

Soka University

Detailed Information for

Faculty / Department Transfer Exam

AY2027

[Contact]

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Recruiting Faculties and Departments and School Years, and Numbers of Students Recruited

【Targeted Year: 3rd Year】

Faculty	Department	School years	Number of students
Faculty of Economics	Department of Economic	3 rd year	A small number
Faculty of Law	Department of Law		
Faculty of Letters	Department of Humanities		
Faculty of Business Administration	Department of Business Administration		
Faculty of Education	Department of Education		
	Department of Elementary Education		
Faculty of Science and Engineering	Department of Information Systems Science		
	Department of Science and Engineering for Sustainable Innovation		

【Targeted Year: 2nd Year】

Faculty	Department	School years	Number of students
Faculty of Economics and Business Administration	Department of Business Studies	2 nd year	A small number
Faculty of Law	Department of Law and Politics		
Faculty of Letters	Department of Humanities		
Faculty of Education	Department of Psychology and Education		
	Department of Elementary Education		
Faculty of Science and Engineering	Department of Information Systems Science		
	Department of Green Technology		
	Department of Life Science and Technology		

Note: The Specialization of Social Welfare (Department of Humanities, Faculty of Letters), the Faculty of Nursing, and the Faculty of International Liberal Arts will not accept transfer students.

In addition, transfer students cannot register for the Training Course for Certified Public Psychologist provided by the Department of Education, Faculty of Education

Conditions on Applying

- Faculty/Department transfer for the 2nd year

A student who has school attendance period of two semesters or longer at Soka University and has acquired or is expected to acquire 14 or more academic credits from General Education Courses and/or Departmental Courses. (As of the end of March 2027)

- Faculty/Department transfer for the 3rd year

A student who has school attendance period of four semesters or longer at Soka University and has acquired or is expected to acquire 62 or more academic credits from General Education Courses and/or Departmental Courses. (As of the end of March 2027)

[Notes]

1. After passing the examination, if a student fails to obtain the required academic credits by the end of March 2027, the passing of the transfer exam will be revoked.
2. Courses and credits already completed and earned by the successful applicant for a faculty/department transfer will be counted toward graduation credits, if these courses and credits fall within the curriculum of the faculty or department to which the student will be transferred. However, if the number of credits transferred is small, the student may not be able to graduate within the standard period of study after their transfer. In addition, if you transfer to the 3rd year, there is chance that you may not be able to obtain a teaching license within the standard period of study, depending on the credits you have already earned.
3. Even those who are on leave of absence can apply and take the examination.
4. If a student who has passed the transfer exam for the 3rd year fails to meet the prescribed criteria by the end of March 2027, while meeting the eligibility requirements to apply for transfer to the 2nd year, they will be allowed to transfer to the 2nd year upon request.

* The Department of Economics and the Department of Business Administration are excluded.

Application Procedures *Common to those transferring to either the 2nd or 3rd year

Application period	From Wednesday, October 14, 2026 to Friday, October 16, 2026
Where to submit your application	Faculty/Department Transfer Exam Section, Academic Affairs Office, Soka University 1-236 Tangi-machi, Hachioji-shi, Tokyo 192-8577
How to apply	Submit your application documents either by mail (simplified registered mail) or directly at the Academic Affairs Office. (Must be postmarked on or before October 16)
Examination fee	JPY 33,000

Payment
Methods

Please complete the payment process using one of the following methods:
Papyrus Mate, the portal site, or the Flywire system (credit card).

- Transaction fees must be borne by the payer.
- Please complete the payment within the application period.
- If payment cannot be confirmed, your application will not be accepted.

If Using the Papyrus Mate (Certificate Issuing Machine)

1. Tap your student ID IC card on the Papyrus Mate.
2. Select “**Application №623**” and purchase the certificate stamp.
3. You will receive a receipt; please keep it for your records.

Papyrus Mate machines are located on the 1st floor of Global Square, 1st floor of the Faculty of Science and Engineering Building, and 4th floor of the Main Administration Building.

If Using the Portal Site

Log in to the portal site, select the appropriate application under “Certificate Application-Related” > “External Issuance Services,” then select the application No. 623.(Payment methods: credit card, QR code payment via PayPay)

If Using the Flywire Payment System (Credit Card)

Please complete the payment using the QR code below. Payment will be made by credit card.



