

Hyogo Prefectural Ashiya International Secondary School

2025 High School Transfer Examination Application Guidelines

1. Applicant Eligibility

Eligible applicants must meet all of the following requirements (1) and (2).

(1) Students may qualify to transfer if they are enrolled in a school abroad, have never taken an entrance examination or transfer examination of this school, and are of the appropriate age for the Senior High School Course (Latter Course), as well as fulfilling one of the following conditions:

- ① Non-Japanese students (For children who do not have Japanese nationality and have been in Japan for less than 3 months, hereinafter referred to as "Applicants-category ①".)
- ② Returnees from abroad (Children who accompanied their parents during a stay in a foreign country because of their parent's job, etc. for one year or more continuously and have returned to Japan within one month, hereinafter referred to as "Applicants-category ②".)

(2) Students may qualify to transfer if they live in Hyogo Prefecture with their parents/guardians or move to Hyogo Prefecture with their parents/guardians, by the day after the exam date.

2. The number to be accepted

The number to be accepted depends on student capacity.

3. Years Eligible for Transfer

Students are eligible to transfer into the Year 4 and Year 5 of Senior High School Course.

Special note for 5th year transfer applicants: Admission will take place until the end of September.

4. **Commuting Districts:** The commuting district covers all of Hyogo Prefecture.

5. Application Procedures:

When applying, parents/guardians of applicants, must consult with our administrative staff via phone call or a visit to our school. This is to assure the applicant has all the correct and required documents beforehand. Students are only able to take the school's transfer entrance examination once.

(1) Application Period

Transfer students are able to submit applications starting from the day after the enrollment falls below and when there is a vacancy due to the withdrawal or transfer of a student up until one week before the transfer entrance examination is conducted. (Applications will only be accepted on weekdays during normal school hours between 9:00-16:30. This excludes Saturdays, Sundays, national holidays, and August 12, 13 and December 29 - January 3). Refer to 'Transfer Examination Schedule for the 2024 Academic Year'

(2) Application Forms

① The following application forms should be either sent by mail or brought to school by the parent/guardian.

ア. Transfer Examination Application Form and Examination Ticket (Form 1).

イ. Applicant's Reasons for Applying (Form 2). (must be written by the applicant)

ウ. Recommendation Form (Form 3). (must be completed by the principal of the applicant's present school, and submitted in a sealed envelope)

エ. Certificate of Enrollment in current High School or other educational institution

オ. High School transcript or credit certificate (for the applicant of the 5th year only)

カ. Application Fee (2,200 yen).

キ. Certificate of Items Stated in Resident Register (necessary for applicants who have already lived in Hyogo Prefecture) NOTE: "Applicants-category ①" need a Certificate of Items Stated in Resident Register confirming their nationality.

ク. Proof of foreign status, for instance, a copy of your passport or a certificate issued by the government (diplomatic office), stating the applicant has its nationality. NOTE: "Applicants-category ①" must submit this.

ケ. Proof of Residency Abroad (Parents must prove with supporting documentation that they have resided and/or worked in a foreign country.) NOTE: "Applicants-category ②" must submit this documentation.

- ② Applicants residing in foreign countries who will be moving to Hyogo Prefecture by the date of transfer must submit the documents mentioned above ①(except オ.) and additionally submit the following documents and get the approval from the Principal:

ア. Application Approval Form (Form 4).

イ. A copy of the student's passport. NOTE: "Applicants-category ①" must submit this.

ウ. The following documents applicable to your situation in the table below.

A	Proof of building, or newly built house	Please bring one of the following documentation proving residency by the date of transfer: (1) Notice of verification of building construction (copy), (2) Proof of new residency decision (copy), (3) New housing contract (copy), or (4)Certificate of Registered Matters of the house.
B	Proof of new leasehold, company house, or corporate apartment.	Please bring one of the following documentation proving residency by the date of transfer: (1) Certificate of Lease, (2) Certificate of Occupancy Lease, (3) Residential Lease Agreement (copy), or (4) Rental Application Approval Letter (copy).
C	Proof of living with relatives	Please bring both of the following documents. (1) Living agreement with relatives (2) Proof of relatives' residency (utility receipts with address on them and etc. within three months) If the address is not stated on the receipts, you also need to submit Certificate of Items Stated in Resident Register of the relatives.
D	Proof of home ownership	Please submit a copy of a property tax payment or a Certificate of Registered Matters of the house. (If you are renting your home to someone else, please submit a letter of consent from the tenant stating that they will move out by the day before the enrollment date.)

※If your case does not apply to A-D, then please contact the school.

(3) Issuance of Examination Ticket

- ① The Examination Ticket will be given on the spot when a parent submits all the required verifiable documents.
- ② If the parent sent the documents, he/she must come in on an appointed date to pay the application fee and receive the Examination Ticket before the examination.

6. Transfer Examination

- (1) Place: Hyogo Prefectural Ashiya International Secondary School
(1-2, Niihama-cho, Ashiya: 900 meters south of Hanshin Uchide Station)
- (2) Date:
The examination takes place only once during the following months: May, July, September, November, January and March as mentioned on the separate sheet while there is a vacancy.
- (3) Examination:
Essay (for 50 minutes), Interview (for 10 minutes) and Aptitude Tests (Japanese, Math, and English, for 30 minutes per subject) will be conducted in Japanese.
- (4) Items to bring on the examination day: Examination Ticket, pencils, and erasers.

7. Announcement of Results

- (1) Date: given on the Examination Day
- (2) Place: Hyogo Prefectural Ashiya International Secondary School

8. Procedure for Successful Applicants

Successful applicants will receive their letter of transfer admission. Parents of a successful applicant given a letter of acceptance should submit the Statement of Intent to Register Form to the Principal promptly.

