



Soka University
Enrollment Procedure Guidelines
for Spring 2026 《Preparatory Program》

*Enrolling in Undergraduate Program in 2027 April

Congratulations on your acceptance to Soka University!

Please complete the Enrollment Procedure by reading these guidelines carefully and submitting the required paperwork by the informed deadlines.

* All deadlines are based on Japan Standard Time (JST).

For inquiries regarding the enrollment procedures, please contact:

International Affairs Office

Soka University

Tel: +81-42-691-8230

Fax: +81-42-691-9456

E-mail: welcome@soka.ac.jp

INDEX

1. ENROLLMENT PROCEDURE FLOW	P.3
1.1 General flow: Applying for the “Certificate of Eligibility for Resident Status” ~ Arrival in Japan	
2. IMMIGRATION PROCEDURE	P.5-6
2.1 Filling in the information about your VISA	
3. INTERNATIONAL DORMITORIES	P.7-11
3.1 Housing questionnaire and dormitory application	
3.2 Types of International Dormitories	
3.3 Purchasing bedding	
4. ARRIVAL IN JAPAN	P.13-22
4.1 Regarding the arrival in Japan	
5. PAYMENT OF FEES	P.23-24
5.1 Payment flow	
6. DOCUMENTS TO BE SUBMITTED BEFORE ARRIVAL	P.25-26
6.1 Immunization Questionnaire on Measles	
6.2 Health Form	
6.3 Physical Examination Certificate	
7. DOCUMENTS TO BE SUBMITTED AFTER ARRIVAL	P.27-32
7.1 Agreement of the Handling of Personal Information	
7.2 Dormitory Agreement	
7.3 Passport and Residence Card copies	
8. CAMPUS MAP	P.33



***We will help you
throughout this
handbook! Read it
and proceed
carefully with each
procedure!***



TO DO LIST

No.	Contents	Deadline	✓
1	Read the Enrollment Procedure Guidelines		
2	Check the email address used to register your web application. ※Important announcements will be sent to this email address.		
3	Issue/Renew passport ※For those who do not have a passport or whose passport's validity is less than 6 months.		
4	Fill in the Information for Visa application through the web application page	December 6th (Sat)	
5	Submit the passport copy through the web application page	December 6th (Sat)	
6	Submit the housing questionnaire and dormitory application (online questionnaire)	December 10th (Wed)	
7	Book your flight ticket	Anytime	
8	Submit the Arrival Information (online questionnaire)	February 15th (Sun)	
9	Pay entrance fee and tuition. ※Nonpayment of the tuition can be considered as withdrawal.	February 26th (Thu)	
10	Pay dormitory fees and bedding fees (only those who are applying for)	February 26th (Thu)	
11	Submit the Health Form	February 19th (Thu)	
12	Submit the Immunization Questionnaire on Measles	February 19th (Thu)	
13	Submit the Physical Examination Certificate	February 19th (Thu)	
14	Receive the Certificate of Eligibility (COE), Acceptance Letter and After Arrival Schedule. ※International Affairs Office will contact you separately in case your COE was rejected.	※Beginning of March It will be electronically sent by Soka University	
15	Apply for the visa at the nearest Japanese Embassy or Consulate. ※Check with the Embassy which documents are required for applying for a STUDENT visa.	Promptly after receiving the 'Certificate of Eligibility (COE)' and 'Acceptance Letter'	
16	Receive the "Residence Card"	At airport (Upon arrival)	
17	Apply for the "Permission to engage in other activities..." ※Please refer to the attached application document.	At airport (Upon arrival)	
18	Submit the Agreement on Handling Personal Information	At Orientation	
19	Submit Dormitory Terms of Agreement (for students entering dormitories only)	At Orientation	
20	Submit a copy of your passport	At Orientation	

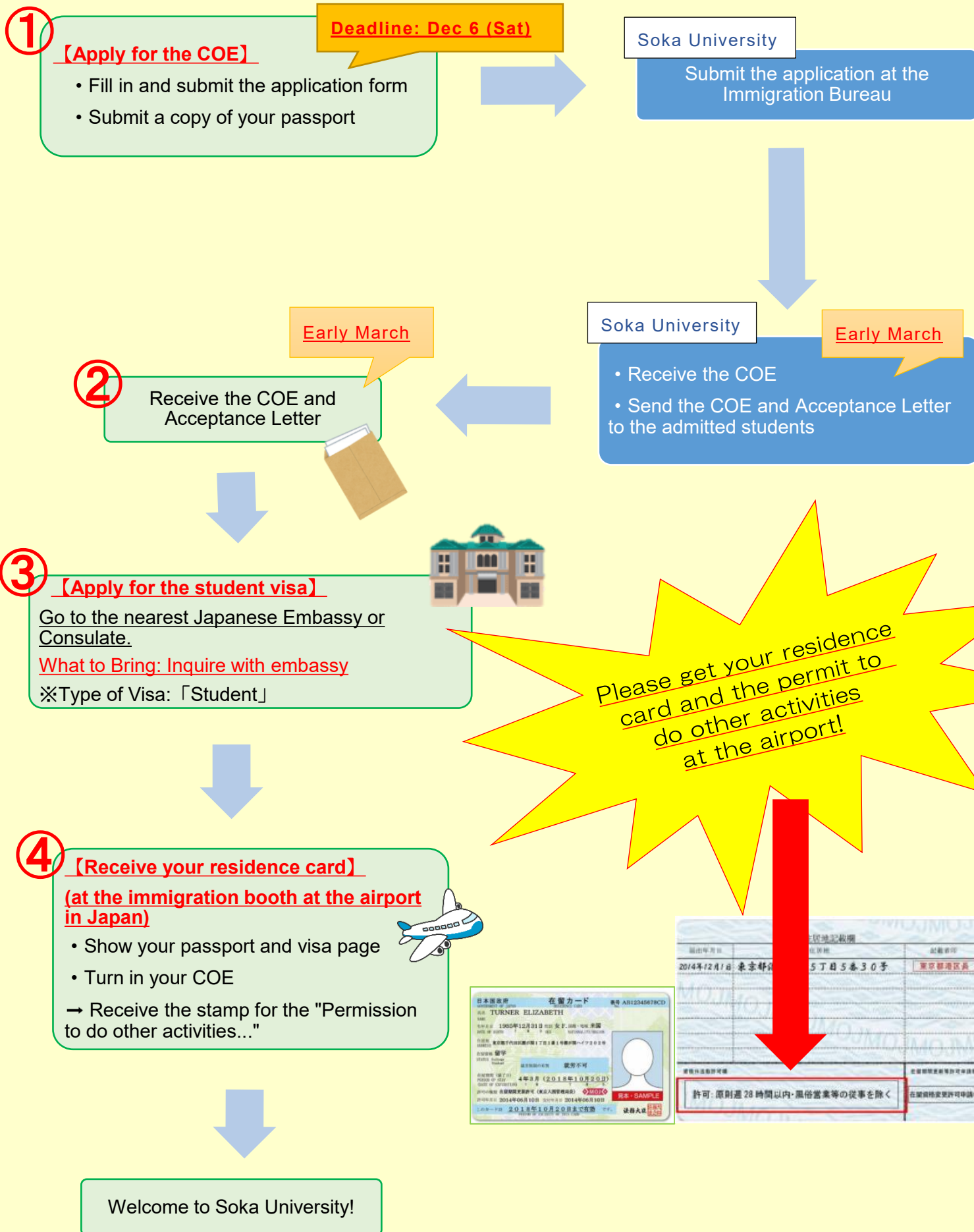
【Schedules after you arrive at Soka University】

*Please be noted that the guidance schedules might be changed.

