英語版

Online Application System Manual (for applicants)

XAII candidates must read carefully before applying.

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To all applicants to prefectual high schools

- Third-year junior high school students should complete the procedures according to the "school deadlines" set by each junior high school. Also, if you wish to change any information you have registered on your online application, such as on your Application Form, please first consult with your teacher at your junior high school or other institution.
- There are set periods and times for acceptance of each procedure. Once the application period and time deadline has passed, applications cannot be accepted or withdrawn, and fees cannot be paid or refunded. Please strictly adhere to the reception periods and times.
- The Examination Ticket and Examination Guide will be issued within the specified period below. It may take several days from the time of the Confirmation Email until you receive the Examination Ticket and Eamination Guide. You can check the status of your application using the method described in "How to Check the Status of Application" on P.18, so please refrain from calling the high school to inquire.

1 Online Application Process

Schedule

①User Registration (at any time)

(Note) Your user ID will also be used for procedures when enrolling in high school.

[The First Selection, Selection Related to the Integrated Junior and Senior High School Education, Special Selection, Special Sports Selection]

①Entering and Printing Application Form / Filling Payment Slip or Printing Payment Information Page

Dec 1st at 9:00 ~ Jan 15th at 17:00

②Payment Period for electronic payment via the online application system $\;\;$ Dec 1st at 9:00 \sim Jan 15th at 17:00

③Submit school records and application documents to high school

 $(For junior\ high\ school\ students,\ \ the\ junior\ high\ school\ will\ submit\ the\ school\ records\ and\ application\ documents.)$

School Records Jan 16th at 9:00 ~ 22nd at 17:00

Application Documents (Excluding weekends and holidays)

Full-time Course $\;$ Jan 23rd \sim 27th (from 9:00 to 16:00, from 9:00 to 15:00 on the last day)

Part-time / Correspondence Course $\;$ Jan 23rd \sim 27th (from 13:00 to 20:00, from 13:00 to 17:00 on the last day)

⊕Confirmation of Receipt of Application Jan 23rd ~ 27th (You will receive an email from the high school you applied to confirm that your application was received.)

[The Second Selection, Specialized Course Selection]

①Entering and Printing Application Form / Filling Payment Slip or Printing Payment Information Page

Feb 5th at 9:00 \sim Feb 20th at 17:00

②Payment Period for electronic payment via the online application system Feb 5:00 at 9 \sim Feb 20 at 17:00

③Submit school records and application documents to high school (For junior high school students, the junior high school will submit the school records and application documents.)

School Records Full-time Course Feb 16th at 9:00 \sim 26th at 12:00

Part-time Course $\,$ Feb 16th at 9:00 \sim 25th at 17:00

Correspondence Course Matsusaka High Feb 16th at 9:00 \sim 25th at 12:00

Hokusei High Feb 16th at 9:00 \sim 25th at 17:00

Application Documents (Excluding weekends and holidays)

Full-time Course Feb 24th \sim 26th (from 9:00 to 16:00, from 9:00 to 12:00 on the last day)

Part-time Course Feb 24th \sim 25th (from 13:00 to 20:00, from 13:00 to 17:00 on the last day)

 ${\it Correspondence Course} \quad {\it Matsusaka High} \quad {\it Feb 24th} \sim 25 th \, (\,{\it from}\,9:00\,\,to\,\,16:00,\,{\it from}\,9:00\,\,to\,\,12:00\,\,on\,\,the\,\,last\,\,day)$

Hokusei High Feb 24th \sim 25th(from 13:00 to 20:00, from 13:00 to 17:00 on the last day)

4Confirmation of Receipt of Application Feb 16th \sim 26th (You will receive an email from the high school you applied to confirm that your application was received.)

⑤Issue of Examination Ticket and Examination Guide Feb 24th \sim 27th

[Change the School of Choice in the Second Selection]

①Entering and Printing Application Form / Filling Payment Slip or Printing Payment Information Page

Full-time Course Feb 27th at $9:00\sim$ Mar 5th at 12:00 / Part-time Course Feb 27th at $9:00\sim$ Mar 4th at 17:00

Correspondence Course Matsusaka High Feb 27th at $9:00\sim$ Mar 4th at 16:00 / Hokusei High Feb 27th at $9:00\sim$ Mar 4th at 17:00

②Payment Period for electronic payment via the online application system

Full-time Course Feb 27th at $9:00 \sim$ Mar 5th at 12:00 / Part-time Course Feb 27th at $9:00 \sim$ Mar 4th at 17:00

③Submit school records and application documents to high school (For junior high school students, the junior high school will submit the school records and application documents.)

School Records Full-time Course Feb 27th at $9:00 \sim \text{Mar}$ 5th at 12:00 / Part-time Course Feb 27th at $9:00 \sim \text{Mar}$ 4th at 17:00 / Part-time

Correspondence Course Matsusaka High Feb 27th at 9:00 ~ Mar 4th at 16:00

Hokusei High Feb 27th at 9:00∼ Mar 4th at 17:00

Documents related to change of the school of choice

Full-time Course $\,$ Mar 3rd \sim 5th (from 9:00 to 16:00, from 9:00 to 12:00 on the last day)

Part-time Course Mar 3rd \sim 4th (from 13:00 to 20:00, from 13:00 to 17:00 on the last day)

Correspondence Course Matsusaka High Mar 3rd ~ 4th (from 9:00 to 16:00)

Hokusei High Mar 3rd \sim 4th (from 13:00 to 20:00, from 13:00 to 17:00 on the last day)

 \oplus Confirmation of Receipt of Application Feb 27th \sim Mar 5th (You will receive an email from the high school you applied to confirm that your application was received.)

⑤Issue of Examination Ticket and Examination Guide Mar 3rd ~ 6th

[Re-Enrollment Selection]

①Entering and Printing Application Form / Filling Payment Slip or Printing Payment Information Page

Full-time Course Mar 17th at $10:00\sim19$ th at 12:00 / Part-time Course Mar 17th at $10:00\sim19$ th at 17:00

Correspondence Course Mar 17th at $10:00 \sim 26$ st at 12:00

②Payment Period for electronic payment via the online application system

Full-time Course Mar 17th at $10:00\sim19$ th at 12:00 / Part-time Course Mar 17th at $10:00\sim19$ th at 17:00

③Submit school records and application documents to high school (For junior high school students, the junior high school will submit the school records and application documents.)

