

Hyogo Prefectural Ashiya International Secondary School
2023 Application Guidelines

I. 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, 2023.
- ② If not currently enrolled in an elementary school, must have been born between April 2nd, 2010 and April 1st, 2011.

(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 1st, 2017 and don't have Japanese nationality.
- ② Category 2: Japanese returnees from abroad. Children who came back to Japan after April 1st, 2017 and had lived abroad with their parent(s) /guardian(s) etc. for 1 year or more continuously.
- 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

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)

2. Available Spaces: 80 [Category 1 – 30, Category 2 – 30, Category 3 – 20] (Please refer to “I. Candidate Eligibility – (2)”).

However, if the number of successful applicants for each category is less than the number of available places for each category, the number shall be filled by the applicants for other categories.)

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

4. Document Request Process

(1) Application Form

- ① Document request starts from Tuesday, November 22nd, 2022. Please submit this letter by Friday, December 16th, 2022, as a rule.
- ② How to get the Application Forms
 - (i) Send a letter to this school with “Application Form Request” written in red ink on the front of the envelope
Sent letter must include a self-addressed return envelope (A4 size), including return stamp already placed on it (140 yen)
 - (ii) If applying as a returnee(Category 2), also write “Returnee” in red ink on the front of the envelope so that we know to include the Proof of Residency Abroad form.(Please

refer to 5(2)⑦)

(iii) If you apply from outside Hyogo (“outside Hyogo” includes “abroad”) 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. (Please refer to 4(3))

(iv) 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.)

(2) Entrance Examination Application & Recommendation Form

Please ask the candidate’s elementary school principal to complete the following documents so that you can submit the Application documents during the application period. (Please refer to 5(1))

(i) Once a parent/guardian has completed the Entrance Examination Application (EEA)/ Examination Ticket (Please refer to 5(2)①) (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 (Please refer to 5(2)③) 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.

(3) Applicants Outside Hyogo

(i) Candidates currently living outside Hyogo who will relocate to within Hyogo by Friday, April 7th, 2023 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.

(ii) Candidates fitting these criteria must submit the Application Approval Form (Please refer to 4(1)②(iii)) and any other required documents between Wednesday, January 4th, 2023 and Wednesday, January 11th, 2023 between 9:00 and 16:30. (excluding Saturday, Sunday, and national holiday)

For “other required documents”, please make inquiries to the school.

(iii) The Application Approval Form and other required documents must be submitted in person by a parent/guardian. Applications submitted through the post will not 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. Letter of proxy can be downloaded from our website.

If your request is approved, you will receive the Proof of Application Approval. (Please refer to 5(2)⑧)

5 How to Apply

(1) Application Period

(i) Thursday, January 12th, 2023 to Tuesday, January 17th, 2023 (Excluding Saturday and Sunday)

(ii) Applications are accepted from 9:00 – 16:30 (9:00 – 12:00 on the last day, 1/17)

(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. Letter of proxy can be downloaded from our website.

(2) Necessary Documents

① EEA/Examination Ticket(Please refer to 4(2)(i))

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)(Please refer to 4 (2)(ii))

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 I 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 Proof that shows the period the applicant resided abroad (Only needed if the candidate meets Category I requirements. Copy of passport, etc)

⑦ Proof of Residency Abroad (all returnee students(Category 2) must submit this documentation). (Please refer to4(1)②(ii))

⑧ The Proof of Application Approval (in the event of applications from outside of Hyogo Prefecture (including abroad)) (Please refer to “4(3)(iii))

⑨ Other documents that are requested to submit by the principal of this school.

(3) Examination Ticket Return

Examination Ticket will be returned upon receiving completed application materials

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 4th, 2023

(3) Agenda: Essay and individual interview

(4) Schedule:

Registration	9:40 – 10:10
Orientation	10:20 – 10:50
Essay	11:00 – 12:00
Lunch Break	
Interview	13:00~

(5) Items to Bring: Examination Ticket, pencils, erasers, and lunch

7. Results Procedures

(1) Announcement of admitted candidates

Time: at noon on Thursday, February 9th, 2023

Place: at Hyogo Prefectural Ashiya International Secondary School.

(2) Meeting

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.

(3) Results Notification

The candidate's elementary school principal will be notified of the results after Friday, February 10th, 2023.

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 18th, 2023 to Friday, February 24th, 2023 between 9:00 and 16:30 (Excluding Sunday and national holiday).

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

Phone: 0797-38-2293