



Graduate School of Science and Engineering Master's Degree Program

International Students Application Guideline and Scholarship Selection Process for Graduate School <For **AY2026 Entry>**

1. Graduate Schools and Majors Accepting International Students

Graduate School	Major	Program	No. of students accepted
Science and Engineering	Information Systems Science	Master's	A few
	Biosciences		
	Environmental Engineering for Symbiosis		

2. Applicant Eligibility

Applicants must be a non-Japanese nationality, and fit one of the descriptions in (1) to (3) below:

- (1) A person who has graduated from a university, or an equivalent institution, or are expected to graduate by March 2026 for April Entry (August 2026 for September Entry).
- (2) A person who has completed 16 years of formal education in a foreign country (or those who deemed to have equivalent qualifications) or are expected to graduate/complete such education by March 2026 for April Entry (August 2026 for September Entry).

Individuals who have been recognized by the Graduate School Committee of this university as having academic ability and eligibility for admission equivalent to or higher than that of a university graduate.

[Please Note]

Before you make your application, ensure that you have talked to the faculty member you want to be supervised by about the research and education involved in the master degree program.

Faculty members' contact information is generally not disclosed on the website. For inquiries, please contact Science and Engineering Office (eng-grad@soka.ac.jp).

Information regarding each faculty members' research themes and teaching topics, as well as matters related to the Graduate School of Science and Engineering are available on the following website.

Graduate School of Science and Engineering admissions website:

https://www.soka.ac.jp/en/admissions/application/graduate_policy/t-grad-m/

3. Application Process

(1) Application Submission

Please submit the required documents by uploading them via WEB application page and submit the hard copy to the office of the Faculty of Science and Engineering either in person or by postal mail (postmarked by the application deadline if sent by mail).

(2) Application Period WEB Application Page (TAO) : <https://admissions-office.net/en/portal>

For AY2026 April Entry	Period	September 16, 2025 (Tue.) ~October 8, 2025 (Wed.) at 5:00 p.m. *JST
For AY2026 September Entry	Period	February 6, 2026 (Fri.) ~March 6, 2026 (Fri.) at 5:00 p.m. *JST

[Note]

You must complete user registration before using the WEB application page. Please register in advance before submitting your application.

(3) Application Documents

List of Documents		Points to Note	
A	Application for Admission	Please complete the designated form (Form A) provided by the university, attach your facial photograph, convert the form into a PDF, and upload it via the WEB application page. In addition, kindly upload the soft copy of the photograph used to the WEB application page as well. Applicants with foreign nationality who possess a passport or residence card must also upload a copy of it."	○
B	Reason for applying a particular major, and Desired research after admission	Please complete the designated form [Form B (Master's Program)] provided by the university. Describe in as much detail as possible the research you wish to pursue after enrollment. Convert the completed Word file to PDF and upload it via the WEB application page.	○
C-1	Academic Transcript (Undergraduate) (Original Copy*)	Please submit an academic transcript showing the grades for all years of study in a program equivalent to a bachelor's degree.	○
C-2	Academic Transcript (Graduate) (Original Copy*)	Please submit an academic transcript showing the grades for all years of study in a program equivalent to a master's degree.	△
C-3	Certificate of Graduation or Certificate of Expected Graduation (Undergraduate) (Original Copy*)	Please submit a certificate verify that the applicant has graduated from a program equivalent to a bachelor's degree. For those who submitted a certificate of expected graduation must submit an official certificate of graduation promptly after graduation.	○
C-4	Certificate of Graduation or Certificate of Expected graduation (Graduate) (Original Copy*)	Applicants who enrolled into graduate school upon graduation must submit this certificate.	△
C-5	Proof of Degree (Original Copy*)	Please submit a document certifying the conferral of a degree. <u>Submission is not required if the degree is clearly stated on the Certificate of Graduation (C-3).</u>	△
C-6	Japanese- Language Proficiency Test Certificate (Original Copy*)	Please submit proof of the score indicated in the "Japanese Language Proficiency Test" section of the application form. Submission is not required if you did not take the test. Applicants to the Environmental Engineering Symbiosis major must submit either C-6 (Certificate of Japanese Language Proficiency Test) or C-7 (Certificate of English Language Proficiency).	△
C-7	Certificate of English Language Proficiency (Original Copy*)	Please submit proof of the score indicated in the "English Language Proficiency Test" section of the application form, or a certificate confirming completion of education conducted in English. Submission is not required if you did not take the test. Applicants to the Environmental Engineering Symbiosis major must submit either C-6 (Certificate of Japanese Language Proficiency Test) or C-7 (Certificate of English Proficiency).	△
D	Summary of Graduation Thesis	Please use the designated university form [Form D]. If you have not conducted a graduation thesis or research project, please	○