School Records Full-time Course Mar 17th at $10:00\sim19$ th at 12:00 / Part-time Course Mar 17th at $10:00\sim19$ th at $17:00\sim19$

Correspondence Course Mar 17th at 10:00 ~ Mar 26th at 12:00

Application Documents Full-time Course Mar 18th from 9:00 to 16:00, 19th from 9:00 to 12:00

Part-time Course Mar 18th from 13:00 to 20:00, 19th from 13:00 to 17:00

Correspondence Course Mar 25th from 9:00 to 16:00, 26th from 9:00 to 12:00 on

(4) Confirmation of Receipt of Application

Full-time Course/Part-time Course Mar 17th \sim 19th Correspondence Course Mar 17th \sim 26th

(You will receive an email from the high school you applied to confirm that your application was received.)

⑤Issue of Examination Ticket and Examination Guide

Full-time Course/Part-time Course Mar 18th \sim 19th Correspondence Course Mar 25th \sim 26th

[Additional Selection(Part-time night schools)]

1 Entering and Printing Application Form / Filling Payment Slip or Printing Payment Information Page

Mar 25th at 16:00 \sim 26th at 17:00

②Payment Period for electronic payment via the online application system Mar 25th at $16:00 \sim 26$ th at 17:00

③Submit school records and application documents to high school

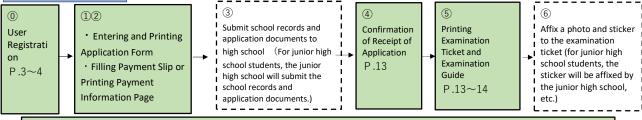
 $(For junior\ high\ school\ students, \ \ \ the\ junior\ high\ school\ will\ submit\ the\ school\ records\ and\ application\ documents.)$

School Records Mar 25th at 16:00 \sim 26th at 17:00

Application Documents Mar 25th from 16:00 to 20:00, 26th from 13:00 to 17:00

- Confirmation of Receipt of Application Mar 25th \sim 26th (You will receive an email from the high school you applied to confirm that your application was received.)

Application Process



<if necessary> Confirmation of application procedures P.18-19 Corrections to the application form P.19-24

2 Preparation Before Applying Online

Prepare a computer or smartphone with internet access, and an email address.(If you already have an email address, you do not need to create one.) If you do not have an email address, please refer to the following method to obtain one.

For Gmail addresses

1. Connect to the Internet and search for "Create a Gmail account" ⇒ ② Access the "Create a Gmail account - Gmail Help" page ⇒ ③Click "Create an account" ⇒ ④ Enter the required information on the "Create a Google Account" page. ⇒ ⑤Click "Agree" to the terms of use and you will receive an email address (your registered "username" with "@gmail.com" added).

Regarding emails not being received

- Please make sure that you are set up to receive emails from "pref-mie@apply.e-tumo.jp".
- · If you are using carrier email provided by a mobile phone carrier, or if you have implemented measures to prevent spam, you may not receive emails due to refusal to receive emails containing your ID and password for application.

Please check the spam mail protection settings provided by your mobile phone carrier.

3 Online Application System Operation Procedure

User Registration

(1) Access the Mie Prefecture Electronic Application and Notification System using method A or B.

A

Enter the URL below to access the system.

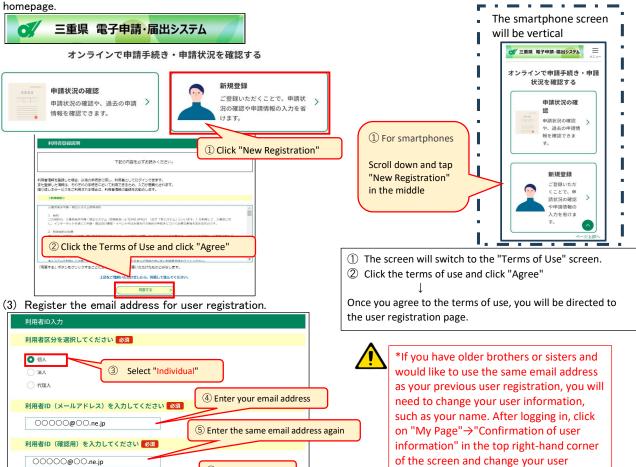
https://apply.e-tumo.jp/pref-mie-u/

Scan the QR code on the right to access the system.

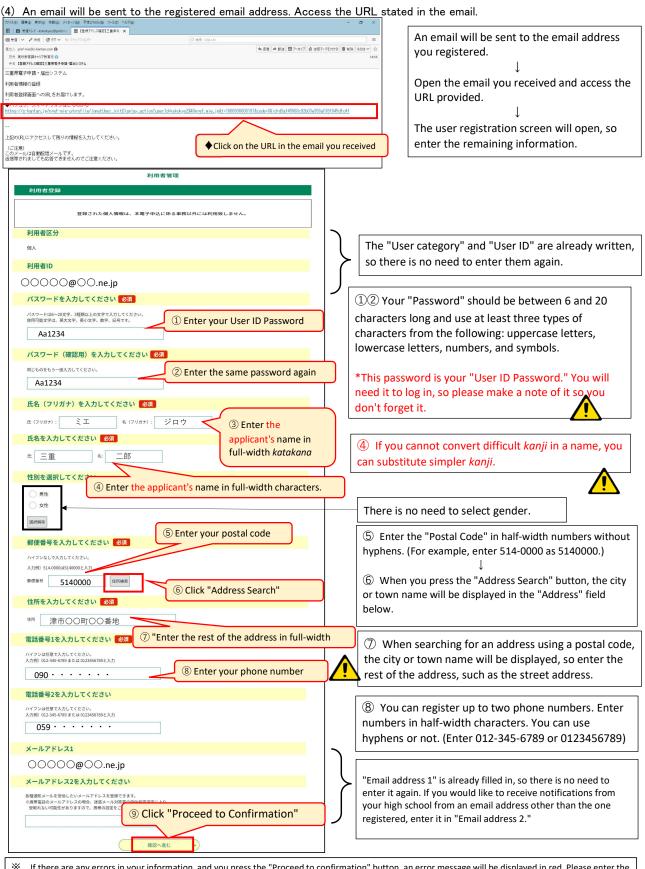
information.



