

Application Guidelines for 2024
Hyogo Prefectural Ashiya International Secondary School

I. Applicant Eligibility

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

(1) Applicants must meet one of the following criteria ① or ②.

① Will graduate from an elementary or equivalent school in March, 2024.

② If not currently enrolled in an elementary school, must have been born between April 2nd, 2011 and April 1st, 2012.

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

① Category 1: Non-Japanese students unfamiliar with Japanese language and culture and children who came to Japan after April 1st, 2018 and do not have Japanese nationality.

② Category 2: Japanese returnees from abroad. Children who came back to Japan after April 1st, 2018 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) Reside in

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. The number to be accepted : 80 [Category 1: 30, Category 2: 30, Category 3: 20]

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. Preparation before application

(1) Obtaining Entrance Application Forms

① Entrance Application Form Request Period

The period will be from Tuesday, November 21st to Friday, December 8th, 2023 as a rule.

② How to get the Application Forms

㍻ The parent/guardian must write "Entrance Application Form Request" in red on the front of the envelope addressed to the school, purchase a "Letter Pack Light" return envelope, enclose it, and send it by mail.

㍿ If applying as a returnee(Category 2), also write "Returnee" in red ink on the front of the "Letter Pack Light" return envelope so that we know to include the Proof of Residency Abroad form.(Please refer to5(2)㉗)

ウ 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 “ Letter Pack Light” return envelope so that we know to include the Enrollment Application Approval Request form. (Please refer to (3) below.)

(エ) If you need translated versions of documents to be returned, such as the application form for admission, please write the name of the language in which the translation is required in black on the contents description column of the Letter Pack Light return envelope.

(2) Requesting from a parent/guardian to the applicant’s elementary school principal

Please ask the applicant’s elementary school principal to complete the following documents ① and ② so that you can submit the Application documents during the application period. (Please refer to 5(1))

① Entrance Application and Examination Ticket (Please refer to 5(2)①)

After the parents/guardians have filled out the examination ticket and attached an applicant's photograph, please ask the elementary school principal to prepare the application forms and voucher. Please receive the completed the forms and ticket from the elementary school principal.

② Recommendation Form(Please refer to 5(2)③)

A parent/ guardian should ask their elementary school principal to complete the recommendation form. Upon reacquisition of the completed form, please make sure that the principal has sealed it in an envelope.

(3) Application for admission approval required for applicants from outside Hyogo

① Eligible applicants

Applicants who move to Hyogo Prefecture by Sunday, April 7, 2024 and apply from outside the prefecture, or applicants who live in Hyogo Prefecture and apply from elementary schools outside the prefecture.

② Application Period and Hours

From Thursday, January 4th to Wednesday, January 10th, 2024, 9:00-16:30.

(Except Saturdays, Sundays and national holidays)

③ Application Methods and Documents

The parent/guardian must submit the application to the school in person and obtain the approval of the school's principal for the application required for admission from outside Hyogo. Application documents must be submitted with instructions from the school. (Please refer to (1)②ウ above.) The application forms are not accepted be by mail.

If a third party other than an applicant’s parent/guardian comes to submit the application instead, please make sure to bring a power of attorney is always required. The power of attorney can be downloaded from our website.

If your request is approved, you will receive the Enrollment Application Approval .(Pease

refer to 5(2)⑧)

5 How to Apply

(1) Application Period

Applications are accepted from 9:00– 16:30 between Thursday, January 11th, 2024 and Tuesday, January 16th, 2024 (Excluding Saturday and Sunday) (9:00– 12:00 on the last day, January 16th)

(2) How to apply · Necessary Documents

Parents/guardians must submit the following application documents ① to ⑨ in person to the school office. 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 power of attorney. A power of attorney can be downloaded from our website.

[Necessary Documents]

- ① Entrance Application Form and Examination ticket (Please refer to 4(2)①)
- ② Statement of Reasons for applying (must be written by an applicant)
- ③ Recommendation Form (Please refer to 4 (2)②)
- ④ Application Fee ¥2,200
- ⑤ A copy of the Basic Resident Register [住民基本台帳 *Juuminkihondaicho*] (Residence Certificate) (Category 1 only)
 - ※ If the applicant resides overseas, a document proving foreign citizenship (e.g., a copy of passport) is required.
- ⑥ Proof that shows the period the applicant resided abroad (Category 1 only. Copy of passport, etc)
- ⑦ Proof of Residency Abroad (Category 2 only) (Please refer to 4(1)②①)
- ⑧ Enrollment Application Approval Request (in the event of applications from outside of Hyogo Prefecture (including abroad)) (Please refer to “4(3)③)
- ⑨ Other documents that are requested to submit by the principal of this school, if any.

(3) Examination Ticket Return

Examination Ticket will be issued upon receiving completed application documents.

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 3rd, 2024

(3) Agenda: Essay and individual interview

(4) Schedule:

Registration	9:40 – 10:10
Orientation	10:10~
Essay	11:00 – 12:00
Lunch Break	

Interview 13:00~

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

7. Announcement of Acceptance

(1) Date, time and place of announcement

Time: From noon on Thursday, February 8th, 2024

Place: at Hyogo Prefectural Ashiya International Secondary School.

(2) Orientation for successful applicants

After the announcement we will hold an orientation for all successful applicants.

Parent(s)/guardian(s) of the successful applicants need to attend this orientation.

(3) Result Notification

The result will be mailed to the applicant's elementary school principal after Friday, February 9th, 2024.

8. Procedures for Admitted Applicants

(1) Submission of Statement of Intent to Register Form

① Submission period and time

From Saturday, February 17th, 2024 to Friday, February 22nd, 2024 between 9:00 and 16:30 (Excluding Sunday).

② How to submit

Parent(s)/guardian(s) must submit the Statement of Intent to Register Form to the principal of this school. The school will issue the Proof of Enrollment form upon the receipt.

(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 applicant will not attend the local junior high school

(3) Declining Acceptance

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

9. For All Inquiries

Office of Hyogo Prefectural Ashiya International Secondary School

Phone: 0797-38-2293