		indicate so. Convert the completed Word file to PDF and upload it via the WEB application page.	
E	Letters of Recommendation (for international applicants) (2 type)	Please use the designated university form [Form E (for international applicants)] and upload the completed form in PDF on the WEB application page. <u>No submission is required for applicants who graduated from Soka University.</u> One letter should be written personally by the president, dean, or supervisor in your final higher education institution (letters from teachers at Japanese language schools are not accepted). Your second recommendation letter may be written by anyone of your choice.	○
F	Supervisor's Approval	Please use the designated university form (Form F) and submit it with the signature of the faculty member from whom you wish to receive academic supervision in the Master's Program. Prior to applying, please consult with the intended supervisor regarding research and education in the Master's Program and obtain his/her approval. For applicants to the Department of Information Systems Science, in addition to email communication, online interviews will also be conducted with the intended supervisor using Zoom or similar platform.	○
K	Statement of Financial Eligibility	Please fill out the required information on how you will finance your tuition and living expenses while attending our graduate school through WEB application form. Additionally, please upload scanned copies of supporting documents for your financial plan via the WEB application page. For more details, please refer to "4. Statement of Financial Eligibility."	○
L	Scholarship Selection Application Form (Soka University Makiguchi Memorial Educational Foundation Scholarship for International Student)	Applicants who wish to apply for the "Soka University Makiguchi Memorial Educational Foundation Scholarship for International Students" must fill out the required information on the WEB application page. For details on the scholarship selection process, please refer to "10. Soka University Makiguchi Memorial Educational Foundation Scholarship for International Student" section.	△
M	Address form for sending letter of acceptance and admission procedure documents	Please fill in the required information on the WEB application page.	○

[Note]

- Hard copy of certificates and documents with **(Original Copy*)** mentioned above should be submitted to the Faculty of Science and Engineering Office of Soka University by postal mail or in person.
***Applicants residing outside Japan may submit the original documents at a later date (after passing the entrance examination and entering Japan). During the application, please upload scanned copies of the original documents using the WEB application system and be sure to notify the Office of the Faculty of Science and Engineering (eng-grad@soka.ac.jp) before the application deadline that the original documents will be submitted at a later date. Once submitted, Application documents will not be returned. Similarly, once paid, Application Fee is non-refundable.**

Mail to:

Faculty of Science and Engineering Office, Soka University

1-236, Tangi-machi, Hachioji-shi, Tokyo, 192-8577, Japan

***When sending by postal mail, please write "Application for the Graduate School of Science and Engineering" in red on the lower left corner of the envelope.**

- ○ marks indicate documents required for submission, whereas △ marks indicate documents to be submitted if applicable.

(4) Application Fee: 33,000 Japanese yen

Please pay the fee at the time of application on the web application page. Any transaction fees occurred at the time of payment shall be borne by applicant (the fees may vary depending on the payment method).

*** Once paid, Application Fee is non-refundable.**

(5) Points to Take Note when Applying

1. **All documents must be written in either Japanese or English.**
2. **If any submitted certificates or other documents are written in a language other than Japanese or English, you must attach a Japanese or English translation.**
3. Once submitted, no changes to the information provided in the application document will be permitted.
4. You may only apply for one major at a time; applications for more than one major will not be permitted.
5. Once application documents and application fees are received by the university, they will not be returned for any reason whatsoever.
6. If any false information is found in the submitted document, your acceptance and admission to the university may be revoked.
7. Incomplete application documents or documents submitted after the application period will not be considered for screening.

4. Statement of Financial Eligibility

(1) Criteria for paying expenses

When applying to the Graduate School of Science and Engineering, the amount to be certified by a bank balance certificate or a scholarship award certificate should cover one year's worth of living and tuition expenses (approximately 160,000 yen per month × 12 months).

Applicants who also apply for the "Soka University Makiguchi Memorial Educational Foundation Scholarship for International Students" may submit their application even if the certified amount is below the standard. However, please note that during the visa application process (Certificate of Eligibility issuance or visa renewal), the Immigration Services Agency of Japan will review your financial ability to support your stay. If, as a result of this review, the COE is not issued or your visa renewal is denied, admission to the university will not be granted.

(2) Person who can be a financial sponsor

A financial sponsor is a person who is responsible for paying for the applicant's tuition and living expenses while at the university. Generally, a parent or family member with a certain amount of income or savings (regardless of country of residence) may become a financial sponsor. If the applicant has sufficient savings to cover the cost of study in Japan, he/she can be the sponsor. In addition, more than one person can be an expense sponsor.