9. For all enquiries

Hyogo Prefectural Ashiya International Secondary School

〒659-0031 1-2, Niihama-cho, Ashiya-city, Hyogo TEL: 0797-38-2293 FAX: 0797-38-2295

Transfer Examination Application

/ / (YYYY/MM/DD)

To Ashiya International Secondary School Principal

[Furigana]
Applicant's Name

[Furigana]
Parent/Guardian's Name

I would like to make an official application to transfer into your school so I, along with my parent(s)/guardian(s), have signed this document and prepared the examination fee.

Candidate Number

※

Applicant	Current Address	(Postal Code)
	Date of Birth	YYYY/MM/DD
	School	(current school the applicant is enrolled in)
Parent/Guardian	Current Address	(Postal Code) Phone() —

Date Received	Applicant Number	Furigana	School currently enrolled in	Applicant's Current Address	Entrance Exam Fee (¥2200) Remittance Date Stamp		Result
		Applicant's Name		Parent/Guardian's Name	Bookkeeper's Seal	Received By (Seal)	
※	※	Date of Birth (YYYY/MM/DD)			※	※	Seal across Two Documents

- Do not write in areas marked with ※ (For office use only).
- In the event that the applicant's address is the same as the parent/guardian's, please write "same as applicant" in the box for the parent/guardian's address.

Examination Ticket Hyogo Prefectural Ashiya International Secondary School

(Photo) 40mm x 30mm	[Furigana] Applicant's Name		Entrance Exam Fee Remittance Date Stamp
	Date of Birth		
		Applicant Number	※
	School		
Current Address			

※

Applicant’s Reasons for Applying

/ / (YYYY/MM/DD)

To Hyogo Prefectural Ashiya International Secondary School Principal

School Name

[Furigana]

Applicant’s name

The reasons I would like to enter Ashiya International Secondary School are as follows.

Writing Space

(Notes) This should be written by the applicant himself/herself.

Recommendation Form

Applicant	Name		Nationality	
	Date of Birth ____ / ____ / ____ (month/day/year) Sex ____		Age	Years Old (As of ____)
	Current Address			
School Name				
Number of Absences	Previous year Day	Present year Days (As of ____)	Main reasons for absences	
History of student's residency				
Country	State/Province	Time Period		
		____ / ____ ~ ____ / ____ (month/year) (month/year)		
		____ / ____ ~ ____ / ____ (month/year) (month/year)		
		____ / ____ ~ ____ / ____ (month/year) (month/year)		
		____ / ____ ~ ____ / ____ (month/year) (month/year)		
Time Abroad				
Total Time	Time at [Non-International / International] School(Please circle the applicable item)		Time at a Japanese School Abroad	Time at a Japanese school abroad supplementary division
() years () months	() years () months		() years () months	() years () months
Language Information				
Japanese Language Ability		Other Language Ability		
		Language()	Language()	
1 Listening ()		1 Listening ()	1 Listening ()	
2 Speaking ()		2 Speaking ()	2 Speaking ()	
3 Reading ()		3 Reading ()	3 Reading ()	
4 Writing ()		4 Writing ()	4 Writing ()	
Please describe the applicant's ability using the following pattern: A (Highly proficient) B (Proficient) C (Low) D (No ability)				
Reasons for Recommendation				
I confirm that the above information is true and correct. _____ / ____ / ____ (month/day/year) School Name Principal's Name _____ Signature _____				

Once the principal has filled out the recommendation form, sealed it in an envelope and returned it to the applicant's parent(s) or guardian(s), it is the parents'/guardians' responsibility to submit the form to the Ashiya International Secondary School principal.

Application Approval Form

My parent and I sign our names and request my transfer enrollment into your school.

If any of the following information is found to be false, I will not object to my application being dismissed.

____ / ____ / ____
Month Date Year

To the Principal of Hyogo Prefectural Ashiya International Secondary School.

(Furigana)

Applicant's name: _____

(Furigana)

Parent's/Guardian's name: _____

Note

- 1 Current Address of applicant:
- 2 Current Address of parent/guardian:
- 3 Telephone number:
- 4 Future address in Hyogo Prefecture:
- 5 Relationship between applicant and guardian: _____ of applicant
- 6 Name of school currently enrolled in:
- 7 Special residency conditions (Please write specific reason):
 - Newly built house or newly bought house
(Scheduled move-in date _____)
Month Date Year
 - Move due to work transfer
(Scheduled move-in date _____)
Month Date Year
 - Other reasons:

To Hyogo Prefectural Ashiya International Secondary School Principal

Proof of Residency Abroad

Parent/Guardian’s Name	
Applicant’s Name	

I confirm that the above parent/guardian, and through him/her the applicant, have lived abroad as per the information below.

_____/_____/_____(YYYY/MM/DD)

Company Name

Location

Post・Name (information provided by) Personal Seal(Signature)

Time Period	Country
<div>_____/_____/_____ ~ _____/_____/_____ (YYYY/MM/DD) ~ (YYYY/MM/DD)</div>	
<div>_____/_____/_____ ~ _____/_____/_____ (YYYY/MM/DD) ~ (YYYY/MM/DD)</div>	
<div>_____/_____/_____ ~ _____/_____/_____ (YYYY/MM/DD) ~ (YYYY/MM/DD)</div>	

Note: Companies with comparable certificates may substitute their own. Please refer to your employer’s Human Resources Department for the completion of this form. If you are self-employed and are therefore unable to complete this form, please include copies of either your passport or the applicant’s passport that clearly show your time abroad.