

International Student Entrance Examination Guidelines for December 2016

Available Courses and Grade	International Course		Domestic Course / Medical and Science Course		
	New HS grade 1				
Prospective intake	A small number of students only				
Conditions of Eligibility	Japanese returnees who have lived overseas for more than a year and have returned to Japan in the last three years.				
	Students must hold at least (or equivalent to) the second grade of the Eiken English proficiency exam.				
Application Period	9:00AM Thursday, December 1st - 5:00PM Thursday, December 15th, 2016.				
	<p style="text-align: center;">Internet Application</p> <p style="text-align: center;">Online applications may be submitted 24 hours a day, during application periods.</p> <ul style="list-style-type: none"> •The online application form can be accessed and submitted via the Hiroo Gakuen website. •Upon completion, print out the completed application forms, attach an acceptable identification photo and bring this with you for presentation at school on the day of the exam. 				
How to Apply	<ul style="list-style-type: none"> •School reports from the last overseas school attended, as well as reports from the school presently being attended. Submitted reports may be in either Japanese or English. •International Student Education History *Please access Hiroo Gakuen Website and download the document needed to be submitted. *Certificates issued by TOEFL or TOEIC showing Eiken 2nd grade equivalency (or higher). *Please note that it is a rule that submitted documents cannot be returned. 				
	<p>Necessary application documents should be mailed or submitted in person at the school reception office by the deadline. *Please contact us for deadlines and information regarding overseas mail.</p> <p style="text-align: center;">Thursday, December 1st - Thursday, December 15th, 2016.</p> <p style="text-align: center;">*Application documents must be received by the application deadline.</p>				
Required Application Documents					
Application Deadline					
Mailing Address	HIROOGAKUEN Senior High School, Attention:December International Students Entrance Exam 5-1-14 Minamiazabu, Minato-ku Tokyo 106-0047 (Please write the examinee's number on the envelope.)				
Examination Fee	¥25,000 *Cash payments not accepted at school reception office.				
Payment Period	9:00AM Thursday, December 1st - 5:00PM Thursday, December 15th, 2016. Payments may be made via credit card, convenience stores or Bank ATM [Pay-easy]. *Please note that the examination fee is non-refundable under any circumstances.				
Payment Methods					
Examination Dates	Monday, December 19th, 2016. Please arrive by 8:30AM. Bring an admission ticket and writing utensils.				
Examination Subjects	International Course				
	English <small>(Exam conducted in English)</small> 100points / 50minutes	Mathematics <small>(Exam conducted in English)</small> 50points / 50minutes	Japanese <small>(Exam conducted in Japanese)</small> 50points / 30minutes	Interview <small>(Both in English and Japanese)</small> 10minutes (Applicant Only)	
Announcement of Result (Via Internet)	Domestic Course / Medical and Science Course				
	English <small>(Exam conducted in Japanese)</small> 100points / 50minutes	Japanese <small>(Exam conducted in Japanese)</small> 100points / 50minutes	Mathematics <small>(Exam conducted in Japanese)</small> 100points / 50minutes	Interview <small>(In Japanese)</small> 10minutes (Applicant Only)	
School Entrance Enrollment Procedure	9:00AM - 11:00AM Wednesday, December 21st 2016 Results will be available via the Hiroo Gakuen website. *Please note that exam results will not be available by phone. Enrollment documents for successful candidates will be available for collection at the school reception desk. Successful candidates are asked to pay their entrance fees by 2:00PM Thursday, December 22th, 2016. *Please note that the entrance fee is not refundable under any circumstances. *Any failure to remit the fees within the stated period will be treated as a cancellation of acceptance.				
Required Documentation for Enrollment Entrance Confidentiality	Entrance Fee		School Fee		Monthly Deposit
	¥388,000		Domestic Course ¥49,350 per month / ¥592,200 per year	Medical and Science Course ¥61,350 per month / ¥736,200 per year	¥14,000 per month *Monthly deposit applies to materials fees and expenses such as school trips.
	*Please be aware that there are additional School Equipment Fees in the second (¥74,000) and third years (¥56,000). *When a student enters high school, an entrance fee of ¥349,200 is required. *Aforementioned fees are effective as of 2017 and may be subject to change in following years.				
	<ul style="list-style-type: none"> •Certificate of foreign residence provided by employer *Please access Hiroo Gakuen Website and download the documents required for submission. 				

Any personal information submitted for registration with Hiroo Gakuen shall only be used in meticulous accordance with the Personal Information Protection Law, as well as Hiroo Gakuen's Information Protection Policy and will not be used for anything other than the reasons stated below: ①Entrance Exam and Admissions②School affairs after enrollment.

[Enquiries] Tel: 03-3444-7272 Fax: 03-3444-7192

e-mail : kokusai@hiroogakuen.ed.jp (Please contact: Mr. Iwasaki or Mr. Seto)

Internet Application

◆ Internet application Information

- Applications can be lodged 24 hours a day, 7 days a week (including weekends and public holidays)
- Applications can be made from home.
- Payments can be made via the institutions below (credit card / convenience store payment / Pay Easy)



※Please be aware that separate processing fees may apply. **(Revision) Please note the red text denotes recent amendments to application process and requirements***

*Applicants are now required to upload identification photos directly to the site (colour or black and white acceptable).

◆ How to Apply

Access the Hiroo Gakuen homepage

An application access site will become available shortly before the application period opens.

Application Access Site

Applications can be lodged via PC, tablet or smartphone. The application access site for the December 2016 and February 2017 entrance exams will become available from Saturday 5th November, 2016.

ID (email address) Registration

Please register your email address. This will be the address used for all further communication (all communication post-exam and in case of emergency) so please ensure this is entered correctly.

Application Information Entry

Please enter applicant information and preferred date of exam. **In addition, please upload your identification photo using the link provided on "My Page" (マイページ)**

Application Fee Payment Method

Credit card	Convenience Store	Pay Easy payment
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Application payments can be made using credit card, convenience store or Pay Easy payments. Payments cannot be made at school. Please be advised separate processing fees may apply depending on the method of payment.

December exam: Exam payments open **9:00AM 1st December, 2016**
February exam: Exam payments open **9:00AM 6th January, 2017**

Print Required Documents:
Exam Registration Card and
Application Form

Once payment has been made, you will receive a payment confirmation email and you will be able to ~~access and~~ print your **attached** exam registration card/application form/**identification photo** (pdf). Please print this document on white A4 paper.

December exam: Accessible/printable **9:00AM 1st December, 2016**
February exam: Accessible and printable **9:00AM 25th January, 2017**

~~Identification Photo~~

~~Please attach an identification photo of the applicant (4cm x 3cm) to both the printed exam registration card and application form. Photos may be colour or black and white.~~

Exam day

Please be sure to bring your printed exam application card and application form with you to the exam.

※Please be sure to print all required documents beforehand (at home or convenience store) and bring them to school ~~with ID photos attached on the day of the exam (these will not be sent from the school).~~

-For all enquiries regarding online application, please refer to the application access page (available from Saturday 5th November, 2016).

Confidentiality Agreement

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