After you enter Japan, you need to attend various orientation meetings at Soka University.

- Student Life Orientation • Campus Tour
DATE : **March 26th, Thur**
For : All the newly admitted international students
- Orientation for Bekka Preparatory Japanese Language Program Students
DATE : **March 27th, Fri**
For : Bekka Preparatory Japanese Language Program Students
- English Proficiency Test for Bekka Preparatory Japanese Language Program Students
DATE : **March 30th, Mon**
For : Bekka Preparatory Japanese Language Program Students
- Placement test for Japanese Proficiency
DATE : **March 31st, Tue**
For : Bekka students, Non degree students, and Exchange students
- Shopping Tour • Bicycle Workshop
DATE : **March 27th, Fri, and 31st, Tue**
For : All the newly admitted international students
- Class Registration Orientation for ND students
DATE : **March 31st, Tue**
For : Non degree students and Exchange students
- Scholarship Orientation for Exchange and Partner School Recommended students
DATE : **April 3rd, Fri**
For : Exchange students* and Partner School Recommended students
*those who are receiving scholarship from Soka University
- Bank Account Opening Support
DATE : **April 1st, Wed, and 3rd, Fri**
For : All the newly admitted international students
- Classes start
DATE : **April 6th, Mon @ 9 : 00~**
For : All students
- Welcome Party for new students
DATE : **April 10th, Fri @ 17 : 00~**
For : All the newly admitted international students
- Life Hack Orientation
DATE : **TBA**
For : All the newly admitted international students
- Spring Semester Completion Ceremony
DATE : **July 29th, Wed @ 11 : 00~**
For : Exchange students and Non degree students

Procedures flow from COE application to arrival in Japan



資 格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT
PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

出入国在留管理局長 殿
To the Director General of the Regional Immigration Services Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

※ 本申請書により、上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

1 国 籍・地 域
Nationality / Region

2 生 年 月 日
Date of Birth

年
Year

月
Month

日
Day

3 氏 名
Name (in English)

4 性 別
Sex

男
Male

・
/

女
Female

申請人の署名／申請書作成年月日
Signature of the applicant / Date of filling in this form

年
Year

月
Month

日
Day

STEP 1

Submit Information for Visa Application and Passport photo!

Those with a foreign citizenship must obtain a **Student Visa**. Soka University will apply for the **Certificate of Eligibility for Resident Status** (hereinafter “COE”) to the Ministry of Justice of Japan on your behalf. Therefore, please upload your “**Information for Visa Application**” and your “**Passport photo**” on the web application page.

【Fill in the Information for Visa Application】

1

Select “Fill in the information for Visa application”

Fill in the information for visa application

Click here!

Application

Photograph upload

2

Select your current visa status

- ☐ I have Japanese nationality
↳ No need to apply for a visa
- ☐ I have a residence card
↳ Renew your visa by yourself
- ☐ I do not have either Japanese nationality or a residence card

Next

3

Fill out visa application information.

■ Visa Application Information

Personal Information

Nationality/Region

Date of Birth / /

Name

Fill in your name as shown on your passport (Capital Letter).

※In a case that you are currently applying, or will apply, for your passport, please write, for the passport.

Gender

Place of birth Please indicate city name for Chinese and Vietnamese students.

Occupation

【Upload your passport photo】

Photograph upload

Please upload your ID photo for the application.

- It must have been taken within the past three months.
- It must be upper body, full-faced, no hats and no landscape.
- For photograph data, please make it with capacity that can fit within 100 KB ~ 10 MB. Data outside the range can not be uploaded.
- File format that can be uploaded. (gif,jpg,png)



If you haven't submitted your passport photo yet, please upload it here.

【Points to note】

- Those who have a passport, please upload it on the web application page.
- Those who have not yet applied for a passport, please do so as soon as possible and submit a copy of your passport on the web application page.
- Japanese citizenship holders do not need to apply for a visa. Please submit a copy of your passport on the web application page.
- Those who are already living in Japan must renew or change their visa status to Student Visa (if necessary) by themselves. In this case, please contact us before applying, as you must obtain the university's official documents in the application form.
- Please write your name in alphabet letters on the Visa Application Information on the web application page, exactly as is on your passport. Otherwise, your COE might be delayed.
- The Certificate of Eligibility (COE) is expected to be issued by the Immigration Bureau around early March.
- We will send the COE via email to successful applicants **whose tuition fees payment has been confirmed by the International Affairs Office, in the order of confirmation.**
- The electronic version (PDF) of the 'COE' and 'Acceptance Letter' will be sent to the email address that you registered on the web application page.
- In order to apply for the student visa, you must check the Japanese embassy or consulate webpage to find the necessary documents since the process of requesting a visa varies from country to country. Please ensure that all necessary steps are taken in accordance with your country's procedure.

The due date is
December 6th Sat, 2025!
Do not miss the deadline!



STEP 2

Fill in the Questionnaire on Housing!

The due date is
December 10th, Wednesday, 2025
Do not miss the deadline!



● Housing options

After deciding where you want to live, please fill in the questionnaire below.

Apartment

Dormitory

Someone else's house

Questionnaire on housing application for dormitory

Deadline: December 10th, Wednesday

Japanese
English
Chinese
Korean

<https://forms.office.com/r/d8mMub1Rhg>

**If you want to stay in our dormitories, please read the instructions indicated below carefully and fill in the form.*



Types of dormitories

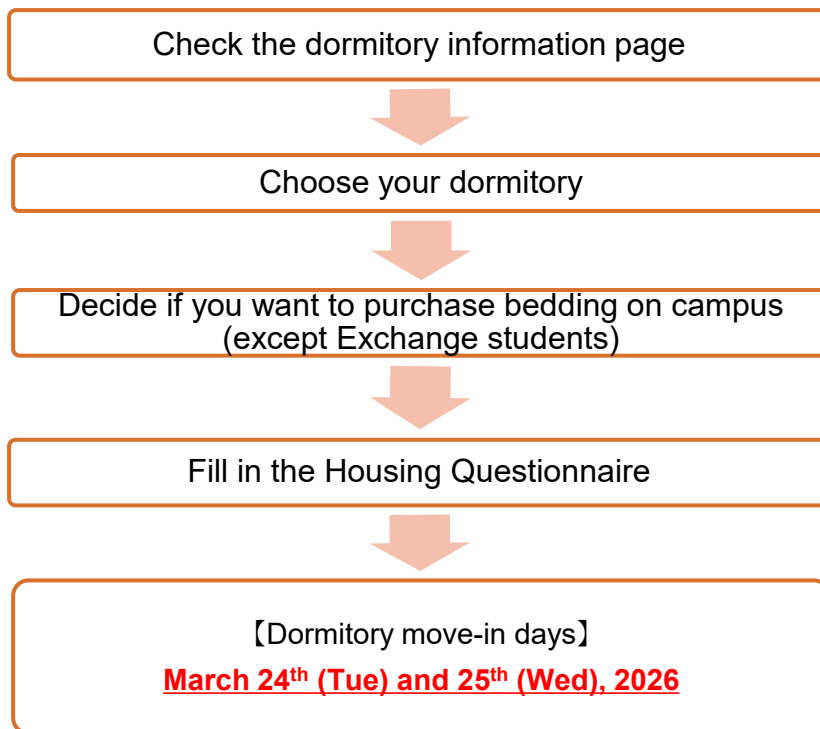
Soka University has seven dormitories for international students. These dormitories focus on creating a proper environment for students to develop cooperation and autonomy skills while living together with students from all parts of Japan and the world. Although it might be difficult to adapt into an environment with diverse cultures, habits and different opinions, the students will be able to cooperate and create deep bonds of friendship by the time of dormitory graduation!

