



# บันทึกข้อความ

คณะอุตสาหกรรมเกษตร  
 สารบรรณ  
 000085  
 วันที่ 10 ม.ค. 2560  
 เวลา 11.29 น.  
 โทร. 4-3664  
 ผู้รับ

ส่วนงาน กองวิเทศสัมพันธ์ สำนักงานมหาวิทยาลัย มหาวิทยาลัยเชียงใหม่ โทร.

ที่ ศธ 6592 (7)/ วันที่ 9 มกราคม 2560

เรื่อง โครงการแลกเปลี่ยนนักศึกษา กับ Sophia University สำหรับภาคฤดูใบไม้ร่วง 2017 และวิเทศสัมพันธ์

เรียน ผู้อำนวยการกองวิเทศสัมพันธ์

งานบริหารงานวิจัย บริการวิชาการ  
 และวิเทศสัมพันธ์  
 คณะอุตสาหกรรมเกษตร  
 รับที่ 008  
 วันที่ 10 ม.ค. 60  
 เวลา 14.00

**สรุปเรื่อง** ด้วย Sophia University ได้ประชาสัมพันธ์โครงการแลกเปลี่ยนนักศึกษา สำหรับภาคการศึกษาฤดูใบไม้ร่วง 2017 โดยมีกำหนดเปิดรับใบสมัครระหว่างวันที่ 10 กุมภาพันธ์ - 10 เมษายน 2017 นักศึกษาที่จะเข้าร่วมโครงการต้องมีคุณสมบัติตามที่ Sophia University กำหนด การสมัครเข้าร่วมโครงการที่ใช้ภาษาอังกฤษสำหรับการเรียน ผู้สมัครจะต้องมีผลการทดสอบภาษาอังกฤษ อาทิ IELTS/TOEIC/TOEFL และสำหรับการสมัครเข้าร่วมโครงการที่ใช้ภาษาญี่ปุ่น ผู้สมัครจะต้องมีผล JLPT ในระดับ N1 ทั้งนี้ สามารถดาวน์โหลดใบสมัครที่เว็บไซต์ และสำหรับใบสมัครที่ไม่สมบูรณ์จะทำให้การพิจารณาล่าช้า ตามรายละเอียดแนบ

**ข้อเสนอเพื่อพิจารณา** จึงเรียนมาเพื่อโปรดทราบและเห็นสมควรแจ้งคณะ บัณฑิตวิทยาลัย และวิทยาลัยศิลปะ สื่อ และเทคโนโลยี เพื่อพิจารณาแก่นักศึกษาที่สนใจเข้าร่วมโครงการ และส่งให้กองวิเทศสัมพันธ์ ภายในวันที่ 1 เมษายน 2560 เพื่อดำเนินการต่อไป หากเห็นชอบด้วย โปรดลงนามในบันทึกแนบท้ายนี้

สุธีวรรณ 9 ม.ค. 60

ที่ ศธ 6592(7) / 0009 ลงวันที่ 9 มกราคม 2560

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|---|---|
| <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"/> เลขานุการคณะวิจิตรศิลป์                  | <input type="checkbox"/> เลขานุการคณะการสื่อสารมวลชน            |
| <input type="checkbox"/> เลขานุการวิทยาลัยศิลปะ สื่อ และเทคโนโลยี | <input type="checkbox"/> เลขานุการบัณฑิตวิทยาลัย                |

เพื่อโปรดทราบและพิจารณาดำเนินการต่อไปด้วย จะขอบคุณยิ่ง

*(Signature)*

(นางสาววรลักษณ์ สุธีวรรณ)  
 ผู้อำนวยการกองวิเทศสัมพันธ์

เรียน ผู้ช่วยคณบดี

ด้วย Sophia University ประเทศญี่ปุ่น  
ปชส. โครงการแลกเปลี่ยน นศ. ภาคการศึกษาฤดูใบไม้  
ร่วง 2017 โดยรับสมัครระหว่าง 10 ก.พ. – 10 เม.ย. 2017  
ทั้งนี้ นศ. ที่สมัครเข้าร่วมโครงการที่ใช้  
ภาษาอังกฤษสำหรับการเรียน ต้องมีผลสอบ IELTS /  
TOEFL หรือ TOEIC และการสมัครเข้าร่วมโครงการที่  
ใช้ภาษาญี่ปุ่น ต้องมีผล JLPT ระดับ N1 (รายละเอียดดัง  
แนบ)

นศ. ที่สนใจสามารถดาวน์โหลดใบสมัครได้ที่:

[http://www.sophia.ac.jp/eng/admissions/  
exchangeprograms/application\\_info/applic  
ation materials](http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/application_materials) และส่งใบสมัครพร้อมเอกสารที่

เกี่ยวข้องผ่านหน่วยวิเทศฯ ภายใน 27 มี.ค. 2560

จึงเรียนมาเพื่อโปรดทราบ เห็นควร

ประชาสัมพันธ์ให้นักศึกษาทราบ

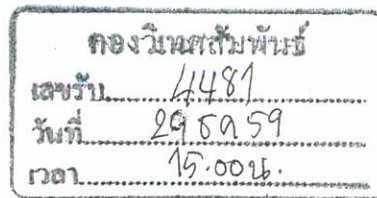
ทิพย์ น. ๖๓-๖๐  
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ปิ่นพร ๘๓๓  
12 มี.ค. 2560

ทำเนียบ  
๖๓๖๓  
13 มี.ค. ๖๐

# \*Sophia University\* Application Information for Autumn 2017 Exchange Program

overseas@cl.sophia.ac.jp

Wed 28-Dec-16 6:46 PM



To:overseas@cl.sophia.ac.jp <overseas@cl.sophia.ac.jp>;

8 attachments

2017-18 Nomination Sheet to Sophia.xlsx; ★New★Fact Sheet-Sophia.pdf; 00.Details About Application Materials.pdf; 01.Check list Autumn 2017.pdf; 02.Application Form Autumn 2017.pdf; 03.Recommendation Letter Form Autumn 2017.pdf; 04.Certificate of Health Autumn 2017.pdf; 05.Housing Application Autumn 2017.pdf;

Dear partners,

Warm greetings from Sophia University, Japan!

We are pleased to send you our latest exchange application information and materials for Autumn 2017. If you would like to nominate your students, please return the completed nomination sheet to us through email. Students' application materials should be sent during February 10, 2017 - **April 10, 2017** (due date).

\*Please check the qualifications through the following link and nominate students who meet all the criteria:

[http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application\\_info/qualification](http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/qualification)

Documents/hard copies need to be sent to Sophia (address at the bottom of this e-mail) through surface mail include:

- Check list
- Application Form
- Academic Purpose Essay
- 2 Recommendation Letters
- Certificate of Health (must use the form provided by Sophia)
- Housing Application Form
- 4 Photographs (4cm x 3cm with white background)
- Official ORIGINAL transcript in English (student copies are NOT acceptable)
- List of Courses Currently Enrolled (if not listed on the transcript)
- Valid IELTS/ TOEIC/ TOEFL (ITP or iBT) results for English-taught program applicants
- JLPT Test Report (**N1**) for Japanese-taught program applicants

#### Upload online

- Application Form for Certificate of Eligibility

\* Please ask your students to download and submit the CoE form from the following link. Hard copies are NOT necessary:<https://www.sophia.ac.jp/srm/form/index.php?id=sophia24>

More information regarding application to Sophia Exchange could be found here:

[http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application\\_info/application\\_materials](http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/application_materials)

**Errors in application materials will result in the delay of screening process.**

Please make sure all documents are completed before sending out.

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

Thank you for your continuous support for our exchange program and we wish you a very happy 2017 ahead!

Best regards from Tokyo,

Nori KAKU (Ms.) / Kanae TERAHIRA (Ms.) / Chihiro YAMAMOTO (Ms.)

\*\*\*\*\*

Sophia University

Office of Global Education and Collaboration, Center for Global Discovery

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

tel:+81-3-3238-3521

fax:+81-3-3238-3554

overseas@cl.sophia.ac.jp

\*\*\*\*\*

## 2017/18 Sophia Exchange Program Nomination Sheet

No.	Home University	Period(*)	Program wish to be enrolled	Sex	FAMILY NAME <small>(BLOCK CAPITALS)</small>	FIRST NAME <small>(BLOCK CAPITALS)</small>	NATIONALITY <small>(BLOCK CAPITALS)</small>	Birthday <small>(www/mm/dd)</small>	E-mail
1									
2									
3									
4									

\*Period

A17 : September 21, 2017 -March 31, 2018

A17-S18 : September 21, 2017 - September 20, 2018

\*Final Exams/ Transcript Issuance

Autumn semester : end of January/ late March

Spring semester: end of July/ mid September

\*Programs

Students choose "Others(Japanese taught program)" must have JLPT N1 level certificate

