

# Transfer Student Admission Examination Guidelines for December 2019

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| <b>Available Courses and Grade</b>                    | <b>International Course</b>  |  |  |
| <b>Prospective intake</b>                             | <b>Present HS grades 1 and 2</b>   |  |  |
| <b>Conditions of Eligibility</b>                      | <b>Limited spaces available</b>  |  |  |
|   | To be eligible, students must be:-<br>-for first grade: be born between 2nd April, 2003 and 1st April, 2004;<br>-for second grade: be born between 2nd April, 2002 and 1st April, 2003;<br>-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.<br>Students who have been enrolled at international schools in Japan, hold foreign citizenship, or otherwise, please consult directly with the admissions department.<br>*Students who are foreign nationals must have legal authorization to study in Japan before applying.   |  |  |
| <b>Application Period</b>                             | <b>9:00 Monday, November 25th - 24:00 Friday, December 6th 2019</b>  |  |  |
| <b>How to Apply</b>                                   | <b>Internet Application</b>  |  |  |
|   | Online applications may be submitted 24 hours a day, during application periods.<br>•The online application form can be accessed and submitted via the Hiroo Gakuen website.<br>•Please be sure to print and bring your exam registration card on the day of the exam.   |  |  |
| <b>Required Application Documents</b>                 | •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.<br>• <b>International Student Education History</b> *Please access Hiroo Gakuen Website and download the document needed to be submitted.<br>*Certificates issued by TOEFL or TOEIC showing Eiken 2nd grade equivalency (or higher).<br>*Please note that it is a rule that submitted documents cannot be returned.   |  |  |
| <b>Application Deadline</b>                           | 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.<br><b>Monday, November 25th - Saturday, December 7th, 2019.</b><br>*Application documents must be received by the application deadline.  |  |  |
| <b>Mailing Address</b>                                | <b>HIROOGAKUEN Junior High School, Attention:December International Students Entrance Exam</b><br>5-1-14 Minamiazabu, Minato-ku Tokyo 106-0047 (Please write the examinee's number on the envelope.)   |  |  |
| <b>Examination Fee</b>                                | <b>¥25,000</b>   |  |  |
| <b>Payment Period</b>                                 | <b>9:00 Monday, November 25th - 24:00 Friday, December 6th 2019</b>  |  |  |
| <b>Payment Methods</b>                                | Payments may be made via credit card, convenience stores or Bank ATM [Pay-easy].<br>*Cash payments not accepted at school reception office.<br>*Please note that the examination fee is non-refundable under any circumstances.<br>Bring an admission ticket and writing utensils.   |  |  |
| <b>Examination Dates</b>                              | <b>8:30 Thursday, December 19th, 2019</b>  |  |  |
| <b>Examination Subjects</b>                           | <b>International Course</b>  |  |  |
|   | <b>English</b><br><small>(Exam conducted in English)</small><br>100points / 50minutes  | <b>Mathematics</b><br><small>(Exam conducted in English)</small><br>50points / 50minutes | <b>Japanese</b><br><small>(Exam conducted in Japanese)</small><br>50points / 30minutes |
|   | <b>Interview</b><br><small>(Both in English and Japanese)</small><br>10minutes (Applicant Only)  |  |  |
| <b>Announcement of Results</b>                        | <b>Saturday, December 21st 2019</b><br><b>【Posted on campus】10:00 - 12:00   【Posted on school homepage】11:00 - 13:00</b><br>※Please note that exam results will not be available by phone.<br>Enrollment documents for successful candidates will be available for collection at the school reception desk.<br>Successful candidates are required to pay their entrance fees by 14:00 Tuesday, December 24th, 2019.<br>*Please note that the entrance fee is not refundable under any circumstances.<br>※Any failure to remit the fees within the stated period will be treated as a cancellation of acceptance. |  |  |
| <b>School Entrance Enrollment Procedure</b>           | <b>Entrance Fee</b>  | <b>School Fee per month (current HS first grade only)</b>                                |  |
|   | ¥388,000   | <b>International Course</b>  |  |
|   |  | ¥71,350 (inclusive class fee: 40,000 yen)  |  |
|   | <b>Monthly Deposit</b>   | ¥14,000<br>*Monthly deposit applies to materials fees and expenses such as school trips. |  |
|   | For information regarding current fees for other grade levels, please contact the Admissions.<br>*Please be aware that there are additional School Equipment Fees in the second (¥74,000) and third years (¥56,000).   |  |  |
| <b>Required Documentation for Enrollment Entrance</b> | •Certificate of foreign residence provided by employer of parent/guardian<br>*Please access Hiroo Gakuen Website and download the documents required for submission.<br>*Copy of the Passport  |  |  |
| <b>School Orientation</b>                             | <b>Planned for 16:00 Tuesday, December 24th, 2019.</b><br>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)



## ◆ How to Apply

Access the Hiroo Gakuen Homepage

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.

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.  
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 |
|-------------|-------------------|------------------|

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).

## 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: ①Entrance Exam and Admissions②School affairs after enrolment.