



Graduate School of Science and Engineering Doctoral Program

Guide to Application Process and Soka University Graduate School Scholarship Selection for International Students <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	Doctoral	A few
	Biosciences		
	Environmental Engineering for Symbiosis		

2. Applicant Eligibility

Japanese nationals who have nationality other than Japanese, or who reside abroad and have nationality, permanent residency, citizenship, or equivalent status of that country, or who are dependent on their guardians, and fit one of the descriptions in (1) to (3) below:

- (1) An individual who holds a master's degree or is expected to have one by March 2026 for April Entry (August 2026 for September Entry).
- (2) An individual who holds a degree equivalent to master's degree in a country outside of Japan is expected to have one by March 2026 for April Entry (August 2026 for September Entry).
- (3) Any other individual whom the university's Graduate School Committee recognize as having academic ability equivalent to or greater than a master's and is eligible for the selection process.

[Please Note]

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

Faculty contact information is generally not published on the website. Please contact the Science and Engineering Office (eng-grad@soka.ac.jp).

Information relating to individual faculty members' research themes and teaching topics, and to the Graduate School of Science and Engineering in general, is 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-d/

3. Application Process

(1) How to Submit Application Forms

Please submit the required documents by uploading them from the web application page and submitting the certifying documents at the office of the Faculty of Science and Engineering or sending them by mail within the application period (in case of sending by mail, they must be postmarked on the day of the deadline).

(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 need to register as a member (applicant) before using the web application page. Please register in advance before submitting your application.

(3) Application Documents

Application Documents		Points to Note	外国人
A	Application for Admission	Please use the designated form (Form A), complete all sections fully, paste your face photo onto the form, convert it to a PDF file, and upload it to the web application page in PDF format. In addition, the original file of the photo attached to the application form must also be uploaded on the web application page. If you are a foreign national and have a passport or a residence card, upload a copy of it as well.	○
B	Reason for applying a particular major, and Desired research after admission	Please fill out the designated form (Form B – Doctoral). Describe in as much detail as possible the research you wish to conduct after admission. Convert the completed word file to PDF and upload it to the web application page.	○
C-1	Academic Transcript (Undergraduate) (Submit original*)	Please submit a list of grades including all results equivalent to the bachelor's degree program.	○
C-2	Academic Transcript (Master's program) (Submit original*)	Please submit a list of grades including all results equivalent to the master's degree program. *Soka University graduates (prospective) need to submit "TRANSCRIPT OF ACADEMIC RECORD".	○
C-3	Certificate of Graduation (Undergraduate) (Submit original*)	Please submit a certificate showing that the applicant has graduated from a program equivalent to a bachelor's degree. *Soka university Graduates are not required to submit it.	○
C-4	Certificate of Completion or Certificate of Expected Completion from Previous Graduate School (Master's Program) (Submit original*)	Please submit a certificate showing that the applicant has graduated from a program equivalent to a master's degree. Those who have submitted a certificate of expected graduation must submit a certificate of completion immediately after graduation. *Soka university Graduates are not required to submit it.	○
C-5	Proof of Degree (Submit original*)	Please submit a document verifying your receipt of a degree. <u>If your degree is clearly stated on your certificate of graduation/ completion (C-3, C-4), there is no need to submit additional proof.</u>	△
C-6	Japanese- Language Proficiency Test Certificate (Submit original*)	Please submit proof of the score indicated in the "Japanese Language Proficiency Test" section of the application form. If not, you do not need to submit it.	△
C-7	Certificate of English Language Proficiency (Submit original*)	Please submit proof of the score indicated in the "English Proficiency Test" section of the application form, or proof of "experience of education taken in English". If not, no submission is required.	△

C-8	Certificate of Qualification for College Admission (Submit original*)	If the applicant has taken standardized examination or an examination to qualify for college admission in the country's education system, please submit the certificate.	△
D	Summary of Master's Thesis	Please upload a PDF of your master's thesis abstract in Japanese or English to the web application page.	○
E	Letters of Recommendation (for international applicants) (2 types)	Please use the designated form (Form E (for international applicants)) and upload the completed form in PDF format 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 anybody you choose.	○
F	Supervisor's Approval	Please submit a completed application form using the designated form (Form F), signed by the faculty member who wishes to supervise the applicant in the Doctoral program. Before applying, consult with the faculty member whom you wish to supervise regarding research and education in the Doctoral program and obtain his/her approval. Applicants to the Information Systems Science major should conduct interviews using ZOOM, etc., in addition to e-mail.	○
K	Statement of Financial Eligibility	Please fill out the required information on the web form regarding how you will pay for your tuition and living expenses while attending our graduate school. In addition, please upload a scanned copy of the documents supporting your financial eligibility to the web application page. For details, please refer to "4. Statement of Financial Eligibility."	○
L	Scholarship Selection Application Form (Soka University Makiguchi Memorial Educational Foundation for International Student Scholarship)	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 for International Student Scholarship."	△
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 application at the time of application on the web application page. You are responsible for any transaction fees charged at the time of payment (the amount varies depending on the method of payment).