For details of Sophia's academic programs, please see <[http://www.sophia.ac.jp/eng/e\\_top/program](http://www.sophia.ac.jp/eng/e_top/program)>

\*Example:

No.	Home University	Period	Program wish to be enrolled	sex	FAMILY NAME	FIRST NAME	NATIONALITY	Birthday	E-mail
1	XXX University	A17	Faculty of Liberal Arts	M	SOPHIA	KENTA	JAPAN	20/6/1994	
2	XXX University	A17-S18	Green Engineering	F	SOPHIA	RIRIKO	USA	28/12/1993	

## Sophia University Exchange Program Autumn 2017 / Spring 2018

As of December 2016

### 1. CONTACT INFORMATION

Office	Office of Global Education and Collaboration
Mailing Address	7-1 Kioi-cho Chiyoda-ku, Tokyo 102-8554 Japan
Website	<a href="http://www.sophia.ac.jp/eng/e_top">http://www.sophia.ac.jp/eng/e_top</a>
Email	overseas@cl.sophia.ac.jp
Telephone	81-3-3238-3521
Fax	81-3-3238-3554
Director	Ms. Kazumi SATO
Team Leaders	Ms. Tomoe YOSHINO (incoming) Ms. Rieko KASAI (outgoing)
Incoming Exchange Students Coordinators	Ms. Nori KAKU Ms. Kanae TERAHIRA Ms. Chihiro YAMAMOTO
Outgoing Exchange Students Coordinators	Ms. Maki HAYASAKA Mr. Yuya MUKAI

### 2. GENERAL INFORMATION

Key features of Sophia University	<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 Others, with Others".</p> <ol style="list-style-type: none"> <li>1) 14,000 students (1,400 graduate and 12,600 undergraduate students) from diverse backgrounds</li> <li>2) 553 full-time teaching staff from 23 countries (85% Japanese, 15% International)</li> <li>3) Full degree programs offered in English: Faculty of Liberal Arts, Faculty of Science and Technology (Green Science and Engineering Area), Graduate Program in Global Studies, Graduate Program of Science and Technology (Green Science and Engineering Area), Graduate Program in Global Environmental Sciences</li> <li>4) Wide variety of Japanese language courses</li> <li>5) Small class size: Student / Teacher ratio of 25:1</li> <li>6) 287 partner universities worldwide (56 countries)</li> <li>7) Campus located in central urban area, in Japan's political and economic hub; easy access to everywhere</li> </ol>
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	<a href="http://www.sophia.ac.jp/eng/admissions/exchangeprograms">http://www.sophia.ac.jp/eng/admissions/exchangeprograms</a>
Other useful links	<p>Tokyo City website: <a href="http://www.metro.tokyo.jp/ENGLISH/index.htm">http://www.metro.tokyo.jp/ENGLISH/index.htm</a></p> <p>Information on studying in Japan by JASSO: <a href="http://www.g-studyinjapan.jasso.go.jp/">http://www.g-studyinjapan.jasso.go.jp/</a></p>
Types of Accommodation	<ol style="list-style-type: none"> <li>1) Sophia Soshigaya International House (Off-campus co-ed dormitory)</li> <li>2) Kasai International House (Off-campus dormitory for Women)</li> <li>3) Wakeijuku (Off-campus dormitory for Men) with two meals</li> <li>4) Azalea House (Off-campus apartment-style co-ed)</li> <li>5) DK-House Nerima/ Shinkoiwa/ Matsudo (Off-campus co-ed dormitory)</li> </ol> <p>Students who wish to stay in one of the above dormitories should submit housing application form along with other application documents during the application period.</p>
Airport Pick Up Service	<p>Only available for students who arranged housing through Sophia and arrive during the designated arrival date &amp; time.</p> <p>Sophia students will escort exchange students from the airport to their accommodations using public transportation. The public transportation expenses will be students' own responsibility.</p>
Medical Insurance	It is mandatory for all students 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 for all students)
Visa Requirements	<p>Non-Japanese students must obtain college student visa before entering Japan.</p> <p>Accepted students will receive necessary documents for visa application in the end of January for spring entrance and end of July for autumn entrance.</p>

### 3. PROGRAM GUIDE

Levels of Study	Undergraduate/ Graduate
Language of Instruction	English or Japanese
Areas of Study available (some areas are undergraduate or graduate level only)	<p>&lt;In English&gt; Liberal Arts (Comparative Culture, International Business and Economics, Social Studies), Japanese Language and Studies, Science and Technology (Green Engineering, Green Science), Global Studies (Graduate only), Global Environmental Studies (Graduate only), TESOL (Graduate only)</p> <p>&lt;In Japanese&gt; 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 (Graduate only)</p>

