

Hyogo Prefectural Ashiya International Secondary School  
2021 Application Guidelines

1. Candidate Eligibility

To be eligible for application, candidates must meet the following requirements:

(1) Age & School Enrollment

- ① Graduation from an elementary or equivalent school in March, 2021.
- ② If not currently enrolled in an elementary school, must have been born between April 2nd, 2008 and April 1st, 2009.

(2) Falls into one of these categories and is willing to stay all 6 years

- ① Category 1: Non-Japanese students unfamiliar with Japanese language & culture and children who came to Japan after April 1<sup>st</sup>, 2015 and don't have Japanese nationality.
- ② Category 2: Japanese returnees from abroad. Children who came back to Japan after April 1<sup>st</sup>, 2015 and had lived abroad 1 year or more continuously.  
[Children who lived abroad because of a parent's job, etc.]
- ③ Category 3: Students who understand our school's goals and wish to use their experience to study or live abroad in the future

(3) Residency

- (i) Living in Hyogo prefecture with parent(s)/guardian(s) (person(s) with parental rights or caregiver(s) if there is no one who has parental rights)
- (ii) If living outside Hyogo prefecture, abroad, or under other special circumstances, please refer to “5 How to Apply – (4) Applicants Outside Hyogo”

2. Available Spaces: 80 (Please refer to “1. Candidate Eligibility – (2)”

[Category 1 – 30, Category 2 – 30, Category 3 – 20])

3. Zoned Districts: School is zoned for all districts in Hyogo

4. Document Request Process

(1) Application Form

- (i) Send a letter to this school with “Application Form Request” written in red ink on the front of the envelope
- (ii) Sent letter must include a self-addressed return envelope (A4 size), including return stamp already placed on it (140 yen)
- (iii) If applying as a returnee, also write “Returnee” in red ink on the front of the envelope so that we know to include the Proof of Residency Abroad form.
- (iv) If you apply from outside Hyogo or if you live in Hyogo and attend a school outside Hyogo, please write one of “Outside Hyogo”, “Abroad(local school)” or “Abroad(Japanese school)”, in red ink on the front of the return envelope so that we know to include the Application Approval Form.
- (v) If you require translated sample forms, also write the name of your preferred language in pencil on the front of your return envelope so that we know to include translations  
(Please understand that this is dependent upon availability.)
- (vi) Document request starts from Tuesday, November 24<sup>th</sup>, 2020. Please submit this letter by Friday, December 11<sup>th</sup>, 2020, or as soon as possible.

(2) Entrance Examination Application & Recommendation Form

(i) Once a parent/guardian has completed the Entrance Examination Application (EEA)/ Examination Ticket (with candidate's photo attached), it must be submitted to the candidate's elementary school principal for her/his approval. Please reacquire the EEA/Examination Ticket once approval from the principal has been received.

(ii) Submit the Recommendation Form to the candidate's elementary school principal for her/him to fill out. Upon reacquisition of the completed form, please make sure that the principal has sealed it in an envelope.

5 How to Apply

(1) Application Period

(i) Tuesday, January 12<sup>th</sup>, 2021 to Friday, January 15<sup>th</sup>, 2021

(ii) Applications are accepted from 9:00 – 16:30 (9:00 – 12:00 on the last day, 1/15)

(iii) Submitted applications should contain all necessary documents as described in “5 How to Apply – (2) Necessary Documents”

(iv) Applications must be delivered by a parent/guardian. No applications submitted through the post will be considered. \* If a third party comes to submit the application instead, please make sure to bring a completed letter of proxy signed by the prospective student's parent/guardian.

(2) Necessary Documents

① EEA/Examination Ticket

② Candidate's Reasons for Applying (must be written by the candidate)

③ Recommendation Form (must be completed by candidate's elementary school principal and submitted in a sealed envelope)

④ ¥2200 Application Fee

⑤ A copy of the Basic Resident Register [住民基本台帳 *Juuminkihondaicho*] (Residence Certificate) (Only needed if the candidate meets Category 1 requirements (Please refer to “1. Candidate Eligibility – (2)”) Note: If the candidate currently lives abroad and cannot submit this document, they must submit a document proving their non-Japanese citizenship (i.e., copy of passport, etc.)

