: _____

Please send the following completed documents along with this check list by the deadline.

Please refer to the following website for details about application materials.

http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info

- Application form (Form provided) *Make sure to fill out ALL blanks.
- 1. Letter of academic recommendation (Form provided) from Prof. _____
- 2. Letter of academic recommendation (Form provided) from Prof. _____
- Certificate of Health (Form Provided)
- Photo copy of your passport (and visa, if you have one)
- 4 photographs (**4cm X 3cm**: with clear face and white background) *DO NOT STAPLE the photos
- Housing Application Form (Form provided) *Housing allocation works on first come first serve basis
- Official academic transcript(s) *Must be official. Student Copy will NOT be accept
- List of courses you are currently enrolled
- TOEFL/ IELTS(Academic)/ TOEIC test report
*For ALL applicants from non-English-speaking institutions to English taught program
- JLPT test repot *For applicants to programs taught in Japanese
- Application for Certificate of Eligibility I have submitted the data online on (date) _____

*Must be submitted online at: <https://www.sophia.ac.jp/srm/form/index.php?id=sophia24>

Application Deadlines at Sophia:

For entrance in AUTUMN semester 2016: March 31, 2016

For entrance in SPRING semester 2017: November 10, 2016

Academic year 2016-2017

Sophia University (上智大学)
APPLICATION FORM FOR EXCHANGE PROGRAM (交換留学願書)

留学を希望する学期の欄にチェックしてください。
*Check the semester(s) which you are applying for.

(Application Period: February 10 - March 31, 2016)

- Autumn 2016 only
 Autumn 2016 and Spring 2017

(Application Period: October 1 - November 10, 2016)

- Spring 2017 only
 Spring 2017 and Autumn 2017

留学を希望する学部・研究科にチェックして下さい。

*Check ONE program for which you wish to be enrolled.

English-taught Program (英語受入れプログラム)

- Liberal Arts (Undergraduate)
 Global Studies (Graduate only)
 Green Science (Undergraduate/ Graduate)
 Green Engineering (Undergraduate/ Graduate)
 Global Environmental Studies (Graduate only)
 TESOL (Graduate only)

日本語受入れプログラム (Japanese-taught Program)

- 学部 (学科名:)
 研究科 (研究科名:)



Please type or print all information in block letters. コンピュータで入力するかブロック体で記入して下さい。

Home University 出身大学	Major 専攻	Expected Graduation 卒業見込年月	Degree to be awarded 取得見込学位
		Month 月 Year 年	

Name in Alphabet アルファベット氏名

Last (姓)	First (名)	Middle

Name in Kanji 漢字氏名 (If you have one)

--

Name in KATAKANA カタカナ氏名 (if you know)

--

Sex 性別

M F

Country of Citizenship 国籍

Nationality 1:
Nationality 2:

If you hold dual citizenship, indicate both. Then circle the one you would use to enter Japan. If you hold dual citizenship of Japan, you must use Japanese nationality.

Birth Date 生年月日

Month 月	Day 日	Year 年

Birth Place 出生地

City 市	State 州	Country 国

Passport パスポート

Number 番号:

Date of Expiration 有効期限:
Month 月 Day 日 Year 年

Current Contact Information 連絡先

Mailing Address 住所

Valid until (date):

Phone #:
E-mail:

Emergency Contact (Parents, Guardians or Guarantors) 緊急連絡先 (両親、保護者もしくは保証人)

Name 氏名:	Occupation 職業
Mailing Address 住所:	E-mail
	Phone#

Financial Standing 経済状況

How are you going to finance the living expenses during your stay in Japan? 留学中の生活費はどのように賄いますか。

--

Health Conditions 病気・身体状況

Please write any health condition you feel is important for us to know, such as serious medical problem, physical disabilities, treatment history, etc.
 治療中の疾病、身体障害、過去の治療歴など、健康上考慮してほしいことがありましたら記入してください。

Past entry into/ stay in Japan 過去の来日経験

Dates of Arrival 入国日	Dates of Departure 出国日	Purpose 目的	Type of Visa ビザの種類

Family in Japan (parents, spouse, siblings, sons and daughters, etc) 在日家族

Relationship 続柄	Name 氏名	Age 年齢	Nationality 国籍	Residing with you or not 同居予定の有無	Occupation 職業	Status of Residence 在留資格	Period of Stay 在留期間

Marital Status 未婚・既婚の別

Name of spouse 配偶者氏名

*Please check the appropriate item.
 Single 未婚 Married 既婚

List of Schools you attended (from Primary/elementary school to present) 在籍した学校名(小学校から現在まで)

Name of School	Location	From (Month 月 Year 年)	To (Month 月 Year 年)	Degree earned
1) _____				
2) _____				
3) _____				
4) _____				
5) _____				
6) _____				

Total years of study
 在籍総年数:
 _____ years 年

(Please indicate the period of attendance of each institution.)