Please access the webpage below to find the information on each dormitory.

<https://www.soka.ac.jp/en/campuslife/dormitory/>



About dormitories



We will announce the
dormitory confirmation
on **January 15th (Thu)**
by e-mail.



Dormitories addresses

Male dormitories	Hoyu	1-483 Takiyama-machi, Hachioji-shi, Tokyo
	Takiyama International	1-236 Tangi-machi, Hachioji-shi, Tokyo
Female dormitories	Sunflower Hall	3-101-1 Tangi-machi, Hachioji-shi, Tokyo
	Cosmos	1-582-1 Takiyama-machi, Hachioji-shi, Tokyo
	Manyo International	1-236 Tangi-machi, Hachioji-shi, Tokyo
	Soshun	1-236 Tangi-machi, Hachioji-shi, Tokyo
	Yuko	1-481 Takiyama-machi, Hachioji-shi, Tokyo

Purchasing bedding

※We will lend bedding to Exchange students. There is no need to purchase the bedding.

～You can order bedding (thin mattress, blanket, and pillow) in advance.～

If you prefer to be picked up from Soka University at the airport, the earliest you can expect to arrive at dormitories are 3:00 PM. Also, even the nearest bedding store from the dormitories take more than 30 minutes to walk one way. Therefore, it may be difficult to purchase bedding on the same day after arriving at dormitories. In addition, the dormitories do not provide mattresses or bedding for rent, so you will need to prepare your own bedding by the night of your arrival. If you have no relatives in Japan, etc., and are NOT able to prepare your own bedding by the day you enter the dormitory, we highly recommend ordering at this time.

Bedding	3 pieces (thin mattress, blanket, and pillow) ※Please purchase sheets and covers by yourself after your arrival. ※The beds in the dormitory are Japanese style, so you may find them hard. The futon mattress available here may not be the mattresses you imagine, so if you want additional mattress, please get one after your arrival.
Price	9,800 JPY

Bedding sample



Dormitories have beds included!

*Soshun dormitory has duckboard bed.

Please purchase your own mattress if needed.



Please apply for bedding in the Housing Questionnaire.

Bedding fee will be invoiced at the same time as dormitory fee.

Length of stay

Types of Program	Dormitory move-out day
Undergraduate students	by February 28 th , 2027
Bekka Preparatory Japanese Program students / Recommended Students from Partner Schools	by February 28 th , 2028
Exchange and Non-degree students	One semester: by August 10 th , 2026
	Two semesters: by February 10 th , 2027

【Important notice on International Dormitories】

※Please pay the dormitory fee and bedding fee by the due date. In case you do not pay, your application for the dormitory or bedding will be cancelled automatically.

○ Announcement on dormitory application results: January 15th, 2026 (by e-mail)

Dormitory billing date: January 26th, Monday, 2026

Deadline for payment: February 26th, Thursday, 2026



○ Dormitory facilities

Information on dormitories: <https://www.soka.ac.jp/en/campuslife/dormitory/>

○ Sending packages to dormitories

■ If you plan to send luggage to the dormitory, make sure to have them arrive **after** the day of your dormitory entrance. You cannot send packages to the dormitory prior to the move-in day.

■ You can check the above page for the addresses of the dormitory.

○ Others

■ Shower hours are fixed for each dormitory.

■ Washing and drying machines are coin-operated and shared.

■ No wired phone service is available in the dormitories. We recommend bringing your own phone or sign up for one after you arrive in Japan. (You will be responsible for your own contract.)

■ You can use the university's wireless LAN service to access the internet in the dormitories. However, security is strictly enforced due to the university's connection, and some pages may be inaccessible.

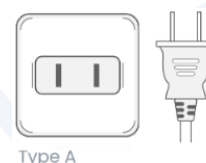
■ No one can enter a dormitory without taking off your shoes at an entrance. If you do not have your slippers, it is very inconvenient. Thus, we strongly recommend bringing your slippers in your backpack when you enter your dormitories, so you can take them out as soon as you reach there.

■ The dormitory doesn't provide shampoo, conditioner, or any other amenities.

We suggest bringing your own so you can settle in as soon as you arrive.

■ Japanese electrical outlets are Type A, 100V.

Please bring a conversion adapter if necessary.



Guidelines for Dormitory Students

International Affairs Office

* The guidelines may be subject to change.

In order to protect yourself and others, we ask for your understanding of the dormitory guidelines and your cooperation. We live in the dormitory as a community. If you do not follow the dormitory guidelines, you will not be able to continue living in the dormitory.

(1) Health Management

- ① We ask for your cooperation to wear a mask when you have a cough or feel unwell.
- ② When return to dormitory from outside and/or before eating, students wash their hands with soap and gargle.
- ③ In case students get infected with COVID or other infectious diseases, students are required to stay in their rooms and refrain from going out and attending classes. If the fever or the symptoms of cold persist, students must stay in the dormitory first aid room or the first aid building (separate building) under the supervision of the Health Center.

(2) Behavior in the dormitory

- ① If the student has to break the dormitory rules (such as returning to the dormitory after curfew or unable to follow cleaning time, etc) due to part-time job, the student will be required to quit it. To avoid complicated situations, please consult in advance before starting the part-time job.
- ② Refrain from participating in large gathering when you are feeling unwell.

(3) Others

- ① Students are not allowed to move out between dormitories.
- ② Students are not allowed to move out from your dormitories in the middle of the expected period.
- ③ Curfew: Male dormitories: 24:00 / Female dormitories: 23:00
- ④ Please make sure to inform your Resident Assistant (RA) in advance if you plan to staying overnight.
- ⑤ Students are in charge for cleaning the dormitory.
- ⑥ Only those living in the dormitory can enter the building. However, visitors can enter the designated area for visitors. (please check details after entering the dormitory).
- ⑦ It is possible to smoke and drink alcohol in international dormitories under the following rules:

*People under 20 years-old are prohibited to smoke and drink alcohol in Japan by law.

■ Smoking is only allowed outside the dormitory building or in the designated “smoking area”.

(Soshun Dormitory does not have a smoking area therefore smoking is prohibited)

■ Please check your dormitory rules regarding drinking alcohol.

STEP 3

Filling in the Arrival Questionnaire

The due date is
February 15th, Sunday, 2026
Please submit your answers early!



★ Free shuttle bus (airport pick-up service)

Pick-up service by our staff is available. Newly admitted students requesting pick-up service within the dates displayed below must arrive either in Narita or Haneda airport on the dates written below. Soka University will provide direct buses (free) leaving from both airports to the campus, therefore please try to arrange a flight that arrives early enough to take the bus.

【Airport pick-up days】 March 24th (Tues) and 25th (Wed), 2026

When submitting your Arrival Information, please check the bus departure time table and indicate which bus you would like to take. It takes about 1.5 to 2 hours from the plane landing to the meeting point inside the airport, including immigration procedure and luggage claim lines. Thus, please choose a bus that departs at least one and half hours after your arrival in Japan. Please note that in case your flight is delayed, you may not be able to take the desired bus.