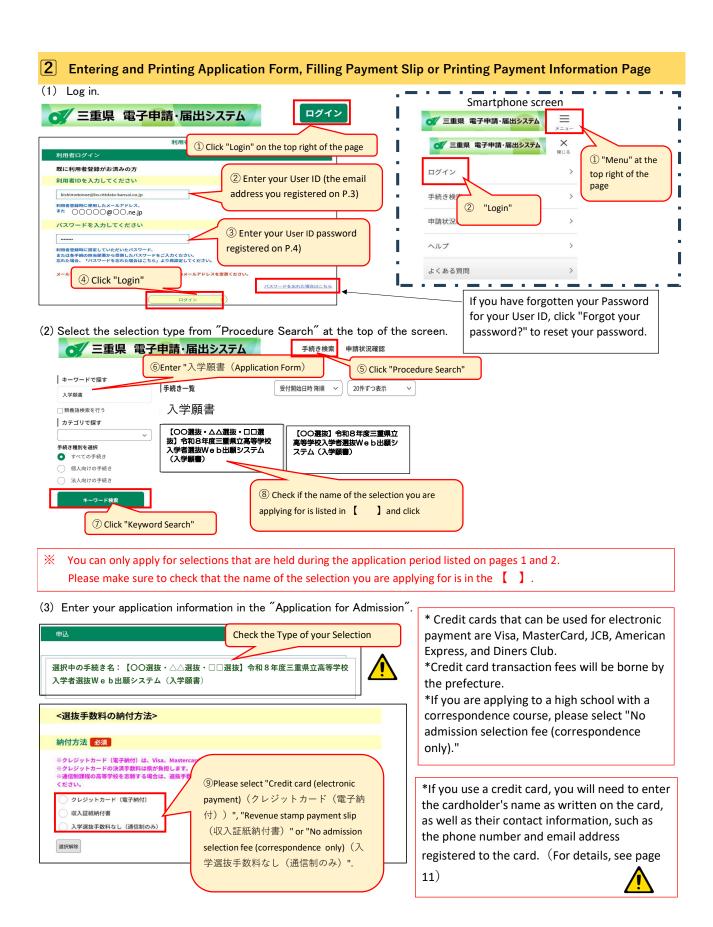
(2) Click on "New Registration" in the top right corner of the Mie Prefecture Electronic Application and Notification System homepage.

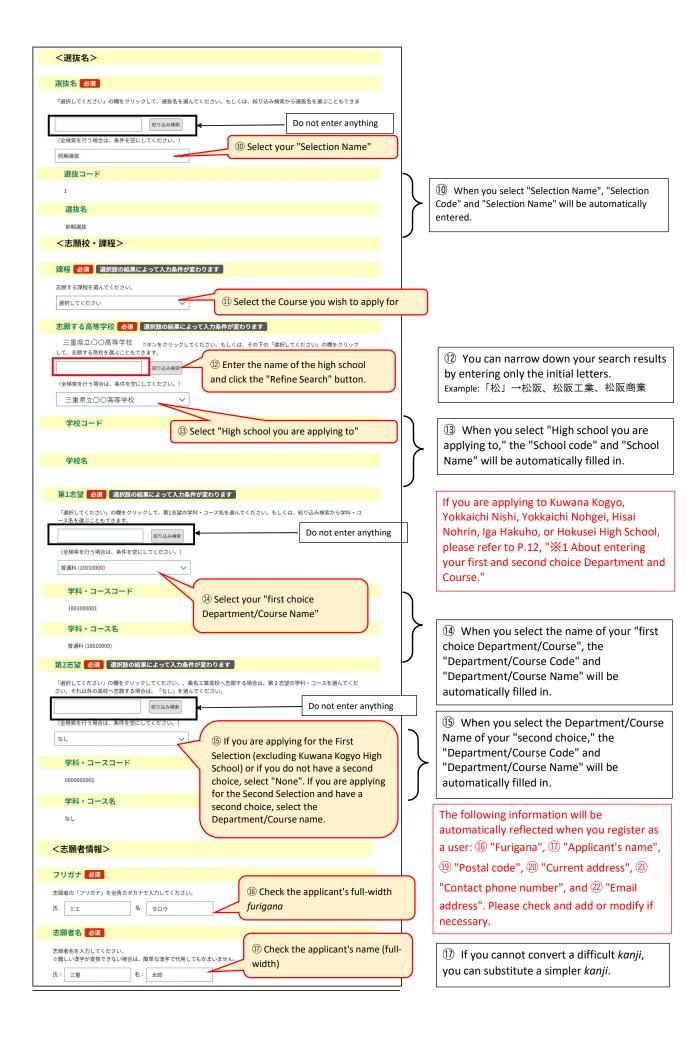


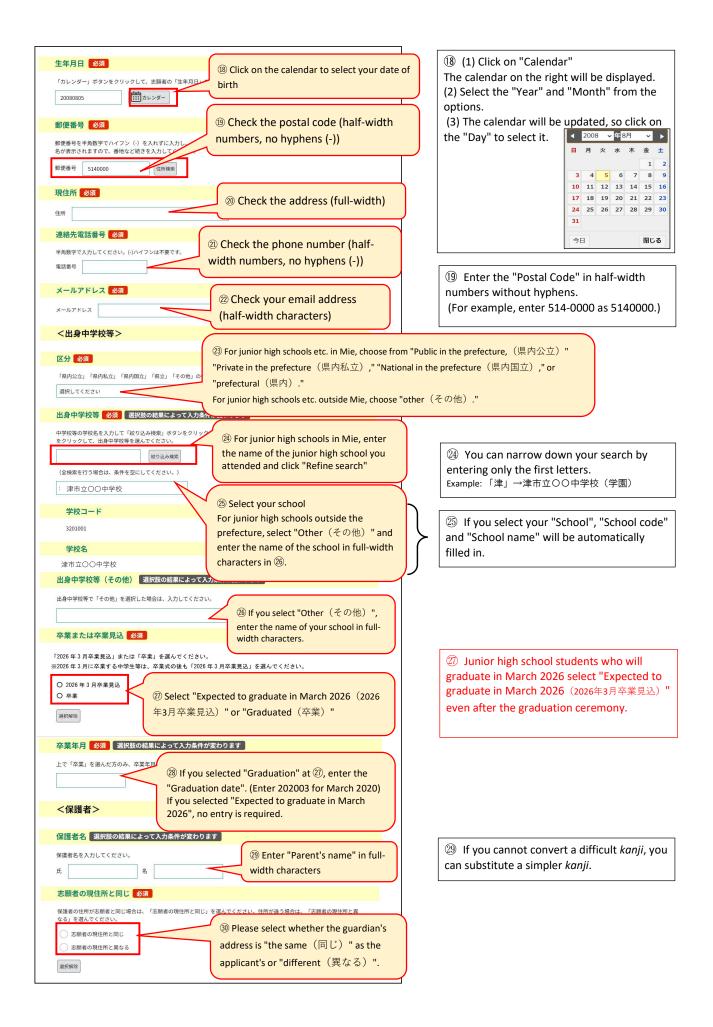
6 Click "Register"