If there are unavoidable circumstances, such as you cannot find a family member to cover your expenses, you may choose a friend or acquaintance as your financial sponsor. In this case, please submit an agreement to be your financial sponsor with a detailed explanation of the circumstances and reasons for accepting the responsibility for covering your expenses. However, friends or acquaintances who loan you money for your expenses with the promise of future return are not eligible to be your financial sponsor. Please note that if you are choosing a friend or acquaintance as your primary financial sponsor, your visa screening may be more stringent.

(3) How to prepare "Statement of Financial Eligibility"

Please attach documents to support your financial expenses according to the following guidelines when submitting the statement of financial eligibility form at the time of application. If there are multiple financial sponsor(s) or if the applicant is applying for scholarship, the total amount of all bank statements and scholarship benefits (annual amount) must be more than the criteria amount (if applying for scholarship, less

than the criteria amount is acceptable).

1. If the applicant him/herself will pay expenses

- A bank account statement in the applicant's own name

2. If a person other than the applicant will pay expenses (including residents in Japan)

- Agreement to pay expenses (signed by the financial sponsor on the designated form)
- A bank account statement in the name of the financial sponsor
- Documentary proof of employment
- Documentary proof of annual income
- Document verifying relationship with applicant (e.g., a copy of the family register, a certificate of residence, a notarized statement of kinship, etc.)

3. If a scholarship will be used to pay (not including the Soka University Makiguchi Memorial Educational Foundation Scholarship for International Students)

- Documentary proof of scholarship payment specifying the amount to be paid, the period of payment, and the organization paying (The allowance shown should amount to approximately JPY 2,000,000 per year in total).

5. Selection Method

Graduate School	Major	Selection Method
Science and Engineering	<ul style="list-style-type: none">• Information Systems Science• Biosciences• Environmental Engineering for Symbiosis	<ol style="list-style-type: none">1. Document screening2. Oral Examination

6. Examination Date and Venue

	For AY2026 April Entry	For AY2026 September Entry
Oral Examination	November 15, 2025 (Sat.) *JST Preliminary schedule: November 16	May 16, 2026 (Sat.) *JST Preliminary schedule: May 15

- ※ The oral examination will be held on the Soka University campus, but you can choose to take it in person or online (ZOOM).
- ※ The start time of the exam will be determined in consideration of the time zone difference. Applicants will be notified approximately 2 weeks prior to the exam.

7. Announcement of Admission Results

For AY2026 April Entry	For AY2026 September Entry
December 10, 2025 (Wed.) 11:00 *JST	May 29, 2026 (Fri.) 11:00 *JST

One of the following three admissions results will be notified on the web application page:

- (1) Pass:
Admission to the graduate school is approved for those who have completed the admission procedures.
- (2) Admission declined:
Screening indicates that the applicant does not meet the criteria for admission.
- (3) Ineligible for admission:
The applicant was deemed ineligible for admission to graduate school.

Notes:

1. The university will send the acceptance notice and related documents to successful applicants by e-mail.
2. Inquiries regarding admission results will not be accepted by telephone or postal mail under any circumstances.

8. Admission Procedures

Successful applicants must complete the enrollment procedures and pay the admission fee, tuition, and other required fees within the designated period. Detailed information will be provided separately to those who are accepted.

-For AY2026 April Entry-

(1) Admission Procedure Phase One...**Processing period: December 11, 2025 to December 18, 2025**

During the Admission Procedure Phase One, successful applicants should complete the following:

1. Payment of Admission Fee: **JPY 200,000-**
2. Submission of visa related documents
3. Submission of the questionnaire regarding housing after enrollment

(2) Admission Procedure Phase Two...**Processing period: February 18, 2026 to February 26, 2026**

During the Admission Procedure Phase Two, successful applicants must settle the tuition and laboratory fee and submit the admission forms. Details of this procedure will be provided to those who have completed Admission Procedure Phase One.

-For AY2026 September Entry-

(1) Admission Procedure Phase One...**Processing period: May 29 to June 4, 2025**

During the Admission Procedure Phase One, the successful applicants should complete the following:

1. Submission of visa related documents
2. Submission of the questionnaire regarding housing after enrollment

(2) Admission Procedure Phase Two...**Processing period: July 8 to July 20, 2026**

During the Admission Procedure Phase Two, successful applicants must settle the admission fee, tuition and laboratory fee and submit the admission forms. Details of this procedure will be provided to those who have completed Admission Procedure Phase One.