● Direct Buses to the University

The gathering time to take the direct bus and meeting point location are available below. Please do not be late. Soka University staff will be there to assist you to the direct bus. Please note that the bus time may vary according to traffic conditions.

※Only newly admitted students are allowed to take the direct bus. Relatives and others must provide their own transportation from the airport.

The buses are designated from airports to Soka University (each dormitory). If you are arranging your apartment on your own and would like to take the direct bus to Soka University, please prepare own means of transportation to your apartment.

● Entering the Dormitory

Entrance to the dormitory will be on March 24th (Tues) and 25th (Wed). If you are arriving prior to this date, you must provide accommodation (hotel, hostel, etc.) by yourself. If you are coming to the dormitories on your own, please arrive between 12 p.m and 9 p.m. You need to pay all the expenses on your own.

● Booking of your Flight

In case your Japanese student visa is delayed, your arrival to Japan will have to be postponed. Before booking a flight ticket, please check carefully any fares related to changes, etc. Furthermore, in case you have a connecting flight in a different country, a transit visa might be necessary, therefore, please check all the requirements beforehand.

If you wish to use the shuttle bus, please make sure to arrive on time for the bus's departure and book your flight. We recommend arriving on the first day of the pick-up, if possible. If you arrive late on the first day, please take the bus on the following day. We recommend booking a hotel and taking the first bus on the following day. If you are coming on your own, we do not recommend it, as it will require frequent transit by train. Please note that if you arrive late on the second day, there will be no shuttle bus and you will have to make your own way.

●“Permission to Engage in Other Activities” at the Immigration Inspection

Those holding a “Student” visa willing to engage in part-time job or volunteer and other activities must apply for obtaining a permission called “Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted”. We recommend that you apply for the permit during your immigration inspection upon arriving at the airport since you can receive the permit on site. If the permission is granted, your Residence Card will be stamped as below:

Front

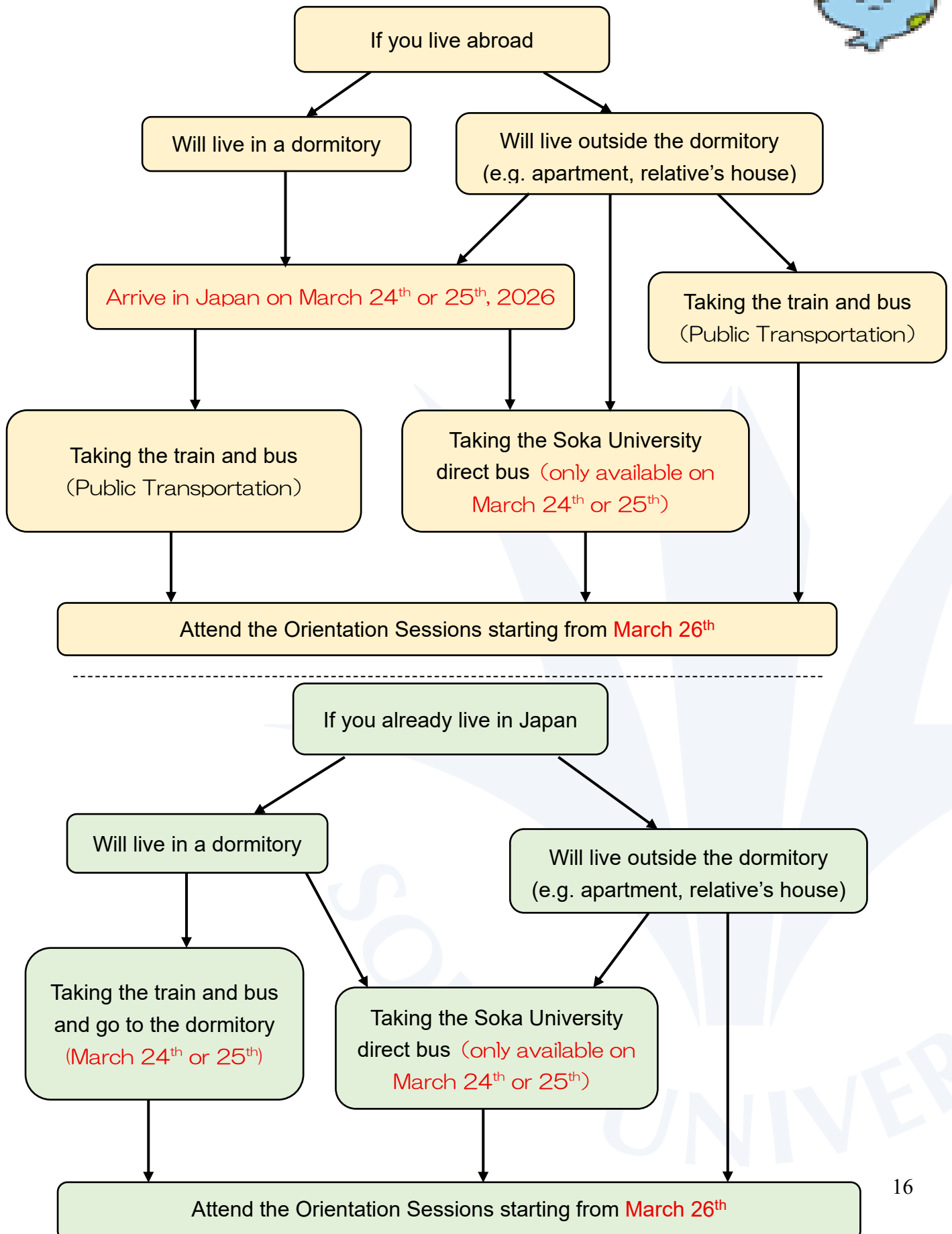


Back



Flow until arrival

Do you live abroad?
Do you live in Japan?



[Arrival Questionnaire] ※All students must fill in this form

Japanese/English/Korean/Chinese : <https://forms.office.com/r/61LifGage9>

Deadline : February 15th (Sun), 2026

Direct bus information



Soka University staff will pick you up at the airport.

* Please indicate which bus to take on **[Arrival Questionnaire]**

Date : March 24th (Tues), 25th (Wed), 2026

Airport : Narita (Terminal 2)、Haneda (Terminal 3)

Narita Airport ⇒ Soka University

Terminal 2 departure time	<u>1 2 : 0 0</u>	<u>1 5 : 0 0</u>	<u>1 8 : 0 0</u>
Soka University expected arrival time	1 4 : 3 0	1 7 : 3 0	2 0 : 3 0

Haneda Airport ⇒ Soka University

Terminal 3 departure time	<u>1 2 : 0 0</u>	<u>1 8 : 0 0</u>
Soka University expected arrival time	1 4 : 0 0	2 0 : 0 0

※Considering the time it takes from the plane landing to the meeting point, please choose a bus that departs at least 1.5 hour from your arrival time.

※Please come to the meeting point at least 15 minutes prior to the departure time.

※If you are arranging your apartment on your own and would like to take the direct bus to Soka University, please prepare own means of transportation to your apartment.