#### English-Taught Undergraduate Programs

Faculty of Liberal Arts	<p>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.</p> <p style="text-align: right;">Website: <a href="http://www.fla.sophia.ac.jp/">http://www.fla.sophia.ac.jp/</a></p>
Faculty of Science and Technology	<p><b>Green Science</b></p> <p>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.</p> <p style="text-align: right;">Website: <a href="http://www.st.sophia.ac.jp/english/about-us/index.html">http://www.st.sophia.ac.jp/english/about-us/index.html</a></p>
	<p><b>Green Engineering</b></p> <p>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.</p> <p style="text-align: right;">Website: <a href="http://www.st.sophia.ac.jp/english/about-us/index.html">http://www.st.sophia.ac.jp/english/about-us/index.html</a></p>

#### English-Taught Graduate Programs

Global Studies	<p>The Graduate Program in Global Studies emphasizes inquiry into the contemporary world and its historical antecedents by combining the interdisciplinary themes of global studies, theories and the methods of academic disciplines, and cross-cultural understandings of Japanese and area studies. It has three MA degrees - Global Studies, International Business and Development Studies, and Japanese Studies - each with its own specialized curriculum. Graduate exchange students are welcome to take content courses that are consistent with their graduate degree and for which they have sufficient background.</p> <p style="text-align: right;">Website: <a href="http://gpgs.fla.sophia.ac.jp">http://gpgs.fla.sophia.ac.jp</a></p>
Global Environmental Studies	<p>The curriculum covers three fields: Economics and Business Administration for the Environment, Law and Policies, Sociology for the Environment, and Science and Engineering for the Environment. One of the strategies of this program 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.</p> <p style="text-align: right;">Website: <a href="http://www.genv.sophia.ac.jp/english/index.html">http://www.genv.sophia.ac.jp/english/index.html</a></p>
Green Science and Engineering	<p>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(see details from website) 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.</p> <p style="text-align: right;">Website: <a href="http://www.st.sophia.ac.jp/english/graduate-studies/index.html">http://www.st.sophia.ac.jp/english/graduate-studies/index.html</a></p>
Linguistics <TESOL>	<p>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.</p>

#### Japanese Language Course

Sophia University provides multiple tracks and levels of Japanese language courses according to students' needs and linguistic backgrounds. Students who wish to attend Japanese class can choose from the regular course and intensive course. Students who have prior Japanese study experience will be placed to appropriate class level according to the result of Japanese placement test.

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

##### Regular Course (4 credits)

The regular Japanese course offers beginning, intermediate to advanced courses where 90-minute classes meet four or five times per week. This course aims to focus on developing communicative competence through extensive practices by integrating four skills, listening, speaking, reading and writing. English is occasionally used for instruction as necessary.

##### Intensive Course (8 credits)

Intensive Japanese Course, which offers four-level intensive courses at beginning, intermediate, and advanced levels, is designed for students whose main purpose of coming to Japan is to study Japanese. Classes meet for three hours a day through Monday to Friday. Fifteen hours of class time per week allow students to spend sufficient time to gain the high level of Japanese proficiency. English is occasionally used for instruction as necessary.

## 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
グローバル・スタディーズ研究科	国際関係論専攻、地域研究専攻
言語科学研究科	言語学専攻
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	<a href="http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info">http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info</a>
	*Bulletin for academic year 2017 (April 2017-March 2018) will be published in March 2017. Course offer and syllabi may vary slightly each year. Students should refer to 2016 course information until 2017 information available.
	Students should take 7 classes (around 16 credits lecture course) or more per week. *1 class = 90 minutes
Standard Course Load	Maximum credits per semester: FLA (20), FST (26), GPGS (12)  Standard course load while taking Japanese language course: • Regular Japanese Course + 2-6 Lecture Courses • Intensive Japanese Course + 1-3 Lecture Courses
Registration Requirements	*Exchange students must register for more than 10 hours of classes per week. *FLA core programs, the foreign language courses (except Japanese language), and Studies in Christian Humanism courses are NOT open to exchange students. *In principle, students cannot take courses offered by other faculties and programs.

