FACT SHEET

Sophia University Exchange Program
Autumn 2017 / Spring 2018

As of December 2016

1. CONTACT INFORMATION

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

2. GENERAL INFORMATION

Key features of Sophia University
1) 14,000 students (1,400 graduate and 12,600 undergraduate students) from diverse backgrounds
2) 553 full-time teaching staff from 23 countries (85% Japanese, 15% International)
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
4) Wide variety of Japanese language courses
5) Small class size: Student / Teacher ratio of 25:1
6) 287 partner universities worldwide (56 countries)
7) Campus located in central urban area, in Japan’s political and economic hub; easy access to everywhere

Campus Location
Tokyo, JAPAN
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.

Exchange Info Website
http://www.sophia.ac.jp/eng/admissions/exchangeprograms

Other useful links
Tokyo City website: http://www.metro.tokyo.jp/ENGLISH/index.htm
Information on studying in Japan by JASSO: http://www.g-studyinjapan.jasso.go.jp/

Types of Accommodation
1) Sophia Soshigaya International House (Off-campus co-ed dormitory)
2) Kasai International House (Off-campus dormitory for Women)
3) Wakeijuku (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)

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.

Airport Pick Up Service
Only available for students who arranged housing through Sophia and arrive during the designated arrival date & time. Sophia students will escort exchange students from the airport to their accommodations using public transportation. The public transportation expenses will be students’ own responsibility.

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
Non-Japanese students must obtain college student visa before entering Japan. Accepted students will receive necessary documents for visa application in the end of January for spring entrance and end of July for autumn entrance.
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.

Areas of Study available (some areas are undergraduate or graduate level only)

<table>
<thead>
<tr>
<th>Levels of Study</th>
<th>Undergraduate/ Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of instruction</td>
<td>English or Japanese</td>
</tr>
<tr>
<td>Areas of Study available</td>
<td>&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) &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)</td>
</tr>
</tbody>
</table>

**3. PROGRAM GUIDE**

**English-Taught 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.fla.sophia.ac.jp](http://www.fla.sophia.ac.jp)

**Faculty of Science and Technology**

**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.


**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.


**English-Taught Graduate Programs**

**Global Studies**

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.

Website: [http://gpgs.fla.sophia.ac.jp](http://gpgs.fla.sophia.ac.jp)

**Global Environmental Studies**

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.

Website: [http://www.genv.sophia.ac.jp/english/index.html](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 (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.

Website: [http://www.st.sophia.ac.jp/english/graduate-studies/index.html](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.

Website: [http://www.st.sophia.ac.jp/english/graduate-studies/index.html](http://www.st.sophia.ac.jp/english/graduate-studies/index.html)

**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](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.
### Courses

Course Information

*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.*

Standard Course Load

Students should take 7 classes (around 16 credits lecture course) or more per week.

*1 class = 90 minutes

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

<table>
<thead>
<tr>
<th>Type of course</th>
<th>Credits awarded</th>
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</thead>
<tbody>
<tr>
<td>Lecture course</td>
<td>2 or 4 credits per course</td>
</tr>
<tr>
<td></td>
<td>one credit = 675 minutes class successfully completed</td>
</tr>
<tr>
<td>Language course</td>
<td>2 - 8 credits, depending on the course</td>
</tr>
<tr>
<td></td>
<td>one credit = 1,350 minutes class successfully completed</td>
</tr>
<tr>
<td>Physical education practice</td>
<td>1 credit per course</td>
</tr>
<tr>
<td></td>
<td>one credit = 1,350 minutes class successfully completed</td>
</tr>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Quality Point Index</th>
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<tbody>
<tr>
<td>A</td>
<td>100 - 90</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89 - 60</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60</td>
<td>Passing</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Failure</td>
</tr>
</tbody>
</table>

**Academic Calendar**

**Fall 2017**

- Application Deadline: April 10, 2017
- Orientation: September 21-22
- Course Registration: late September (TBA)
- Final Exams: January 23-30, 2018
- Transcript Issuance: early-mid April (TBA)

**Spring 2018**

- Application Deadline: November 10, 2017
- Orientation: early April (April 1, 2017)
- Course Registration: early April (April 2-3 in 2017)
- Final Exams: late July (July 24-29 in 2017)
- Transcript Issuance: 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 | <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 |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Application Requirements</td>
<td>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.</td>
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</table>

### 5. APPROXIMATE LIVING EXPENSES FOR EXCHANGE STUDENTS

<table>
<thead>
<tr>
<th>Housing Fees</th>
<th>Type of Housing</th>
<th>1 semester (4 months)</th>
<th>1 year (10 months)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophia Soshigaya International House</td>
<td>202,000 yen</td>
<td>529,000 yen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kasai International House for Women</td>
<td>313,000 yen</td>
<td>716,000 yen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wakejuku for Men (Meals included)</td>
<td>503,000 yen</td>
<td>1,178,000 yen</td>
<td>Meals included</td>
<td></td>
</tr>
<tr>
<td>Azalea House</td>
<td>305,000 yen</td>
<td>635,000 yen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DK House Tokyo Nerima</td>
<td>329,000 yen</td>
<td>715,000 yen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DK House Shinkoiwa</td>
<td>328,000 yen</td>
<td>717,000 yen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DK House Matsudo</td>
<td>314,000 yen</td>
<td>685,000 yen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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

![Image 1](image1.jpg)  
![Image 2](image2.jpg)  
![Image 3](image3.jpg)