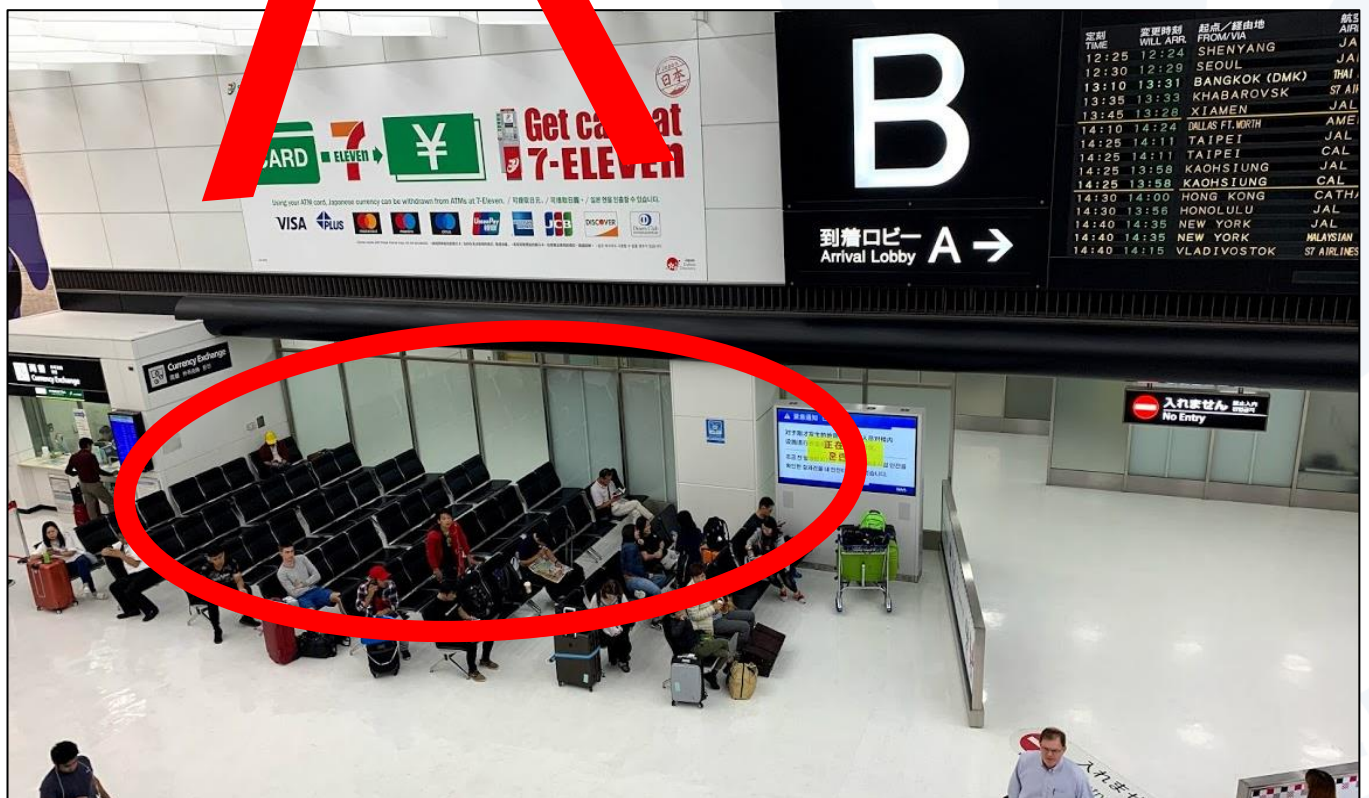
Soka University will not provide transportation from Soka University to your apartment.

※Only newly admitted students are allowed to take the direct bus. Relatives and others must provide their own transportation from the airport.

Narita Airport meeting point

●Terminal 2 • Near the Arrival Lobby B

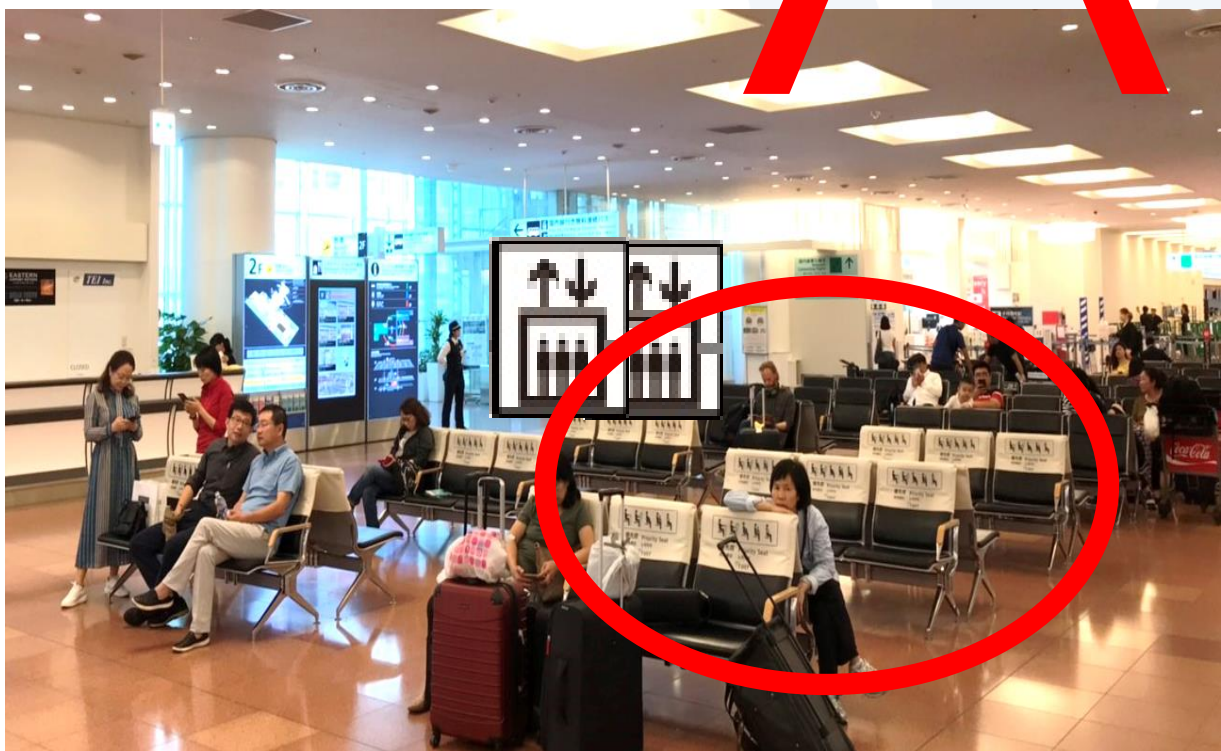
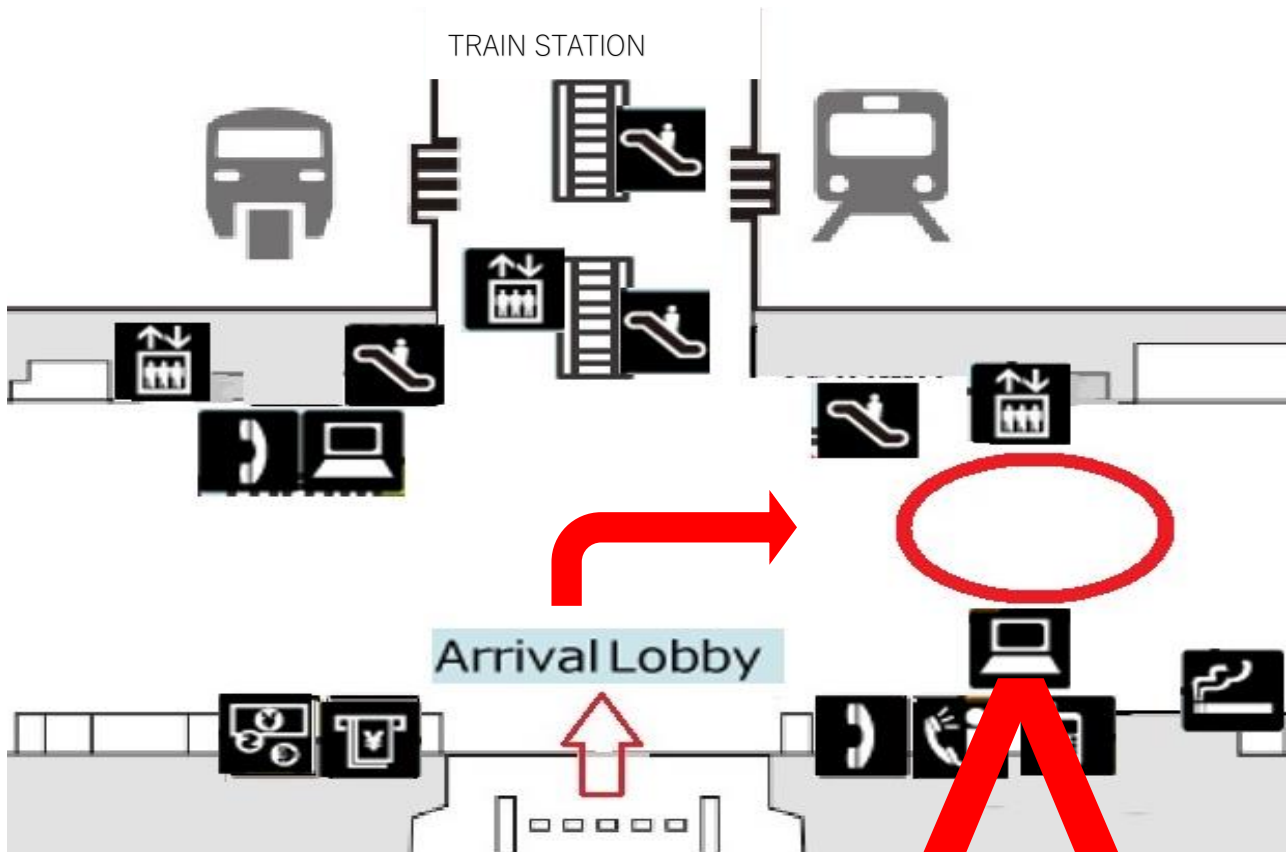
※Those arriving at Terminal 1 and 3 must move to Terminal 2.



