

Transfer Student Admission Examination Guidelines for December 2017

Available Courses and Grade	International Course			
Examination Dates	Present HS grades 1 and 2			
Prospective intake	Tuesday, December 19th, 2017			
Conditions of Eligibility	Limited places available			
	<p>To be eligible, students must be:-</p> <ul style="list-style-type: none"> -for first grade: be born between 2nd April, 2001 and 1st April, 2002 -for second grade: be born between 2nd April, 2000 and 1st April, 2001 -Japanese returnees who have lived overseas for more than a year and have returned to Japan in the last year. <p style="text-align: center;">Students must hold at least (or equivalent to) the second grade of the Eiken English proficiency exam.</p> <p>Students who have been enrolled at international schools in Japan, hold foreign citizenship, or otherwise, please consult directly with the admissions department.</p> <p>*Students who are foreign nationals must have legal authorization to study in Japan before applying.</p> <p>*Within the six year levels of junior and senior high, it is possible for students to sit entrance examinations a maximum of three times.</p> <p>※Assisted funding support system available for gifted students.</p>			
Application Period	9:00 Friday, December 1st - 17:00 Friday, December 15th 2017			
How to Apply	Internet Application			
	<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. •Please be sure to print and bring your exam registration card on the day of the exam. •School reports from the last overseas school attended, as well as reports from the school presently being attended (at minimum, those from the most recent year). Submitted reports may be in either Japanese or English. <p>• International Student Education History *Please access Hiroo Gakuen Website and download the document needed to be submitted.</p> <p>*Certificates issued by TOEFL or TOEIC showing Eiken 2nd grade equivalency (or higher).</p> <p>*Please note that it is a rule that submitted documents cannot be returned.</p>			
Required Application Documents	<p>Using a letter pack OR registered mail, the necessary application documents should be mailed to Hiroo Gakuen Admissions office by the deadline.</p> <p style="text-align: center;">Friday, December 1st - Friday, December 15th, 2017.</p> <p style="text-align: center;">*Application documents must be received by the application deadline.</p>			
Application Deadline	HIROOGAKUEN High School, Attention:December International Students Entrance Exam			
Mailing Address	5-1-14 Minamiazabu, Minato-ku Tokyo 106-0047 (Please write the examinee's number on the envelope.)			
Examination Fee	¥25,000			
Payment Period	9:00 Friday, December 1st - 17:00 Friday, December 15th, 2017.			
Payment Methods	<p>Payments may be made via credit card, convenience stores or Bank ATM [Pay-easy].</p> <p>*Cash payments not accepted at school reception office.</p> <p>*Please note that the examination fee is non-refundable under any circumstances.</p> <p>Bring an admission ticket and writing utensils.</p>			
Examination Subjects	International Course Advanced Group			
	English	Mathematics	Japanese	Interview
	(Exam conducted in English)	(Exam conducted in English)	(Exam conducted in Japanese)	(Both in English and Japanese)
	100points / 50minutes	50points / 50minutes	50points / 30minutes	10minutes (Applicant Only)
Announcement of Results	Thursday, December 21st, 2017			
	<p>【Posted on campus】10:00 - 12:00 【Posted on school homepage】11:00 - 13:00</p> <p>※Please note that exam results will not be available by phone.</p> <p>Enrollment documents for successful candidates will be available for collection at the school reception desk.</p> <p>Successful candidates are required to pay their entrance fees by 14:00 Friday, December 22nd, 2017.</p> <p>*Please note that the entrance fee is not refundable under any circumstances.</p> <p>※Any failure to remit the fees within the stated period will be treated as a cancellation of acceptance.</p>			
School Entrance Enrollment Procedure	Entrance Fee			
	¥388,000	School Fee per month		
		International Course		
		¥61,350 (40,000 yen class fee is included in this price)		
	Monthly Deposit	¥14,000		
		*Monthly deposit applies to materials fees and expenses such as school trips.		
	<p>*Please be aware that there are additional School Equipment Fees in the second (¥74,000) and third years (¥56,000).</p> <p>*Aforementioned fees are effective as of 2018 and may be subject to change in following years.</p>			
Required Documentation for Enrollment Entrance	<p>•Certificate of foreign residence provided by employer</p> <p>*Please access Hiroo Gakuen Website and download the documents required for submission.</p> <p>*Copy of the Passport</p>			
School Orientation	Planned for 17:00 Friday, December 22nd, 2017.			
	Before school starts, orientation sessions will be held for each grade. Parents should accompany students on this date.			

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.

◆ How to Apply

Access the Hiroo Gakuen	A link to the application site will become available on the school homepage shortly before the application period opens.			
Application Site	Applications can be lodged via PC, tablet or smartphone. The application access site for the December 2017 and February 2018 entrance exams will open from Saturday 4th November, 2017.			
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 and Photo	Please enter applicant information and preferred date of exam. Please upload and register your identification photo to "My Page" on the application site.			
Application Fee Payment Method				
<table border="1"><tr><td>Credit card</td><td>Convenience Store</td><td>Pay Easy payment</td></tr></table>	Credit card	Convenience Store	Pay Easy payment	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.
Credit card	Convenience Store	Pay Easy payment		
Print Required Documents:	Once payment has been made, you will receive a payment confirmation email and you will be able to access and print your application form. Please print these documents on white A4 paper.			
Document submission	Please print and send your required documents before the deadline.			
Exam day	Please be sure to bring your printed 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 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 4th November, 2017.

Confidentiality Agreement

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: ① Entrance Exam and Admissions; ② School affairs after enrolment.