#### 4. ACADEMIC INFORMATION

### Credits & Grading System

	Credits awarded			
	Type of course			
Credits	Lecture course	2 or 4 credits per course one credit = 675 minutes class successfully completed		
	Language course	2 - 8 credits, depending on the course one credit = 1,350 minutes class successfully completed		
	Physical education practice	1 credit per course one credit = 1,350 minutes class successfully completed		
Grading Scale	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 F		Withdrawal Failure	
Academic Calendar	Autumn 2017		Spring 2018	
Application Deadline	April 10, 2017		November 10, 2017	
Arrival Date	mid-September (September 15,16 in 2016)		early April (April 1 in 2017)	
Orientation	September 21-22		early April (April 2-3 in 2017)	
Japanese Language Placement Test	September 22		early April (April 3 in 2017)	
Course Registration	late September (TBA)		early-mid April (TBA)	
Classes	September 27 - December 21, January 5 - 22		mid April - mid July (April 12 - July 22 in 2017)	
Final Exams	January 23 - 30, 2018		late July (July 24- July 29 in 2017)	
Transcript Issuance	late March		mid September	
Other Important Academic Information	Winter Recess : December 22, 2017 - January 4, 2018 Spring Recess : January 31 - March 31, 2018 Summer Recess : August - late September (July 30 - September 26 in 2017)			



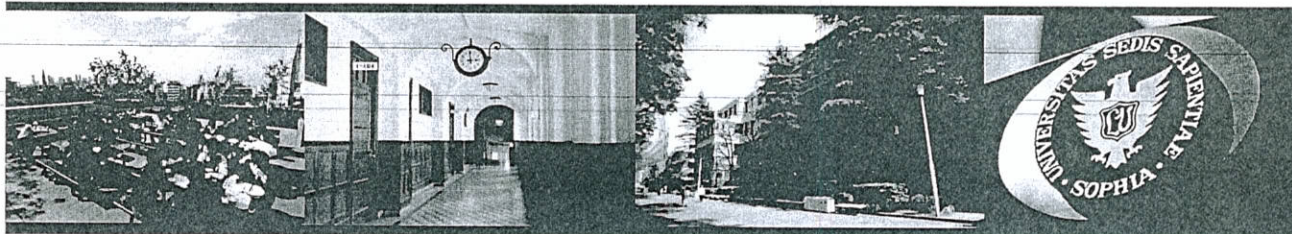
## Qualification

Application Requirements	<English-Taught Programs> TOEFL iBT 79, TOEFL PBT/ITP 550, IELTS 6.0, or TOEIC 730 <Graduate Program of Global Studies> TOEFL iBT 100, TOEFL PBT/ITP 600, IELTS 7.0, or TOEIC870 <Programs taught in Japanese> Japanese Language Proficiency Test N1 level
Expected GPA for Application	Applicants are expected to have a Grade Point Average of B (3.0) or above in the standard 4-level rating system (A, B, C, D) or equivalent.

### 5. APPROXIMATE LIVING EXPENSES FOR EXCHANGE STUDENTS

	Type of Housing	1 semester (4 months)	1 year (10 months)	Remarks
Housing Fees	Sophia Soshigaya International House	202,000 yen	529,000 yen	
	Kasai International House for Women	313,000 yen	716,000 yen	
	Wakeijuku for Men (Meals included )	503,000 yen	1,178,000 yen	Meals included
	Azalea House	305,000 yen	635,000 yen	
	DK House Tokyo Nerima	329,000 yen	715,000 yen	
	DK House Shinkoiwa	328,000 yen	717,000 yen	
	DK House Matsudo	314,000 yen	685,000 yen	
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 (Mandatory)	Personal Accident Insurance for Students Pursuing Education and Research: 800 yen /year Japanese National Health Insurance: 1,500-3,000 yen /month (price differs from resident areas)			

### 6. PHOTO





## Application Materials Guideline

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

### General rules for submitting applications:

- 1) Application form and other prescribed forms are available only at the office in charge of exchange programs in our partner institutions. Applicants are required to submit their applications through the exchange program coordinator of their home institution.
- 2) Applicants should submit **ORIGINAL documents** (NOT copy) ONLY. If original certificate (of language aptitude proof etc.) is unavailable, please submit a copy of the documents certified by 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) When filling out the documents, please either **TYPE** or use **PEN**.

### Documents to be Submitted:

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

### (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](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) Academic Purpose Essay

Generally, the essay should be about the applicant's reasons for wishing to study at Sophia, precise areas of intended study and how the study in Sophia relates to the applicant's previous experience as well as future goals.