You can check your payment status via the website or by contacting Flywire.

Flywire Multilingual Support

E-mail: support@flywire.com

Website: flywire.com/help

[Notes]

1. You can only apply to one department or faculty. You cannot apply to multiple faculties or departments at the same time.
2. Once you have submitted your application documents, you will not be permitted to change the faculty or department.
3. Once submitted, documents and examination fees cannot be returned/refunded for any reason.

You can download the documents from the Internet. <https://www.soka.ac.jp/campuslife/exam/>

	Documents to be submitted	Remarks
1	Application Form	The photo must have been taken within 3 months before the application. The photo must include your upper body front-facing (no hat), with the background of a single and solid color. Snapshots are not permitted. Note that you can leave the “Reason for applying” column blank. <u>Note: Be sure to select either I or II for the examination category.</u>
2	Preliminary Report for Faculty/Department Transfer Exam	Contents: Reason for application (including future career aspirations) There is no restriction regarding the number of characters. However, please make it fit on one sheet of A4 paper. <u>Note: Be sure to check Note 4 on this page carefully.</u>

※Regardless of the payment method you choose for the examination fee, we can confirm receipt of your payment, so there is no need to submit any documents.

[Notes]

1. The Application Form must be filled out correctly in accordance with the instructions, by referring to the “Notes on filling out the form.”
2. **If any one of the application documents is incomplete or contains errors, your application will not be accepted.** So, check the documents carefully before submitting them.
3. If your application documents have been accepted and you are eligible to take the exam, the university will **email you your examination ticket in PDF format, addressed to the email you specified in your application form.** Print out the examination ticket and bring it with you on the day of the exam. If you do not receive your examination ticket by late November, please contact the Academic Affairs Office.
4. Follow the steps below to prepare the Preliminary Report for Faculty/Department Transfer Exam.
It is expected that it will take some time to prepare this report. You are advised to complete the preparation of the report and meet with a member of the faculty in which you are currently enrolled before the application period starts, so that you can be prepared to submit the documents during the application period.
 - i.) Describe your reason for applying to another faculty/department in the Preliminary Report.
 - ii.) Based on the Preliminary Report you have prepared, meet with a member of the faculty (advisor, associate dean, or dean) in which you are currently enrolled. (Submit the Preliminary Report to the faculty member with whom you meet.)

iii.) Ask the faculty member you meet with to fill out the section of “Observations of a member of the faculty in which you are currently enrolled” and sign the report.

Note: Your meeting with the faculty member can be conducted online. You can exchange your document (Preliminary Report) by email, but the faculty member's signature must be handwritten.

iv.) Receive your signed Preliminary Report from the faculty member and submit it along with other necessary documents within the application period.

Examination *Common to those transferring to either the 2nd or 3rd year

Date of exam

Saturday, December 5, 2026

Selection

Written examination (specialized course) and interview

method

Written

examination

Faculty	Department	Exam subject(s)	Exam duration
Faculty of Economics	Department of Economic	Economics	60 minutes
Faculty of Business Administration	Department of Business Administration	Business Administration	
Faculty of Economics and Business Administration	Department of Business Studies	Economics and Business Administration	
Faculty of Law	Department of Law	Law (including the Japanese Constitution)	
	Department of Law and Politics		
Faculty of Letters	Department of Humanities	Essay	
Faculty of Education	Department of Education	Education and Psychology	
	Department of Psychology and Education		
	Department of Elementary Education		
Faculty of Science and Engineering	Department of Information Systems Science	Calculus (calculus of numerical sequences and one-variable functions), linear algebra (vectors, matrices)	
	Department of Science and Engineering for Sustainable Innovation	Calculus of one- and two-variable elementary functions, Taylor series of one-variable functions	
	Department of Green Technology	Essay	
	Department of Life Science and Technology	Calculus of one- and two-variable elementary functions, Taylor series of one-variable functions	

Interview

All examinees will be interviewed.