(5) Points to Note when Applying

1. **All documents must be in either Japanese or English.**
2. **Ensure that you attach a Japanese or English translation if any of the certificates or other documents you submit include languages other than Japanese or English.**
3. The content of application documents cannot be amended after they are received by the university.
4. You may apply for only one major at a time; applications for more than one major are not permitted.
5. Once application documents and application fees are received by the university they cannot be returned for any reason whatsoever.
6. If your application documents are found to contain any false statements, your acceptance and admission to the university may be revoked.
7. Application documents that are incomplete or submitted after the due date will not be included in the applicant selection process.

4. Statement of Financial Eligibility

(1) Criteria for paying expenses

The criteria for the amount of money to be certified with certificates of bank deposit or certificates of scholarship when applying to the Graduate School of Science and Engineering admission is living expenses and tuition for one year (approximately 160,000 yen per month for 12 months).

If you are applying for the Soka University Makiguchi Memorial Foundation Scholarship at the same time, you may apply for the admission even if the amount of money proved by the certificates is less than the criteria amount. However, when applying for Certificate of Eligibility (COE) to obtain a student visa or Extension of Period of Stay, the Ministry of Justice (Immigration Services Agency) will conduct an examination regarding your ability to pay expenses necessary for your stay in Japan. Please note that if the examination result in denial of COE or denial of extension of period of stay, you will not be allowed to enroll in Soka University.

(2) Person who can be 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 (showing a balance of JPY 2,000,000 or more)
- 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 	1. Document screening 2. 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 difference. You will be notified approximately 2 weeks prior to the exam.

7. Announcement of Admissions

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: Fail
Screening indicated 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 successful applicants an acceptance notice and related documents by e-mail.
2. The university will not reply to any inquiries relating to the results of the screening process received by telephone or postal mail.

8. Admission Procedures

The successful applicants should complete the admissions procedure and pay admission and tuition fees, etc., within the time limits prescribed below. The university will provide further written details when announcing admissions.

-For AY2026 April Entry-

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

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

1. Payment of Admission Fee: **JPY 200,000-**
2. Submission of documents regarding visa
3. Submission of the confirmation of their housing

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

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

-For AY2026 September Entry-

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

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

1. Submission of documents regarding visa
2. Submission of the confirmation of their housing

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

During the Admission Procedure Phase Two, the successful applicants are requested to settle admission fee, tuition and laboratory fee and submit the admission forms. Details of this procedure will be provided to those who have completed the 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 650,000-	JPY 325,000-	JPY 325,000-
Laboratory fee	JPY 120,000-	JPY 60,000-	JPY 60,000-
Total	JPY 970,000-	JPY 585,000-	JPY 385,000-

※ The admission fee is exempted for those who completed the First-stage doctoral program or the Master's program at Soka University.

*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).
- If you decide not to enter the university for personal reason following completion of the admissions procedure, the university will return to you the annual tuition, etc., excluding the admission fee. However, this applies only if you notify the university by the day before. For April entry needs be submitted by the end of March, and for September entry needs be submitted 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 “Student”. After being admitted to the school, prospective students are required to complete the procedures related to obtaining 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.
- 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 promptly submit the documents as instructed.

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

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

(1) Application Eligibility for this Scholarship

Those who meet all the following two requirements:

- Applicants who meet the qualifications for admission to the Graduate School of Science and Engineering as International Students.
- 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
Doctoral	5	500,000 yen per year	For three 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 that the number of recipients does not meet all the quotas for spring admission, the scholarship selection will be conducted for fall admission to select the successful applicants.
- The scholarship period is within the standard term of study.
- This scholarship can be awarded in addition to scholarships from other organizations. However, some other scholarships, such as MEXT scholarships, may not to be allowed to be awarded with this scholarship, so please confirm with the relevant organization. In addition, this scholarship may not be awarded with other scholarships offered by Soka university.

- The scholarship will be awarded in two installments, one for the spring semester and the other for the fall semester, upon completion of the prescribed procedures after enrollment in the graduate school. **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 scholarship selection, please select 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/>)