Note: Applicants to the Graduate Program in Global Studies should list all courses they wish to take, indicating for each the relevance to their degree of study in their home institution and their background for the course. This explanation is separate from the word count for the Academic Purpose Essay

For English-taught programs applicants, please write approximately 500 words in English

For Japanese-taught programs applicants, please write 800 to 1200 characters in Japanese.

## (3) 4 Color Photos (length 4cm × width 3cm) \*DO NOT STAPLE THE PHOTOS

No edge, EXACT 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.

Attach 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) and the student ID card.

## (4) Official Academic Transcript(s)

★UNDERGRADUATE programs applicants:

Provide latest official transcript(s) of all undergraduate level institutions attended.

★GRADUATE programs applicants:

Provide bachelor diploma copy with latest official transcript(s) of all previous undergraduate and graduate studies.

Transcripts must be ORIGINAL documents issued by the home institution. Student copies are NOT acceptable.

Applicants must have completed at least one semester at their home institutions by the time of applying.

Applicants for spring entrance: submit transcript including grades of previous spring semester.

Applicants for autumn entrance: submit transcript including grades of previous autumn semester.

### Notes:

a. Applicants are expected to have a Grade Point Average of B (3.0) or higher in the standard 4-level rating system (A, B, C, D). Those who do not fulfill the requirement will be rejected. For more information, see following website.

Qualifications: [http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application\\_info/qualification](http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info/qualification)



b. A list of courses that you are taking at the time of application should be shown on the transcript(s). If not, please submit a separate list of courses in progress.

c. Explanations of the grading system used at the applicant's home university should be attached to the transcript(s) by the applicant's home institution.

#### **(5) Two Letters of Recommendation (Form Provided)**

Letters must be signed and completed by professors / lecturers who have taught the applicant an academic course at his/her home institution. Please make sure the signature is handwritten.

#### **(6) Photocopy of Passport (and visa, if not coming on student visa)**

Submit a photocopy of applicant's passport personal information page. Renew passport if it will expire during the exchange period at Sophia.

If the applicant is not coming on a student visa, please submit a copy of relevant visa to enter and study in Japan.

#### **(7) Housing Application Form (Form Provided)**

ALL applicants must submit the housing application regardless of whether they wish to make accommodation arrangements through Sophia or not.

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

#### **(8) Certificate of Health (Form Provided)**

All applicants should submit the Certificate of Health completed within 6 months, signed by a practicing physician and indicating that the applicant is physically fit to study abroad and do the required academic work. All items on the certificate must be filled out. **Chest X-ray test is mandatory.** Please indicate date of X-ray examination.

Note: applicants with special needs should consult the Center for Global Discovery in advance.

#### **(9) English Aptitude Proof**

REQUIRED for applicants from non-English-speaking institutions applying to Sophia's English taught program.

Minimum score for each test are as following:

79 on TOEFL iBT / 550 on TOEFL ITP / 6.0 on IELTS(Academic) / 730 on TOEIC



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

100 on TOEFL iBT / 600 on TOEFL ITP / 7.0 on IELTS(Academic) / 870 on TOEIC

### **(10) Japanese Language Aptitude Proof**

Japanese Language Proficiency Test **N1** level certificate (日本語能力試験 N1) is required for non-native Japanese speakers applying to Japanese-taught undergraduate/ graduate programs.

A very few number of 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, refer to: <http://www.jlpt.jp/e/index.html>

### **(11) Application for Certificate of Eligibility (submit ONLINE only)**

Certificate of Eligibility is necessary for applicants who do not hold Japanese passport or other kinds of visa which covers the exchange period in Sophia.

Please ask home institution coordinator for the website URL in order to download the COE application form.

All items should be filled out carefully before the online submission.



# 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](http://www.sophia.ac.jp/eng/admissions/exchangeprograms/application_info)

- Application form (Form provided) \*Make sure to fill out ALL blanks.
- Academic Essay
- 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
- ORIGINAL academic transcript(s) \*Must be official. Student Copy will NOT be accepted
- 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 report \*For Japanese-taught program applicants
- 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:

**For entrance in AUTUMN semester 2017: April 10, 2017**



Academic Year 2017

(Application Period: February 10 - April 10, 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.

- Autumn 2017 only
- Autumn 2017 and Spring 2018

★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.