List Course areas which you expect to take at Sophia 上智大学で履修を希望する科目を列挙して下さい

<Course Information> http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info
 *FLA (Faculty of Liberal Arts) core courses(Basic Skills, English Composition, Public Speaking, Thinking Process), Language courses(except Japanese) and Studies in Christian Humanism courses, are NOT open to exchange students.

交換留学生は国際教養学部のコアコースと日本語以外の外国語、キリスト教人間学科目を履修することはできません。

Semester 20 _____		Semester 20 _____	
COURSE CODE	COURSE TITLE	COURSE CODE	COURSE TITLE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Promise 誓約

I, _____,
 an applicant for admission to Sophia University, hereby promise to obey the laws of Japan and the regulations laid down by the government for the conduct of students coming from abroad. I am fully aware that a serious violation of these laws and regulations may be followed by expulsion from the University and deportation from the country.
 During my study abroad, I promise to take credits by semester according to the criteria of Sophia University and to finish the final examinations. In particular, I promise not to abandon my studies in the middle of a semester for any reason nor will I ever ask for special arrangements at Sophia University, such as early scheduling of examinations, in order to return to my country earlier than the academic calendar permits.
 Upon completion of the exchange studies, I give Sophia the right to release my academic transcript to the home institution.
 Finally, I do not hold the school responsible for my personal conduct or for my personal debts or fines imposed upon me for violations of laws.

上智大学に留学を出願する私、_____は

ここに、日本国政府の制定した外国人留学生としての行いに関する法令に従うことを誓います。これらの法令に違反することは大学からの除籍および日本国からの追放になることを承知しています。留学中は、上智大学の基準に従って学期毎に単位を取得し、期末試験を終了することを誓約いたします。いかなる理由においても学期の途中で勉学を放棄したり、学期終了前に帰国するために上智大学での試験日程の繰上げなど特別な配慮を求めるようなことはいたしません。
 また、交換留学期間終了後に上智大学が私の母校へ成績を送付することを認めます。
 最後に、借金、罰金、法令違反などの指摘行為についての責任を大学に負わせることはいたしません。

Applicant's Signature _____	Date(DD/MM/YYYY) _____
志願者署名	日付

Academic Purpose Essay エッセイ

★Please include your reasons for wishing to study at Sophia, specify as precisely as possible the intend areas of study and the relation to your previous academic or career experience.

出願理由等を記載すること。特に上智大学で履修予定の科目と、それが自分のこれまでの専門分野又は職歴にどのように関係するかを詳細に記述すること。

★For ENGLISH-taught programs (e.g. the Faculty of Liberal Arts/ Graduate program in Global Studies) applicants, the essay should be in ENGLISH. Approximately 500 words

日本語で授業を行っている学部・研究科に出願する者: 和文、800～1200字程度

CERTIFICATE OF HEALTH

(to be completed by the examining physician) *Please print all information clearly.

Name: _____ Sex: Male / Female
Family name First name Middle Name

Date of Birth: _____ Age: _____

1. Physical Examination • Laboratory tests

Height: _____ cm Weight: _____ kg

Blood Pressure: _____ mmHg ~ _____ mmHg

Urinalysis: Protein (_____) Glucose (_____) Occult Blood (_____)

Eyesight: Right (_____) Left (_____) Right (_____) Left (_____)
without glasses or contact lenses with glasses or contact lenses

Hearing: Right (normal / impaired) Left (normal / impaired)

2. Please describe the results of physical and X-ray examinations of the applicant's chest x-rays .

All applicants are **required** to have X-ray examination taken within 6 months before the application deadline .

Cardiomegaly

- normal
- impaired



Electrocardiograph

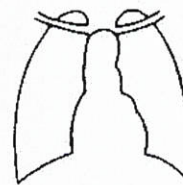
- normal
- impaired

Lungs

- normal
- impaired

Date of X-ray _____ **(mandatory)**

Film No. _____



Describe the condition of applicant's lungs.

3. Under medical treatment at present

- Yes (Name of illness: _____) (Name of medication: _____)
- No

4. Past history: Please indicate with A (recovered fully) , B (receiving follow-up care) or C (under treatment at present).

Name of illness ↓	Name of illness ↓
Anemia/blood disease () (_____)	Tuberculosis () (_____)
Heart disease () (_____)	Kidney disease () (_____)
Thyroid disease () (_____)	Diabetes () (_____)
Asthma () (_____)	Epilepsy () (_____)
Psychosis () (_____)	Drug allergy () (_____)
Functional disorder in extremities () (_____)	
Other medical problems or history of treatment (_____)	

5. Particulars or additional comments:

I hereby certify that the above information is correct, and this student does not have any medical problems to study abroad.

Date: _____ Physician's Name (Print): _____

Address: _____

Signature: _____