Haneda Airport meeting point

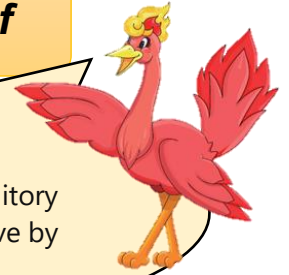
●Terminal 3 (2F)

※Those arriving at Terminal 1 and 2 must move to Terminal 3.



Coming to Soka University or the dormitory by yourself

Please avoid arriving too late!
If you're making your way to the dormitory
on your own, please make sure to arrive by
9:00 PM at the latest.



Airport → Hachioji

A. By Limousine Bus: <https://www.limousinebus.co.jp/en/>

Embarking place	Bus fare	Approximated duration
	JR Hachioji station Keio Hachioji station	JR Hachioji station Keio Hachioji station
Narita Airport (T1~3)	—	3 hours
Haneda Airport	2,100 JPY	2 hours

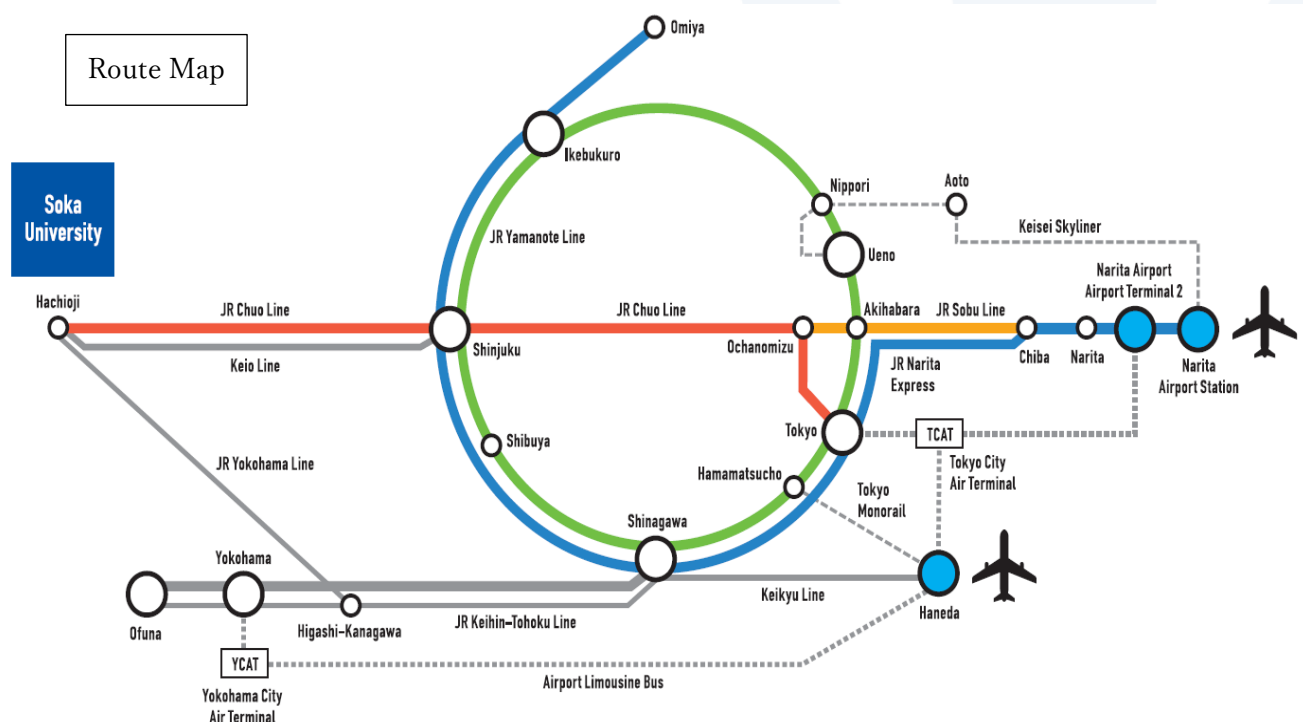
※The limousine bus from Narita airport to Hachioji station is suspended as of November 2025.