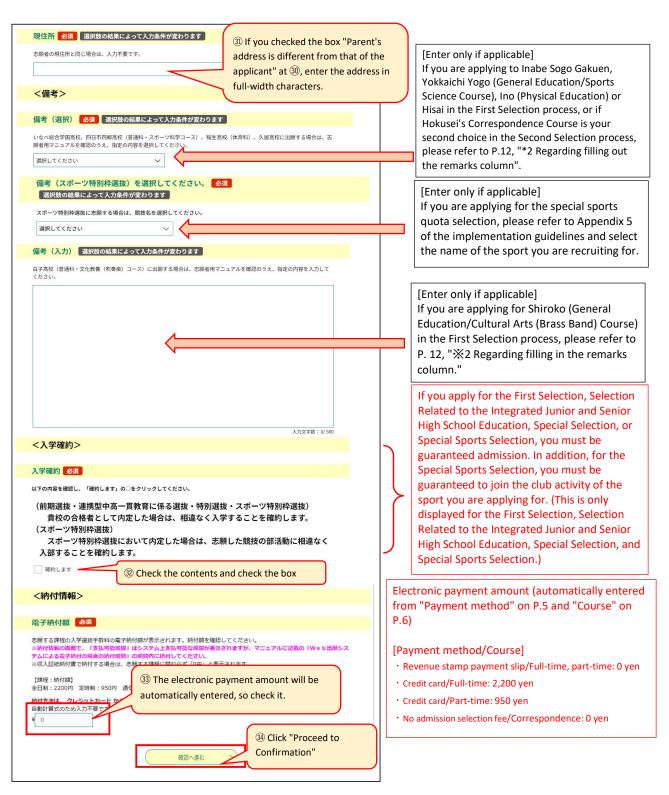


- * If there are any errors in your information, and you press the "Proceed to confirmation" button, an error message will be displayed in red. Please enter the requested information correctly and then press the "Proceed to confirmation" button again.
- <Example of an error message> " A Telephone number is a required field." (If you forget to enter your phone number)
- * Check the information you entered on the "User Registration Confirmation" screen, and if there are no errors, press the "Register" button.
- X Look at the "User Registration Confirmation" screen, and if you want to change any information you entered, press the "Return to input" button and make the necessary corrections.









(4) Check the application information on the "Application for Admission" and apply.

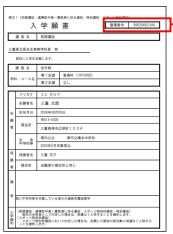


(5)An email will be sent to you stating your application is complete.



(6) Save the PDF file to your computer or smartphone and print it.

Check the Serial Number is listed. (Auto-fill)



Save the "Application for Admission (Form 1)" on your computer or smartphone, print it out on one side of A4-sized white paper (the thickness or "whiteness" of the paper does not matter), and submit it to your junior high school, etc. Please see page 16 for instructions on how to print PDF files at convenience stores, etc. Those who have already graduated from junior high school, etc. do not need to submit the Application for Admission (Form 1).

XThe Revenue Stamp Payment Slip (Form 2) will be printed as a PDF file together with the Application for Admission. If you wish to pay the fee with a revenue stamp, please print out the Revenue Stamp Payment Slip one-sided printing along with the Application for Admission one-sided printing as well. If you are applying for a Correspondence Course or have chosen credit card (electronic payment), you do not need to print and submit the Revenue Stamp Payment Slip. All information such as the serial number, address, and applicant name will be left blank and will automatically be marked as "No submission required."

(7) When paying fees using a Revenue Stamp Payment Slip



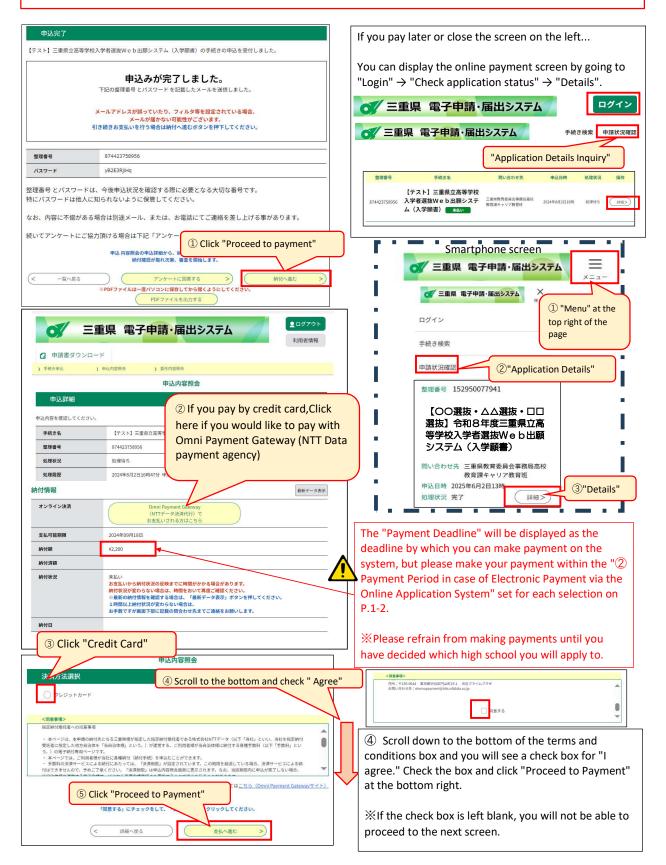
- · Check the Serial Number is listed. (Auto-fill)
- · For Full-time and Part-time students, paste the required amount of Mie Prefecture Revenue Stamps on the "Revenue Stamp Payment Slip (Form 2)" and submit it to the junior high school if you are a junior high school student. Those who have already graduated from junior high school should submit the "Revenue Stamp Payment Slip (Form 2)" along with other application documents to the high school during the Submission Period for Application Documents on P. 1-2.