[Tuition Fees for AY2025 (for reference only)]

Fee category	Lump-sum payment	Payment in two installments	
	During (1) or (2) above	During (1) or (2) above	During second semester
Admission Fee *	JPY 200,000-	JPY 200,000-	—
Tuition	JPY 790,000-	JPY 395,000-	JPY 395,000-
Laboratory fee	JPY 110,000-	JPY 55,000-	JPY 55,000-
Total	JPY 1,100,000-	JPY 650,000-	JPY 450,000-

※ The admission fee is JPY 100,000 for Soka University graduates and those who completed the Japan Studies Center program, graduated from the Division of Correspondence Education, or completed an advanced information systems technology course at Soka University.

(3) Points to Note

1. If you do not complete the necessary procedures for payment during the time limits stipulated above, the university will revoke its approval of your admission.
2. Ensure that you pay your annual tuition and other fees in full during the time limits given. You may choose between making one payment (a lump-sum payment during the admissions procedure stipulated in (2) above), or two payments (in two installments, one during (2) above, and one during the second semester).

3. If you choose not to enroll in the university for personal reasons after completing the admission procedures, the annual tuition and other fees (excluding the admission fee) will be refunded. However, this applies only if the university is notified by the day before the official enrollment date. For April entry, notification must be submitted by the end of March, and for September entry, by the end of August.

9. Applying for a Certificate of Eligibility for Residence Status and Obtaining Visa

In principle, non-Japanese applicants who are admitted to the university are required to obtain the status of residence designated as “Student”. After being admitted to the university, prospective students are required to complete the necessary procedures for acquiring status of residence, entry, and stay in Japan.

If you need to obtain a college student visa to newly enter Japan, the university will apply for the issuance of a “Certificate of Eligibility (COE)” on your behalf, which is necessary for visa procedures. Please submit the documents for COE (application form, a scanned copy of your passport, and a standard-compliant face photo) during the enrollment process. If your application is approved, please complete visa procedures at the nearest Japanese embassy or consulate (or at the nearest immigration office if you are already living in Japan).

[Please note]

- The Japan Immigration Services Agency (Ministry of Justice) will issue the “Certificate of Eligibility” based on the criteria set by the Japanese government. Please note that if the issuance of the Certificate of Eligibility is denied, your admission to the University will be revoked as well.
- During the screening process, you may be asked to submit additional certificates or other documents by the Japan Immigration Services Agency. In this case, the university will contact you and ask you to submit the documents as instructed promptly.

10. Scholarship Selection (Soka University Makiguchi Memorial Educational Foundation Scholarship for International Students)

*** Only in the case where the number of recipients does not meet all the quotas for spring admission, the scholarship selection will be conducted for successful applicants of fall admission.**

(1) Application Eligibility for this Scholarship

Those who meet all the following two requirements:

1. Applicants who meet the qualifications for admission to the Graduate School of Science and Engineering as International Students.
2. Applicants who apply for the specific entrance examinations for which this scholarship selection is conducted.

(2) Number of Recipients and Scholarship Amount

Program	Maximum Number of Recipients	Amount to be paid	Period of Scholarship Award
Master's	9	600,000 yen per year	For two years

- Priority for this scholarship will be given to students who have passed the “Special Screening for International Students (April Entry)”.
- Only in the case where the number of recipients does not meet all the quotas for spring admission, the scholarship selection will be conducted for successful applicants of fall admission.
- The scholarship period is within the standard term of study.
- This scholarship may be awarded in addition to scholarships from other organizations. However, certain scholarships — such as the MEXT scholarship — may not be combined with this one. Please check with the relevant organization for eligibility. Additionally, this scholarship may not be granted concurrently with other scholarships offered by Soka University.
- Upon completion of the prescribed procedures after enrollment in graduate school, the scholarship will be awarded in two installments, one for the spring semester and the other for the fall semester. **Please note**

that the scholarship cannot be applied to the fees paid at the time of admission procedures (admission fee and tuition).

(3) Application and selection process

- This scholarship will be awarded to the applicants with the highest grades who have passed the specific entrance examination for which this scholarship selection is conducted.
- If you wish to apply for this scholarship, please indicate whether you wish to be considered for scholarship selection when applying for the applicable entrance examination, and submit the documents required for scholarship selection through the WEB application page.

Address for sending applications and contact for inquiries:

Office of Faculty of Science and Engineering,

Soka University, 1-236 Tangi-machi, Hachioji-shi, Tokyo 192-8577, Japan

E-mail: eng-grad@soka.ac.jp (<https://www.soka.ac.jp/en/grad-eng/>)