

1. Application (Please visit admissions.soka.edu/apply)

2. Application Fee

3. Transcript(s) of Grades

- Submit one official transcript from each institution you have attended covering all undergraduate and graduate studies (including extension summer or correspondence courses). Please note: All transcripts not in English must be accompanied by certified English translations.
- Work in progress will be considered in fulfillment of requirements, and admission may be granted subject to the filing of final transcripts, before enrollment, showing satisfactory completion of work in progress.

4. Resume or Curriculum Vitae (CV)

5. Personal Statement

- Please write a brief statement describing your background, past work in your intended field of study, your goals for graduate study and a professional career, experience and any other information you feel is relevant.

6. Academic Writing Sample

- Please submit an academic paper or thesis as a writing sample to be included in your application.

7. Two Recommendations

- Ask two individuals qualified to evaluate your educational background and/or academic and professional achievement to complete a recommendation for you. Electronic recommendation forms can be sent to your recommenders through the Soka Online Application. The official recommender form is also available to print from Soka's webpage.

8. GRE Score Report

- An official report of the score of the Graduate Record Examination (GRE) taken within the past five years is required of all applicants. Student copies are not accepted. Our GRE school code is **4720**.

9. TOEFL Score Report (International Applicants)

- Any applicant whose native language is not English is required to submit an official TOEFL score report. Student copies are not accepted. Our TOEFL school code is **4720**.

***Please note:** Within 3 business days of submitting your application, Soka University will notify you by email that your application has been received. It is your responsibility to ensure that all of your documents are received in a timely manner. Soka does not accept faxed, emailed or late documents.*

If you have any questions, you can contact us via email at:
grad_admissions@soka.edu or call us at 888.600.SOKA.

You can mail your documents directly to Soka at:

Soka University of America
Attention: Graduate Admission
1 University Drive
Aliso Viejo, CA 92656