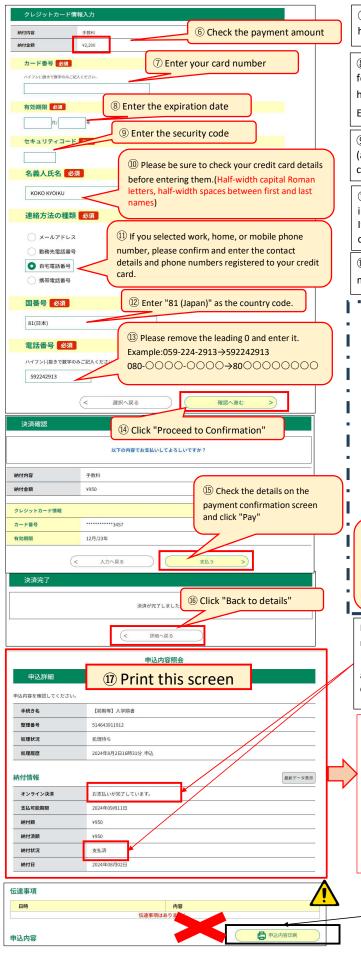
(Full-time: 2,200 yen; Part-time: 950 yen)

*The Revenue Stamp Payment Slip is only required if you select "Revenue Stamp" Payment Slip" in payment method on P.5. If you select "Credit Card (Electronic Payment)" as the payment method, please check "When paying fees electronically (by credit card)" on the next page.

(8) When paying fees electronically (by credit card)

Once you have reached "Application Completion" on P.9(5), your application data will be saved. Please make payment within the period stated on P. 1-2 "Payment period for electronic payment via the online application system." Junior high school students should consult with their junior high school and determine which high school they wish to apply to before making the payment.





- ① Enter the credit card number for payment without hyphens, using half-width numbers.
- ® Enter the expiration date of the credit card used for payment in the order of "month → year" using half-width numbers.

Example 2031 September : 09/31

- ⑤ Enter the security code of your payment credit card (a three- to four-digit number assigned to each credit card) in half-width numbers.
- ① For "Contact Method Type", enter the contact information registered with your credit card. If you are unsure, please check the credit card company's website before entering the information.
- (3) If you selected email address as the "Contact method type" in (1), enter your email address.



Depending on the size of your screen, the payment information may not fit on one screen. If you are printing multiple sheets, please print them so that the "procedure name," "serial number," "amount paid," and "payment status" are clearly visible, and submit them to your junior high school, etc.

Please confirm that your payment has been completed. If the message "Payment has been completed 「お支払いが完了しています。" or "Payment completed 「支払い済」" does not appear immediately, please log in again after 1-2 hours and check "Application Details Inquiry".

Junior high school students etc. should print this screen and submit it to their junior high school etc. One A4 size white sheet of paper is required. The thickness and "whiteness" of the paper does not matter. If you have a printer at home, please print it from the "Print" button on your browser. If you do not have a printer, please save the screen by taking a screenshot, etc., and print it out at a convenience store etc. by referring to P.16. Please note that those who have already graduated from junior high school do not need to submit this form.

Do not use the "Print application details" button at the bottom of the screen as it does not print the "Payment information" listed above.

X1 Regarding entering your first and second choice of Department/Course

[The First Selection]

If you are applying to Kuwana Kogyo High School or Hokusei High School in the First Selection process, you will need to choose your first and second choice from the patterns in the table below.



0	北星高等学	校		
	(定時制	課程で普通科(昼間部)と	情報ビジネス科(昼間部)	をくくり募集)
	北星	第1志望	第2志望	
	定時制	昼間部(くくり募集)	なし	
	AC NOT TRAIL	普通科 (夜間部)	なし	
	通信制	普通科	なし	

[The Second Selection]

If you are applying to Kuwana Kogyo High School, Yokkaichi Nishi High School, Yokkaichi Nogei High School, Hisai Norin High School, Iga Hakuho High School, or Hokusei High School in the Second Selection period, you will select your first and second choice from the patterns in the table below. In addition, selections after the Second Selection will be made in the same manner.



四日市農芸	高等学校 (後期選抜は、	農業系でくくり募集)
	第1志望	第2志望
	農業科学科(くくり募集)	生活文化科
	農業科学科(くくり募集)	なし
	食品科学科(くくり募集)	生活文化科
	食品科学科(くくり募集)	なし
四日市農芸	環境造園科(くくり募集)	生活文化科
	環境造園科(くくり募集)	なし
	生活文化科	農業科学科(くくり募集)
	生活文化科	食品科学科(くくり募集)
	生活文化科	環境造園科(くくり募集)
	生活文化科	なし

〇伊賀白鳳高	等学校 (後期選抜は	、工業系、農業系でくくり募集
	第 1 志望	第2志望
	工業系(くくり募集)	農業系(くくり募集)
	工業系(くくり募集)	経営科
	工業系(くくり募集)	ヒューマンサービス科
	工業系(くくり募集)	なし
	農業系(くくり募集)	工業系(くくり募集)
	農業系(くくり募集)	経営科
	農業系(くくり募集)	ヒューマンサービス科
伊賀白鳳.	農業系(くくり募集)	なし
	経営科	工業系(くくり募集)
	経営科	農業系(くくり募集)
	経営科	ヒューマンサービス科
	経営科	なし
	ヒューマンサービス科	工業系(くくり募集)
	ヒューマンサービス科	農業系(くくり募集)
	ヒューマンサービス科	経営科
	ヒューマンサービス科	なし