⑥ A copy of passport, etc (Only needed if the candidate meets Category 1 requirements (Please refer to “1. Candidate Eligibility – (2)”). Proof that shows the period the applicant resided abroad. )

⑦ Proof of Residency Abroad (all returnee students must submit this documentation).

⑧ Document from the candidate's elementary school principal if the candidate has no legal guardian who holds parental rights

Note: Please prepare a document in which you state you are the candidate's legal guardian though you do not have parental rights, submit that document to the candidate's elementary school principal for her/his approval, and then submit that document to us.

⑨ The Proof of Application Approval in the event of applications from outside of Hyogo Prefecture (including abroad) ※Please refer to “5 How to Apply – (4) Applicants Outside Hyogo”.

(3) Examination Ticket Return

Examination Ticket will be returned upon receiving completed application materials

(4) Applicants Outside Hyogo

(i) Candidates currently living outside Hyogo who will relocate to within Hyogo by Wednesday, April 7<sup>th</sup>, 2021 and those who live within Hyogo but attend an elementary school from outside Hyogo must obtain approval to apply from the Ashiya International Secondary School principal.

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- (ii) Candidates fitting these criteria must submit the Application Approval Form and any other required documents between Tuesday, January 5<sup>th</sup>, 2021 and Friday, January 8<sup>th</sup>, 2021 between 9:00 and 16:30.  
Please contact the school directly about the additional documents you will need.
- (iii) The Application Approval Form must be submitted in person. Applications submitted through the post will not be considered.
- (iv) If your request is approved, you will receive the Proof of Application Approval.

6. Interview and Essay

- (1) Place: Hyogo Prefectural Ashiya International Secondary School  
1-2 Niihama-cho, Ashiya (900 meters south of Hanshin Uchide Station)
- (2) Date: Saturday, February 6<sup>th</sup>, 2021
- (3) Agenda: Essay and individual interview
- (4) Schedule:
  - 9:40-10:10 Registration
  - 10:20-10:50 Orientation
  - 11:00-12:00 Essay
  - 12:00-13:00 Lunch Break
  - 13:00~ Interview
- (5) Items to Bring: Examination Ticket, pencils, erasers, and lunch

7. Results Procedures

(1) Results Announcement

The announcement of admitted candidates will be made at noon on Thursday, February 11<sup>th</sup>, 2021, at Hyogo Prefectural Ashiya International Secondary School. After the announcement we will hold a parent-teacher meeting for all successful candidates. So parent(s)/guardian(s) of the successful candidates need to attend this meeting.

(2) Results Notification

The candidate's elementary school principal will be notified of the results after Thursday, February 11<sup>th</sup>, 2021.

8. Procedures for Admitted Candidates

(1) Statement of Intent to Register Form

Parent(s)/guardian(s) must submit the Statement of Intent to Register (SIR) Form to Ashiya International Secondary School from Saturday, February 20<sup>th</sup>, 2021 to Thursday, February 25<sup>th</sup>, 2021 between 9:00 and 16:30 (Excluding 21<sup>st</sup> and 23<sup>rd</sup>). The school will issue the Proof of Enrollment form upon receiving the SIR.

(2) Notification to Local Board of Education

Parent(s)/guardian(s) must submit the Proof of Enrollment to their local Board of Education to notify them of the fact that the candidate will not attend the local junior high school

(3) Declining Acceptance

If a candidate must decline acceptance due to unforeseen circumstances (moving because of parent's job, etc.), the school must be given a Letter of Refusal (prepared by the guardian) as soon as possible.

9. For All Inquiries

Hyogo Prefectural Ashiya International Secondary School  
1-2 Niihama-cho, Ashiya 659-0031  
Phone: 0797-38-2293