日本語受入れプログラム (Japanese-taught Program)

- 学部 (学科名: )
- 大学院 (研究科及び専攻名: )

English-taught Program (英語受入れプログラム)

- Liberal Arts (Undergraduate)
- Green Science ( Undergraduate/  Graduate)
- Green Engineering ( Undergraduate/  Graduate)
- Global Environmental Studies (Graduate)
- TESOL (Graduate)
- Global Studies (Graduate) Note: if your desired courses are in more than one curriculum check all relevant boxes.
  - International Business & Development Studies curriculum
  - Japanese Studies curriculum
  - Global Studies curriculum

Please TYPE or print all information in block letters with PEN. パソコンで入力するかブロック体でボールペン記入して下さい。

<b>Home University 出身大学</b>	<b>Major 専攻</b>	<b>Expected Graduation 卒業見込年月</b>	<b>Degree to be Awarded 取得見込学位</b>
		Month 月 Year 年	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master

<b>Name in Alphabet アルファベット氏名</b>	<b>Name in Kanji 漢字氏名</b> (If you have one)
Last(姓) First(名) Middle	

<b>Name in KATAKANA カタカナ氏名</b> (If you know)	<b>Sex 性別</b>	<b>Country of Citizenship 国籍</b>
	M <input type="checkbox"/> F <input type="checkbox"/>	Nationality 1: Nationality 2:

<b>Birth Date 生年月日</b>	<b>Birth Place 出生地</b>
Month 月 Day 日 Year 年	City 市 State 州 Country 国

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.

<b>Passport パスポート</b>	<b>Date of Expiration 有効期限</b>
Number 番号:	Month 月 Day 日 Year 年

<b>Current Contact Information 連絡先</b>	<b>Phone#:</b>
Mailing Address 住所:	
Valid until (date):	<b>E-mail:</b>

<b>Emergency Contact (Parents, Guardians or Guarantors) 緊急連絡先(両親、保護者もしくは保証人)</b>		
Name 氏名:	Relation: 関係	Occupation: 職業
Mailing Address 住所:	E-mail:	
	Phone#:	

<b>Financial Standing 経済状況</b>
How are you going to finance your living expenses while in Japan? 留学中の生活費はどのように賄いますか。

<b>Japanese Language Study Background 日本語学習経験</b>
Have you studied Japanese before? 日本語の学習経験がありますか。
<input type="checkbox"/> Yes はい <input type="checkbox"/> No いいえ

**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/ Stay in Japan Info 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

**Relatives in Japan (parents, siblings, cousins, etc) 在日親族**

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**

\*Please check the appropriate item.

Single 未婚     Married 既婚

Name of spouse 配偶者氏名

**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) \_\_\_\_\_

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

Total years of study

在籍総年数: \_\_\_\_\_ years 年

**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](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.

\* Most of your courses should be from the program in which you seek to enroll (Japanese language courses excluded).

\* Maximum credit: 20 for Faculty of Liberal Arts, 26 for Faculty of Science and Technology, 12 credits for Global Studies.

\* Before choosing courses please read "Program Guide" in the exchange program fact sheet carefully to avoid mismatch.

\*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。

\*原則として、受入希望の学科・研究科の科目から選んでください(日本語科目は除く)。

\*上記Course Informationページに掲載されているFact Sheetをよく確認した上で選んでください。

AUTUMN		Semester 2017		SPRING		Semester 2018	
COURSE CODE	COURSE TITLE	COURSE CODE	COURSE TITLE	COURSE CODE	COURSE TITLE	COURSE CODE	COURSE TITLE





**Academic Purpose Essay エッセイ**

★ Applicants applying to English-taught programs must write the essay in ENGLISH. The essay should be around 500 words.

Your essay should include the following:

- Your background and reasons for wanting to study in Japan and at Sophia University.
- Your precise areas of intended study in Sophia and how they will contribute to your academic and professional goals.

(Note: Applicants to the Graduate Program in Global Studies should list all courses they wish to take, indicating for each the relevance to their degree of study in their home institution and their background for the course. This explanation is separate from the word count for the Academic Purpose Essay)

★ 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。

エッセイには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、且つ、今後自身の目標達成にどのように役立つかを詳細に記述すること。

★ Please TYPE in a separate page 別紙にパソコン入力の上添付してください。

★ Enter total word number in the end of your essay 末尾に文字数を記載すること。

**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**

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- Your precise areas of intended study in Sophia and how they will contribute to your academic and professional goals.

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★ Please TYPE in a separate page 別紙にパソコン入力の上添付してください。

★ Enter total word number in the end of your essay 末尾に文字数を記載すること。

**Promise 誓約**

I, JOCHI Sophiko

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.