久居農林高	等学校 (後期選	量抜は、生物系、	環境系でくくり募
	第1志望		第2志望
	生物系(くくり募	集) 環境系	(くくり募集)
	生物系(くくり募	集) 生活デ	ザイン科
	生物系(くくり募	集) なし	
	環境系(くくり募	集) 生物系	(くくり募集)
久居農林	環境系(くくり募	集) 生活デ	ザイン科
	環境系(くくり募	集) なし	
	生活デザイン科	生物系	(くくり募集)
	生活デザイン科	環境系	(くくり募集)
	生活デザイン科	なし	

北星	第1志望	第2志望	
定時制	昼間部(くくり募集)	普通科(夜間部)	
	昼間部(くくり募集)	なし	
	普通科 (夜間部)	昼間部(くくり募集)	
	普通科 (夜間部)	なし	
通信制	普通科	なし	

X2 Regarding filling in the Remarks Column

If you are applying to Inabe Sogo Gakuen, Yokkaichi Yogo (General Education/Sports Science Course), Ino (Physical Education Course), or Hisai in the First Selection process, please select from the options below in the "Notes" field. If you are applying to Shiroko (General Education/Culture and Liberal Arts (Brass Band) Course), please fill in the following in the "Notes" field.

In the Second Selection period, if your first choice is Hokusei's Part-time Course (Daytime Course (Group Recruitment) or General Course (Nighttime Course)) and your second choice is Hokusei's Correspondence Course (General Course), select "Correspondence Course as Second Choice" in the "Notes" field.

【The First Selection】

○ いなべ総合学園 I 面接・作文を受検する志願者は、次の選択肢を選択。 <選択肢> | 1 面接・作文

I 学力検査を受検する志願者は、以下の選択肢よりいずれか1つを選択。 <選択肢> ②国語・英語 2数学・英語

Ⅲ 面接・実技検査を受検する生徒は、以下の選択肢よりいずれか1つを選択。

 3 美術
 3 書道

 3 体育・陸上競技(100m走)
 3 体育・陸上競技(800m走)

 3 体育・陸上競技(砲丸投げ)
 3 体育・陸上競技(走り高跳び)

 3 体育・陸上競技(走り幅跳び)
 3 体育・ドリカー

 3 体育・ドリカー
 3 体育・ソフトボール

 3 体育・ロスケットボール
 3 体育・ソフトボール

 3 体育・器械運動(マット運動)
 3 体育・列道

 3 体育・ハンドボール
 3 体育・ソフトテニス

 ○ 久居
 I 学力型を受検する志願者は、次の選択肢を選択。

 「国語
 I 体育型を受検する志願者は、実技検査の選択種目について、以下の選択肢よりいずれか1つを選択。

 3世状数>
 2男子100m走

 2タ子100m走
 2男子100m走

 白子(普通科・文化教養(吹奏楽) コース) 自己表現について、次の1~3を記入。 1表現内容(主題及び内容を簡潔に) 2使用機能(楽器その他用する持ち込み器具) 3大型楽器等、白子高校にて準備を依頼したいもの

[The Second Selection]

○ 北星 ※ 定時制課程を第1志望とし、通信制課程を第2志望とする志願者は、次の選択肢を選択。 <選択肢> |第2志望通信制|

3 Confirmation of Receipt of Application

(1) [Confirmation of Receipt of Application] You will receive an email from the high school you applied to.



During the "Application Acceptance Confirmation" period on P.1-2, you will receive an Confirmation of Receipt of Application email from the high school to which you have applied.

At this point, you cannot print the Examination Guide or the Examination Ticket. (an email issuing the Ticket and Guide will arrive later)

We will check whether or not your application has been accepted and whether or not you have any documents sent (Examination Guide, Examination Ticket). *If the school does not issue an Examination Guide, there will be no mention of the sending of the Examination Guide.

4 Printing of Examination Tickets and Examination Guides

(1) The high school you applied to will send you an email during "Examination Ticket and Examination Guide Issuance Period" on P.1 and 2.



*The password for your Serial Number will not be included in this email.

※Please do not delete the email you receive, but keep it until you have completed the test.

(2) Log in from the above URL.



②③ Enter the Serial Number and Serial Number Password issued when you completed your application on P.9 (5). Please note that this password is different from the User ID Password.



%Even if you have forgotten your Serial Number or its Password, you can access the page with the same Examination Ticket and Examination Guide attached by going to "User Login" \Rightarrow "Application Details" \Rightarrow "Details" on P.16-17.

① Click this URL

(3) Save the PDF files of the "Examination Ticket" and "Examination Guide" to your computer or smartphone and print them out.



Save the "Examination Ticket (Form 3)" and "Examination Guide" to your computer or smartphone and print them out. You will need A4 size white paper. The thickness and "whiteness" of the paper do not matter. Please see P.16 for instructions on how to print the PDF file at a convenience store, etc.



Paste your photo on the Examination Ticket and then place a special transparent sticker on top of it. (Those enrolled in a junior high school, etc., should submit the Examination Ticket to their junior high school, etc., which will then affix a special transparent sticker.) The photo should be 4cm long x 3cm wide, taken within the last six months, showing the upper body in front and without a hat. (Both black and white and color are acceptable.) Please do not lose your Examination Ticket until the day the results are announced.

"Examination Guide" will be different in each high school. Please check it as it will contain information on the day of the examination.

5 Steps for Changing Your School of Choice (Full-time: Feb 27th to Mar 5th, Part-time/Correspondence: Feb 27th to Mar 4th)

①Junior high school students should consult with their junior high school about changing their school of choice. They should submit a "Request to Change School of Choice" to their junior high school (which will then submit the request to their previous high school).