B. By train: https://world.jorudan.co.jp/mln/en/?sub_lang=nosub

Train transfers: 2-4 times

Price: 2,500~4,500 JPY

Duration: approximately 2 hours



From Hachioji Station to Soka University / Dormitories

A. By taxi:

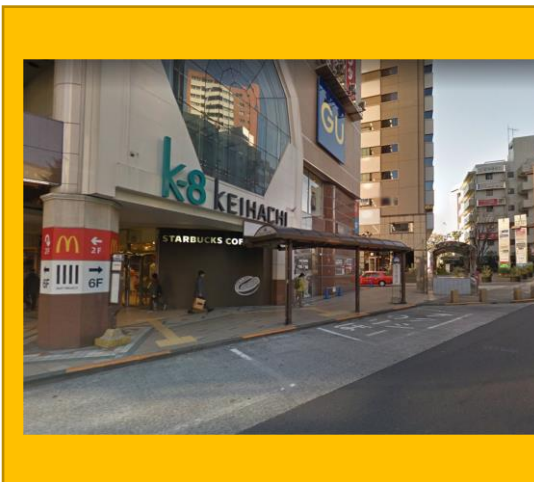
- Taxi fare: between 2,500 to 3,000 JPY
- Duration: approximately 20 minutes

○Taxi stand:

JR Hachioji Station



Keio Hachioji Station



B. By bus:

- Please check carefully the bus routes that goes to your dormitory.
- JR Hachioji Station and Keio Hachioji Station are approximately 400m away from each other (5-minute walk)
- Platform information (in Japanese): <https://bit.ly/2Kx3DKM>

Hachioji → Soka University

To	Bus line
Soka University or Tokyo Fuji Art Museum	16 号 06, ㊦ 02, and ㊦ 04

Please check the video below for instructions on how to take the bus!

<https://youtu.be/DE0BwFx9W5M>



Hachioji → Each dormitory

Dormitory	Bus platform		Destination	Bus stop to get off	From bus stop to the dormitory (walking time)
	Keio Hachioji	JR Hachioji			
Hoyu	4	12	Soka University Circulation (via Hiyodori Tunnel)	Tenjinmae	7 minutes
Takiyama International	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University Eikomon	5 minutes
Cosmos & Yuko	4	11	Mitsuidai, Tobuki	Babayato	6 minutes
Sunflower Hall	4	12	Soka University Circulation (via Hiyodori Tunnel)	Zentarosaka-shita	7 minutes
Manyo International	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University Sodaimon	7 minutes
Soshun	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University Eikomon	2 minutes

STEP 4

Paying fees

(Admission, tuition, dormitory, bedding fees)

The due date is
February 26th, Thursday, 2026!
Please pay the fees early!



●Flow until payment of fees

Fee type and invoice	Announcement	Deadline
Admission and Tuition Fee invoice	January 26th, 2026	February 26th, 2026
Dormitory notification and invoice		

Tuition Fee Payment method: Please check the invoice that will be sent

Dormitory Fee Payment method: Please check the invoice that will be sent

In case you cannot use a credit card due to special reasons, please make your payment through overseas transfer or bank deposit. *transaction fee needs to be paid by students.

Those willing to pay through transfer or deposit, please contact us informing your application number and name to request our bank information.

International Affairs Office, Admission Team: welcome@soka.ac.jp

Subject: Application number_Name
Body: Overseas transfer / bank deposit
(Ex.) Subject: 2026X01_SOKA JOHN
Body: I would like to make a payment through overseas transfer.



The International Affairs Office will send you a tuition fee payment guidance email



You will pay the Admission and Tuition Fee



The International Affairs Office will confirm the payment.
And then, the COE and the Acceptance Letter will be sent to you by email.

In case you do not complete the payment of Admission and Tuition fees by the deadline (February 26th, Thursday), your admission will be revoked.



STEP 5

***Check the documents to be submitted
before arrival!***

1. Immunization Questionnaire for Measles

In 2007, measles was rampant among high school and college students in Japan. In order to prevent group contagion, students are required to gain sufficient immunity before entering college.

- Fill in through this form: <https://forms.office.com/r/Niq7YjKehY>

2. Health Form

From now, you will live in a completely different environment for a long period. Even healthy people can feel sick considering these abrupt changes. In order to provide the best support possible, please cooperate by filling in this questionnaire.

- Fill in through this form: <https://forms.office.com/r/STTYann6G4>

3. Physical Examination Certificate

※Should be filled by a doctor.

- **Steps:**

- ① Download the designated form.
- ② Please visit the hospital and ask a doctor to fill out this 'Physical Examination Certificate' after undergoing the necessary examinations.
- ③ Scan the Physical Examination Certificate and upload to the BOX.

- **Designated Format:** [Physical Examination Certificate](#) (HP) / <https://x.gd/dDScoJ> (BOX)

- **Upload to:**

<https://sokauniversity.app.box.com/f/31504b36c2ac4e6ba847e7088758e653>

※ In case you cannot access the page indicated above, please send an e-mail to the address below and make sure to attach 'the Physical Examination Certificate' to it.

E-mail address : .s417b5p7lhekqwr1@u.box.com

※Please change the file' name to 「**Application Number_Name**」 before uploading.
Ex: 1234567_John Soka.pdf

◆Important Notes

- Please submit all the forms (1~3) before the deadline **February 19th, Thursday, 2026**.
- Questionnaire submission is compulsory and in case you do not submit it, you will not be accepted in our university. It is important for us to be aware of your health condition in order to prepare and provide the best support for you, so please submit the Immunization Questionnaire on Measles, the Health Form, and the Physical Examination Certificate by the deadline.

STEP 6

Check the documents to be submitted after arrival!

※We will provide them after your arrival

- ① **【Agreement on Handling Personal Information】**
- ② **【Dormitory Terms of Agreement】 (dormitory applicants only)**

Access the information here: [Enrollment Procedures \(International Students\)](#)



Read carefully both the "Agreement on Handling Personal Information" and the "Dormitory Terms of Agreement" before departure

Travel to Japan

Receive the forms in the Orientation Session and turn them in after signing the papers

③ **【Passport copy】**

You need to submit a copy of these three pages.

After you arrive in Japan, you will be asked to upload them in PDF or JPEG format to the Google Form provided during the orientation.

Passport

- Photo page
- Visa page
- Landing Permission Sticker page

提出書類 / Things to submit



1. 顔写真ページ / Photo Page



2. VISAページ / VISA Page



3. 上陸許可証ページ / Landing Permission Page

Agreement

Addressed to Yoshihide Akiya,

Chairperson of the Board of Trustees, Soka University:

On being enrolled at Soka University and understanding the distributed

“I. How We Use the Personal Information of Students et al.” I hereby agree to
matters discussed in the attached “II. Sharing Personal Information of
Students et al. with Third Parties.”

Year:

Month:

Day:

Student ID:

Student Name:

(sign)

Sample

※The form will be handed after your arrival.
Please submit it after enrollment.

Agreement

Addressed to Yoshihide Akiya,

Chairperson of the Board of Trustees, Soka University:

On being enrolled at Soka University and understanding the distributed

“I. How We Use the Personal Information of Students et al.” I hereby agree to
matters discussed in the attached “II. Sharing Personal Information of
Students et al. with Third Parties.”