Timetable

All faculties	11:00–12:00	13:15–
	Written examination	Interview

Venue

Soka University (1-236 Tangi-machi, Hachioji-shi)

Notes on the
day of the
exam

1. Entering and exiting the examination venue
 - (1) Be sure to bring **your examination ticket and student ID card** with you. If you have lost or forgotten to bring your examination ticket, inform the staff at reception.
 - (2) You can enter the examination venue from **9:30 a.m.**
 - (3) Please enter the examination room **at least 20 minutes before the start time of the exam** and sit in the seat displaying your examinee number.
 - (4) You are not allowed to leave the examination room while the examination is in progress.
 - (5) No companions will be allowed to enter the examination venue.
2. Notes on taking the exam
 - (1) If you are wearing a face mask, the examination proctor may ask you to temporarily remove your mask to verify your identity. Please follow the proctor's instructions.
 - (2) Be sure to place your examination ticket on your desk.
 - (3) To fill out the answer sheet, use a black pencil (preferably HB (No. 2) or softer) and a plastic eraser.
 - (4) Things that you are allowed to place on the desk are your examination ticket, black pencils, an eraser, a pencil sharpener, and a watch.
 - (5) The use of auxiliary equipment such as rulers, pencil boards, compasses, abacus, graph paper, and electronic devices such as mobile phones, smartphones, wearable devices, electronic dictionaries, IC recorders is not permitted.
 - (6) If you cheat or disturb other examinees during the exam, you may be ordered to leave the examination venue.
 - (7) Be sure to turn off your mobile phone or smartphone and put it in your bag.
 - (8) There is no clock in the examination room, so if you need one, please bring your own. Please note that you will not be able to use your mobile phone or smartphone as a time-keeping device, because they should be turned off during the examination.
 - (9) You are free to dress as you wish.
 - (10) For the interview, please arrive at the room for the written examination at least

10 minutes before (by 13:05).

3. Others

- (1) Be sure to allow plenty of time to travel to the examination venue on the day of the exam, as it may take longer than expected to travel to the venue due to unforeseen circumstances such as traffic congestion.
- (2) If you feel unwell during the exam, please tell the proctor.
- (3) Be sure to bring your lunch and eat it at your seat. You will not be allowed to leave the examination venue (the cafeteria on campus is not open). For the opening hours of the shop (Student Hall 1F), please check the Soka University Service Center website, at <https://sogakuservice.co.jp/eigyotime/>.
- (4) Even during breaks or when waiting for your turn for your interview, keep your distance from others and refrain from talking.
- (5) The windows of the examination room may be left open for ventilation. Bring your jacket, as the room may get cold.
- (6) Parents and companions other than the examinees are not allowed to enter the campus. Please note that there is no waiting room for companions.
- (7) The end time of each interview will vary depending on the order in which applicants are interviewed, but the last interview is scheduled to end at around 4 p.m.

Other

1. If you have a physical disability and require special accommodations to take the exam, please let us know when you submit your application documents.
2. If you have a color vision impairment and wish to apply for the Department of Science and Engineering for Sustainable Innovation, please be aware that you may be restricted in the fields of study or activities available to you after graduation.

Acceptance Announcement *Common to those transferring to either the 2nd or 3rd year

Date of
announcement

Saturday, December 19, 2026

1. Successful applicants will receive a "Notice of Acceptance" via email.
2. As a supplementary measure, the results will also be posted online, from 10 a.m. on the above announcement day, Saturday, December 19, until 10 a.m. on Tuesday, December 22.
(See below for more information.)
3. We will not be able to respond to inquiries regarding acceptance or rejection by any measures, including telephone.

“Confirmation of acceptance/rejection via the Internet”

Internet address (URL): <http://www.gouhi.com/soka/>

Enrollment Procedures *Common to those transferring to either the 2nd or 3rd year

Procedure period	From Monday, February 15, 2027 to Monday, February 22, 2027 Enrollment documents will be sent out in early February. If you do not complete the procedures within the above period, the acceptance will be revoked. A document detailing the enrollment procedures will be sent at the same time as the acceptance letter. In addition, if you have passed the transfer exam for the 3rd year but failed to meet the prescribed criteria, and wish to apply for a transfer to the 2nd year, please notify the person in charge of the Academic Affairs Office as soon as possible before the end of the procedure period.
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Flow from Application to Examination Day