②Enter the application form for the high school you wish to change to in the online application system. ③ Print out the application form for the high school you wish to change to and submit it to the junior high school 4 The junior high school submits the application documents to the new high school

*If you change your application from a Part-time/Correspondence high school to a Full-time high

school, or from a Correspondence high school to a Part-time high school, you will need to pay the

from a Full-time school to a Part-time/Correspondence school, or from a Part-time school to a Correspondence school.) Payment can be made by electronic payment (credit card) or by Revenue

Stamp Payment Slip. If paying by Revenue Stamp Payment Slip, junior high school students etc.

high school etc. should submit it to the high school to which they are changing their application

within the submission period for application change documents as shown on P.2②.

should submit it to their junior high school, and applicants who have already graduated from junior

additional fees shown on the right. (There will be no refund of fees if you

© Confirmation of Receipt of Application, printing of Examination Guide and Examination Ticket (§) Place your photo and a sticker on the Examination Ticket (if you are a junior high school student, the school will affix the sticker)

**additional fees

- From Part-time to Full-time Changing application: 1,250
- From Correspondence to Full-time Changing application: 2,200 yen
- From Correspondence to Part-time Changing application: 950 yen

*If you change your application to a different high school, or if you change your course or department(first choice) at the same high school, your Examination Number will change, so you will be issued a new Examination Ticket by the high school you are changing your application to

In the case of "at the same high school only changing the course or department (second choice)" or "changing the special quota for returning students and foreign students," your Examination Number will not change, so a new Examination Ticket will not be issued. Please be sure to print it out before making any changes to your application.

(1) Obtain the following forms: Application to Change School of Choice (Form 6), Application to Change Department of Choice (Form 8), and Application to Change the Special Quota for Returning Students and Foreign Students, etc. (Form 9).

Δ

Enter the URL below and download from the Mie Prefecture website "Various forms for Mie Prefectural High School Admissions Selection for 2026."

 $\label{eq:https://www.pref.mie.lg.jp/common/04/ci600016731.htm} \hfill \text{https://www.pref.mie.lg.jp/common/04/ci600016731}. \hfill \text{https://www.pref.mie.lg.jp/common/04/ci600016731}.$

В

Scan the QR code on the right and download it from the Mie Prefecture website "Various forms for Mie Prefectural High School Admissions Selection for 2026."



(2) Please fill out the Application to Change School of Choice (Form 6), Application to Change Department of Choice (Form 8), and Application to Change the Special Quota for Returning Students and Foreign Students, etc. (Form 9).

<Documents to fill out>

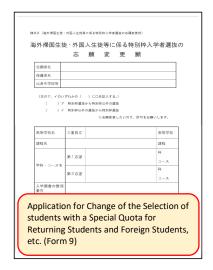
- Application for School Change (Form 6) if you are changing your school of choice,
- Application for Department Change (Form 8) if you are changing your department of choice (including changing your second choice department),
- Application for change of the Selection of students with a special quota for returning students and foreign students, etc. (Form 9) if you are changing your application regarding the selection of students with a special quota for returning students and foreign students, etc.

<How to submit>

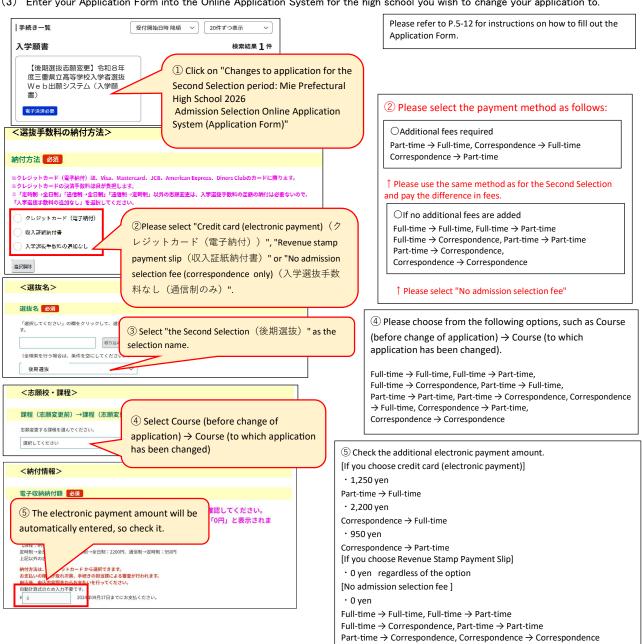
- · For junior high school students, submit the documents to the junior high school
- For those who have already graduated from junior high school...
- If you are changing your school of choice, prepare two copies of the Application for School Change (Form 6) and submit them to the previous and new high schools within the period indicated on page 2, "Submission period for application change documents."
- If you are changing your department of choice, prepare one copy of the Application for Department Change (Form 8) and submit it to the high school within the period indicated on page 2, "Submission period for application change documents."
- If you are changing your application for a special quota for students returning from overseas, foreign students, etc., prepare one copy of the Application for Special Quota for Returning Students and Foreign Students, etc. (Form 9) and submit it to the high school within the period indicated on page 2, "Submission period for application change documents."







(3) Enter your Application Form into the Online Application System for the high school you wish to change your application to.



*For other items, please refer to P.5-12 when entering information. For junior high school students, if there is a difference between the "Application Form (Form 1)" and the handling fee, please submit a "Printout of the Payment Information (paid) screen" or a "Revenue Stamp Payment Slip (Form 2)" to the junior high school, etc.

If you have already graduated from junior high school, please submit a "Revenue Stamp Payment Slip (Form 2)" to your high school during the submission period for Application Documents on P.2 only if you selected the Revenue Stamp Payment Slip as your payment method. There is no need to submit a "Printout of the Payment Information (paid) screen".

· No submission required (0 yen)

Full-time \rightarrow Full-time, Full-time \rightarrow Part-time Full-time \rightarrow Correspondence, Part-time \rightarrow Part-time Part-time \rightarrow Correspondence, Correspondence \rightarrow Correspondence

· 1,250 yen

Part-time → Full-time

· 2,200 yen

Correspondence → Full-time

· 950 ven

Correspondence → Part-time

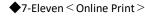
4 FAQs about the Online Application System

1 How to Print Out

Q1 I don't have a printer at home, so I would like to know how to print out Application Forms, Revenue Stamp Payment Slips, Payment Information screen, Examination Ticket, etc. from my smartphone.

A1 You can print from a copy machine (multifunction machine) at a convenience store, etc. There are two ways to print PDF files and image files at a convenience store, etc.: ① or ②.