Year: 2026 Month: Day:

Student ID:

26XXXXX

Student Name:

JOHN SOKA

(sign)

Dormitory Terms of Agreement for International Students

Soka University President

Upon entering the dormitory in Soka University, I hereby agree to abide by the following terms:

- ☐ 1. I will follow all dormitory rules and regulations in order to engage in and contribute to a healthy dormitory life.
- ☐ 2. I understand and comply with the following rules:
 - Prohibited items
 - Items hazardous to health (drugs, chemicals, etc.), animals
 - Items that can cause fire (electric stoves, candles, etc.)
 - TVs, refrigerators, microwaves and other items already provided in the lounges
 - Vehicles
 - Four-wheeled vehicles and motorcycles are not permitted
 - If you were to possess a bicycle, it must be registered for theft prevention under your name
 - Visitors and smoking
 - Overnight guests, including family members, relatives, and friends, are not permitted
 - Visitors are permitted only until the dormitory curfew in the permitted areas
 - Smoking is prohibited inside the buildings.
- ☐ 3. If my actions as a resident are deemed inappropriate by the University and ordered to move out, I will vacate within 2 weeks.
- ☐ 4. If I intentionally or inadvertently damage university or dormitory property, I will promptly pay the reimbursement fees.
- ☐ 5. I will cooperate and follow instructions necessary for dormitory management and operation, including those for fire and disaster prevention, health and sanitation, and others.
- ☐ 6. I will not use the lounges or rooms for anything other than their intended purpose and not make any modifications to them without proper consent. I will not let any non-residents stay overnight.
- ☐ 7. I will vacate the dormitory by the designated move-out date.
- ☐ 8. I acknowledge there will be no refund of dormitory fees, except in extraordinary situations.

I, the undersigned, hereby agree to abide by these terms.

Year_____Month_____Day_____

Dormitory:_____ Student ID:_____

Name:_____

Signature:_____

Dormitory Terms of Agreement for International Students

Soka University President

Upon entering the dormitory in Soka University, I hereby agree to abide by the following terms:

- ☐ 1. I will follow all dormitory rules and regulations in order to engage in and contribute to a healthy dormitory life.
- ☐ 2. I understand and comply with the following rules:
 - Prohibited items
 - Items hazardous to health (drugs, chemicals, etc.), animals
 - Items that can cause fire (electric stoves, candles, etc.)
 - TVs, refrigerators, microwaves and other items already provided in the lounges
 - Vehicles
 - Four-wheeled vehicles and motorcycles are not permitted
 - If you were to possess a bicycle, it must be registered for theft prevention under your name
 - Visitors and smoking
 - Overnight guests, including family members, relatives, and friends, are not permitted
 - Visitors are permitted only until the dormitory curfew in the permitted areas
 - Smoking is prohibited inside the buildings.
- ☐ 3. If my actions as a resident are deemed inappropriate by the University and ordered to move-out, I will vacate within 2 weeks.
- ☐ 4. If I intentionally or inadvertently damage university or dormitory property, I will promptly pay the reimbursement fees.
- ☐ 5. I will cooperate and follow instructions necessary for dormitory management and operation, including those for fire and disaster prevention, health and sanitation, and others.
- ☐ 6. I will not use the lounges or rooms for anything other than their intended purpose and not make any modifications to them without proper consent. I will not let any non-residents stay overnight.
- ☐ 7. I will vacate the dormitory by the designated move-out date.
- ☐ 8. I acknowledge there will be no refund of dormitory fees, except in extraordinary situations.

I, the undersigned, hereby agree to abide by these terms.

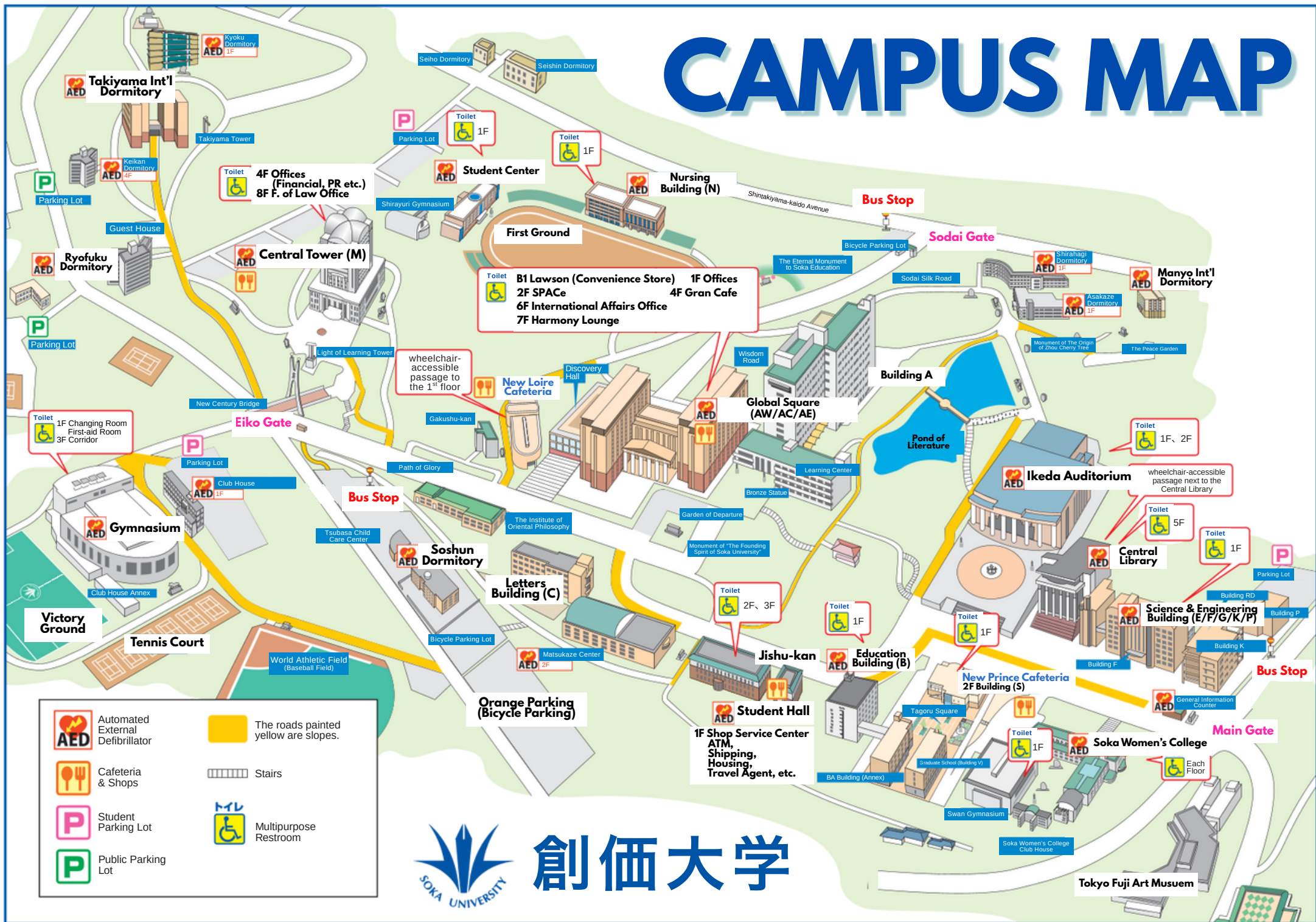
Year 2026 Month _____ Day _____

Dormitory: Hoya Dormitory Student ID: 26XXXXX

Name: JOHN SOKA

Signature: John Soka

CAMPUS MAP





SOKA University



Contact

Soka University address

1-236 Tangi-machi, Hachioji-shi, Tokyo

International Affairs Office location

Soka University Global Square Building, 6F

Telephone

From abroad: +81-426-91-8230

From Japan: 042-691-8230

Email

welcome@soka.ac.jp

Office hours

Weekdays: 9:30 to 17:00

Saturdays: 9:30 to 12:00

Sundays and Holidays: Closed