



Sophia University Application Form

CIEE Study Center at Sophia University in Tokyo, Japan

Instructions

Sophia University requires all applicants to complete a university specific application form. This document provides both instructions on how to complete the form and the actual application. This is a **four step** process.

IMPORTANT: The application must be sent via postal mail to CIEE's Portland, ME office. As the signature must be original, this form may not be sent electronically. Applicants should **not** mail the application to Sophia University.

STEP I

Sophia University can be very particular with how this form is completed. It is crucial that the form be written in block lettering (all capitals), in black ink, and it must have your original signature (i.e., CIEE cannot accept this from via fax or e-mail).

Please print out this document.

STEP II

Use the instructions (below) to help you answer the questions on the application form. Be sure to continue reading to learn about steps III – IV.

- 1) **SEMESTER:** *Please select the semester you are applying for. If you are an early applicant then this form may not have the correct option for you. In that case, please cross off the incorrect year and write in the correct year.*
- 2) **APPLICANT'S NAME:**
 - a. Last Name: *Please write your last (family) name here.*
 - b. First Name: *Please write your first (given) name here.*
 - c. Middle Name: *If you have a middle name, please write it here.*
 - d. Name in Japanese / Chinese Characters: *If you have an official Japanese, or Chinese name, please write it in Kanji here. If you are uncertain if this applies to you, then please leave it blank.*
- 3) **DATE OF BIRTH:** *Please write your birthdate here (MM/DD/YYYY)*
- 4) **SEX:** *Please tick the box for your biological gender.*
- 5) **COUNTRY OF CITIZENSHIP:** *Please write the name of the country or countries where you hold citizenship.*
- 6) **E-MAIL:** *Please write your primary e-mail address here.*
- 7) **CURRENT ADDRESS:** *Please write your permanent address here. Sophia University will not mail anything to this address. All necessary pre-departure documents, invoices, and transcripts will be sent out by CIEE, not Sophia University.*
 - a. Street: *Please write your street address here. If you have a P.O. Box, then please include both.*
 - b. City: *Please write the city name here.*
 - c. State: *Please write the state here.*
 - d. Zip/Postal Code: *Please write the zip code here.*
 - e. Country: *Please write the country here.*
 - f. Tel: *Please write the telephone number where you can be reached here.*

- g. Fax: *If you have a fax, please write it here. Otherwise, please write **N/A**.*
- 8) **SCHOOLS ATTENDED:** *Please list all schools you've attended starting with Elementary and going through college.*
- 9) **MOST RECENT SCHOOL:** *This section pertains to your current college or university.*
- a. Name: *Please write the name of your home school here.*
 - b. School Year: *Please tick the appropriate box. If you have already graduated or if you will have graduated by the time you attend the program, then please include the graduation date.*
 - c. Location:City: *Please write the city where your school is located.*
 - d. State: *Please write the state where your school is located.*
 - e. Country: *Please write the country where your school is located.*
- 10) **UNIVERSITY ENTRANCE QUALIFICATION:** *There is no **Table 1 of p. 2** included with these instructions. Please select the appropriate box.*
- 11) **NATIVE LANGUAGE:** *Please tick the appropriate box. If English is your second language and you have TOEFL scores, then please provide the requested information.*
- 12) **SAT SCORES:** *Please provide your SAT scores. If you took the ACTs or another college aptitude test, then please cross off SAT SCORES, write the name of the test on the same line, and then write down your scores.*
- 13) **APPLICANT'S INTENDED VISA STATUS:** *Please select **College Student**.*
- 14) **APPLICANT'S PRESENT VISA STATUS IN JAPAN:** *If you are already in Japan and have a visa, please provide the requested information.*
- 15) **AGREEMENT:** *Please write your name in the blank and then sign and date the form.*

STEP III

Please send this form via **postal mail** to CIEE's Portland, ME office (see address below). This form **cannot** be faxed or e-mailed to CIEE as Sophia University requires the applicant's **original** signature.

CIEE ~ Tokyo AS program
300 Fore St.
Portland, ME 04101

STEP IV

Approximately 3 – 5 business days after CIEE has received the application form it will be marked off on your on-line checklist. Please be sure to verify receipt by logging on to My CIEE. If there is anything wrong with the form, a note will be added to the **CIEE Says...** text box located on your checklist.

The Sophia University Application form begins on the next page.

SOPHIA UNIVERSITY
Faculty of Liberal Arts
UNDERGRADUATE NON-DEGREE
APPLICATION FORM
For the academic year 2009

Please paste a
4cm × 4cm
photograph showing
head and shoulders.

SEMESTER Please specify the starting semester.

- Spring 2009 Autumn 2009

APPLICANT'S NAME Please print in block letters.

NAME IN JAPANESE / CHINESE CHARACTERS

If applicable.

Last First Middle

DATE OF BIRTH

SEX

COUNTRY OF CITIZENSHIP

/ / 19
Month Day Year

- Male Female

E-MAIL This e-mail address must be current as Sophia will communicate with you primarily via e-mail.

CURRENT ADDRESS The letter of results will be sent to this address.

Street City

State Zip/Postal Code Country

Tel Fax

SCHOOLS ATTENDED All schools you have attended in order from elementary school to higher education.

Name of School	Location	Period at school	Graduation Date
	City, Country	from Month/Year to Month/Year	Month/Year

MOST RECENT SCHOOL you attended / graduated from.

Name _____

School Year Undergraduate 1 2 3 4 5 Graduate 1 2 3 4 Not currently enrolled
Graduated (Left) Month / Year _____ / _____

Location: City _____ State _____ Country _____

UNIVERSITY ENTRANCE QUALIFICATION (For high-school graduates only)

Under which educational system(s) have you been educated? (See also Table 1 of p.2)

- USA/ GED U.K. France Germany
 Australia International Baccalaureate (IB) Other _____

NATIVE LANGUAGE

English Other TOEFL Score _____ Test taken: Month _____ Year _____

SAT SCORES

Critical Reading Score _____ Test taken: Month _____ Year _____
Mathematics Score _____ Test taken: Month _____ Year _____
Writing Score _____ Test taken: Month _____ Year _____

APPLICANT'S INTENDED VISA STATUS

Under what kind of visa will you be studying at Sophia?

- College Student Other _____

APPLICANT'S PRESENT VISA STATUS IN JAPAN

If applicable.

_____ visa Authorized Period of Stay From: _____ / _____ to: _____ / _____
Month / Year Month / Year

AGREEMENT

I, _____, an applicant for admission to Sophia University, hereby promise to obey the laws and regulations of Japan as they apply to the conduct of students coming from abroad. I am fully aware that a serious violation of these laws and regulations may result in expulsion from the university and deportation from the country. Moreover, I shall not hold the school responsible for my personal conduct, for any personal debts, or for any fines imposed upon me for violations of laws.

Applicant's Signature Month / Day / Year

for university use

Graduation Date: _____ University Code: _____

Country Code: _____ GPA: _____