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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。

handwritten

Applicant's SIGNATURE

Date (DD/MM/YYYY)

志願者署名

JOCHI Sophiko

日付 10/03/2017

**SOPHIA UNIVERSITY EXCHANGE PROGRAM**  
**RECOMMENDATION LETTER**  
**上智大学 交換留学 推薦状**

Page 1/2

\* 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

# CERTIFICATE OF HEALTH



**上智大学**  
SOPHIA UNIVERSITY

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

(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

Lungs

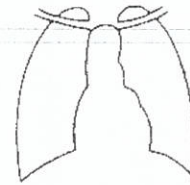
- normal
- impaired

↓  
Electrocardiograph

- 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: \_\_\_\_\_



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。



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

\* IF YOU HAVE CIRCLED "NECESSARY" 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 INFORMATION IS VERY IMPORTANT. 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) をお知らせください。

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
_____	_____

## HOUSING PREFERENCE

★ Please read the housing information on the website  
 ([http://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo\\_costs/housing\\_info](http://www.sophia.ac.jp/eng/admissions/exchangeprograms/housingInfo_costs/housing_info))  
 carefully, and rank only housing options you wish to enter. ウェブサイト上の宿舎案内をよく読んで、入居希望宿舎の希望順位を記して下さい。

★ Housing allocation works on first come, first served basis. Those who cannot be placed to any of the housing options below should look for housing by your own.

宿舎配置は先着順で行います。配置されない場合はご自身で手配する必要があります。

(MEN)

SOPHIA SOSHIGAYA INTERNATIONAL HOUSE  
 祖師谷国際交流会館

DK House MATSUDO  
 DKハウス松戸

DK House TOKYO NERIMA  
 DKハウス 東京・練馬

DK House SHINKOIWA  
 DKハウス 新小岩

AZALEA HOUSE  
 アゼリアハウス

WAKEIJUKU  
 和敬塾

(WOMEN)

SOPHIA SOSHIGAYA INTERNATIONAL HOUSE  
 祖師谷国際交流会館

KASAI INTERNATIONAL HOUSE  
 葛西インターナショナルハウス

DK House MATSUDO  
 DKハウス松戸

DK House SHINKOIWA  
 DKハウス新小岩

DK House TOKYO NERIMA  
 DKハウス 東京・練馬

AZALEA HOUSE  
 アゼリアハウス

(FOR MEN)

If you marked rank 1-3 at WAKEIJUKU, please submit a 200 words or more essay titled "My hopes and expectations for Community Life while living at WAKEIJUKU". The essay should be typed on a separate paper attached to this housing application form.

和敬塾を第1から第3志望にした場合、400字程度の作文を書いてこの用紙に添付して下さい。  
 テーマは、「和敬塾での共同生活に対する希望と期待」です。

## HOUSING ARRANGEMENT (SOPHIA UNIVERSITY)

### **PROMISE** 誓約

By my signature affixed below, I hereby promise:

1. I will enter any housing that is arranged for me by Sophia University without complaints or conditions and will not seek housing arrangements by other contracts.
2. I will never move from housing arranged by Sophia University without their permission and I will obey their directions on or after the date I sign in below.
3. After entering an accommodation, I will observe the rules and pay the housing fee by the designated deadlines.
4. In the case I am placed in an accommodation which requires me to pay all housing fees before coming to Japan, I will complete the payment by the deadline set by the housing. If my housing arrangement was cancelled because of my refusal to make the payments, I will not complain.
5. I am aware that the cancellation of the accommodation arrangement after being placed in a housing is not possible. If I am charged with the cancellation fee for cancelling the housing, I will make the payment without complaints.
6. I assure you that the information which I have submitted is correct.

この署名をもって以下の事項を誓約します。

1. 上智大学の斡旋した宿舎に無条件で入居することに同意します。
2. 下記の署名日以降、上智大学に通学するための宿舎を同大学を通さず手配せず、入居後も上智大学の指示に従い、上智大学の許可なく無断で退去することはありません。
3. 入居後は各宿舎で定められた規則を守り、家賃は決められた期日までに必ず支払います。
4. 来日前に滞在期間相当の家賃または保証金を支払わなければならない宿舎に斡旋された場合は、指定された期日までに所定の費用を必ず支払います。期日までに支払わなかった場合、予約が取り消されても申し立てはいたしません。
5. 宿舎に配置された後の宿舎手配申込み取消は認められないことを了承いたします。もし宿舎からキャンセル料を請求された場合は申し立てをせずに支払をいたします。
6. この申込書に記載されていることに偽りはありません。

Signature:

出願者署名

Date:

日付

