

Sophia University Summer Application

Instructions

Please read the below instructions before completing the Sophia University Summer Application form. It is **very** important that we receive this form by the **April 15th** deadline. This form must be submitted with your CIEE application materials to the university. If your CIEE application is submitted to the university without your Sophia University Summer Application form, it could cause delays with class assignments and other aspects of the program designated by the host university.

While the form is fairly straight-forward, there are a few things to keep in mind.

- 1) You do **not** need to submit an official transcript, passport photos, proof of payment or TOFL exam scores. CIEE will submit your original CIEE application to the university negating these requirements.
- 2) If you are a Japanese citizen or you hold dual-citizenship in Japan, please be sure to specify this in the section that asks for your nationality (for example, dual- U.S. and Japan).
- 3) In the *Mailing Address* field, please write: *CIEE, 300 Fore St. Portland, ME 04101 Tel: 1-800-40-STUDY, Fax: 207-553-5097.*
- 4) In the section *Courses you wish to attend*, please put your first preference for the morning course in #1 and your first preference for the afternoon course in #2. Underneath those lines, the university has asked our participants to indicate a second preference for both the morning and afternoon course by writing #1B and #2B underneath the provided lines. For example:

1. Japanese 1a
2. Contemporary Japanese Society

1b. Comparative Asian industrial Systems
2b. Japanese 1a

- 5) In the housing section, please leave it blank as CIEE participants stay in a pre-determined hotel designated by Sophia University. Your Program Handbook has detailed information about the hotel.

Once you have completed the form, please fax it to **207-221-1450** (Attn: Tokyo JS program) or e-mail the form (Acceptforms@ciee.org). This form may also be mailed to our Portland, ME office as long as it arrives by **April 15th**. If there is a risk that it could arrive a day late, then it will need to be submitted electronically to our office.

