

Transfer Student Admission Examination Guidelines for December 2017

Available Courses and Grade	International Course Advanced Group			
	Present JHS grades 1 and 2			
Examination Dates	Tuesday, December 19th, 2017			
Prospective intake	Limited spaces available			
Conditions of Eligibility	To be eligible, students must be:- -for first grade: be born between 2nd April, 2004 and 1st April, 2005; -for second grade: be born between 2nd April, 2003 and 1st April, 2004; -Japanese returnees who have lived overseas for more than a year and have returned to Japan in the last year.			
	Students must hold at least (or equivalent to) the second grade of the Eiken English proficiency exam.			
Application Period	9:00 Friday, December 1st - 17:00 Friday, December 15th 2017			
	Internet Application			
How to Apply	Online applications may be submitted 24 hours a day, during application periods. •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.			
Required Application Documents	•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. • 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.			
	Using a letter pack OR registered mail, the necessary application documents should be mailed to Hiroo Gakuen Admissions office by the deadline. *Please contact us for deadlines and information regarding overseas mail.			
Application Deadline	Friday, December 1st - Friday, December 15th, 2017. *Application documents must be received by the application deadline.			
Mailing Address	HIROOGAKUEN Junior 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			
Payment Period	9:00 Friday, December 1st - 17:00 Friday, December 15th 2017			
Payment Methods	Payments may be made via credit card, convenience stores or Bank ATM 【Pay-easy】.			
	*Cash payments not accepted at school reception office. *Please note that the examination fee is non-refundable under any circumstances.			
Examination Subjects	International Course Advanced Group			
	English (Exam conducted in English) 100points / 50minutes	Mathematics (Exam conducted in English) 50points / 50minutes	Japanese (Exam conducted in Japanese) 50points / 30minutes	Interview (Both in English and Japanese) 10minutes (Applicant Only)
Announcement of Results	Thursday, December 21st 2017 【Posted on campus】10:00 - 12:00 【Posted on school homepage】11:00 - 13:00 ※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 required to pay their entrance fees by 14:00 Friday, December 22nd, 2017. *Please note that the entrance fee is not refundable under any circumstances.			
School Entrance Enrollment Procedure	※Any failure to remit the fees within the stated period will be treated as a cancellation of acceptance.			
	Entrance Fee	School Fee per month		
	¥388,000	International Course AG		
		¥61,350 (inclusive class fee: 40,000 yen)		
	Monthly Deposit	¥14,000 *Monthly deposit applies to materials fees and expenses such as school trips.		
Required Documentation for Enrollment Entrance	*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 2018 and may be subject to change in following years.			
	• Certificate of foreign residence provided by employer of parent/guardian *Please access Hiroo Gakuen Website and download the documents required for submission. *Copy of the Passport			
School Orientation	Provisionally 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

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.

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.