- ① Copy the file onto a recording medium such as a USB memory or SD card, take it to a convenience store, etc., connect it to a copy machine, and print it.
- ② Print using the online print service. For information on how to use the service, please check the web page of each convenience store's print service using the QR code below.
- ◆Family Mart, Lawson, Ministop < Network Print Service >







XIII addition, Daiso, MaxValu, Valor, Cocokara Fine, etc. also have copy machines (multifunction machines) that can print. PDF files and image files. (Some stores may not have them.)

2 In case of not receiving your confirmation Email from high school

Q2 What should I do if I don't receive an email from the Online Application System and can't print out my Admission Ticket etc.?

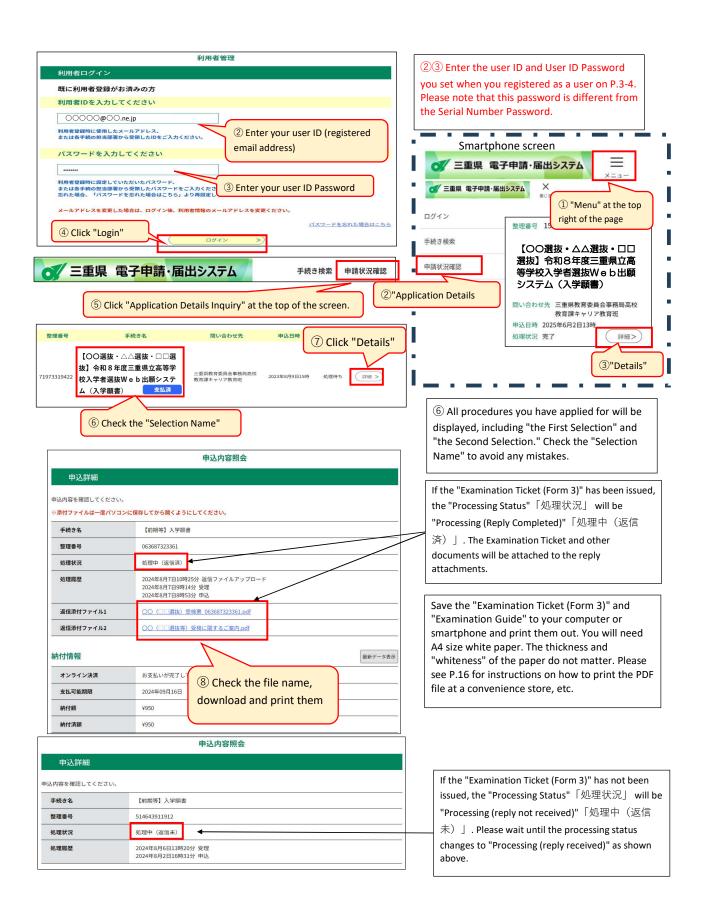
- A2 Please check and print using the following method.
- (1) Check the period during which the examination ticket is issued for the selection you have applied for.

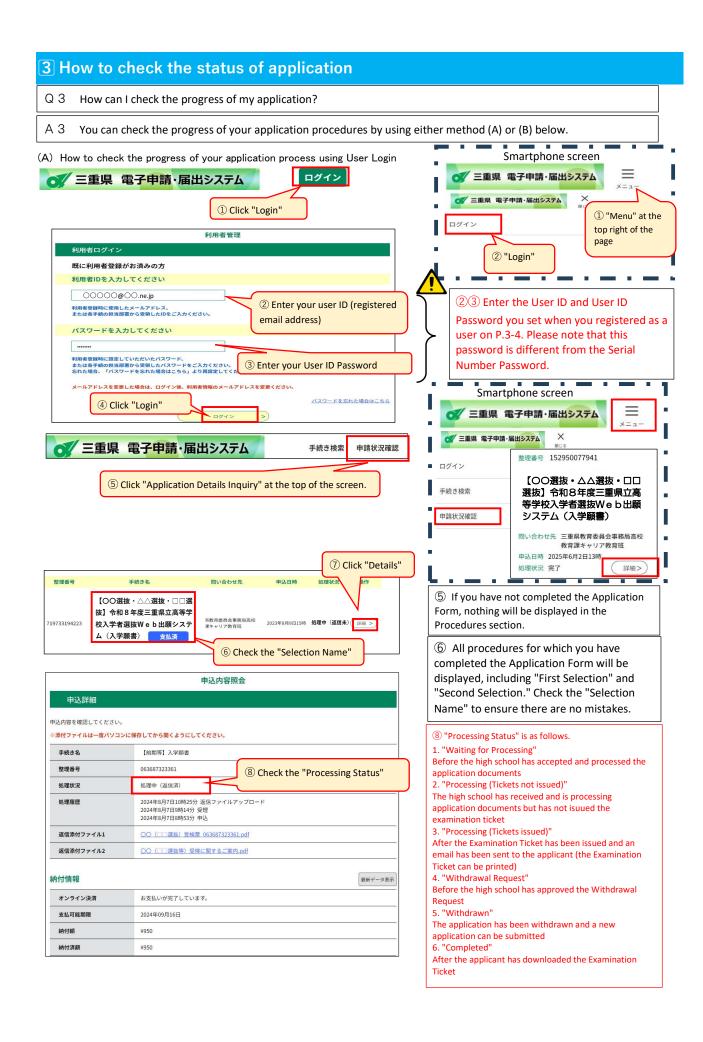
*The Examination Ticket will be issued and a notification email will be sent during the period described in "Issue of Examination Ticket and Examination Guide" on P.1-2. If you do not receive a notification email during this period, please check your Examination Ticket, etc. using the method from (2) onwards.

(2) The user logs in.









(B) How to check the progress of your application procedure from the email you received when your application was completed (P. 9)





23 Enter the Serial Number and password issued when you completed your application on P.9 (5). Please note that this password is different from the User ID Password.



4 How to correct your application form

- Q 4 How can I edit my application after I have already submitted it?
- A 4 You can only edit your application when the "Processing Status" is "Waiting for Processing." The editing method varies depending on your payment method and payment status. Please edit your application using the following methods according to your situation.
 - I How to correct items other than the application processther the application (Available for all payment methods and payment statuses)

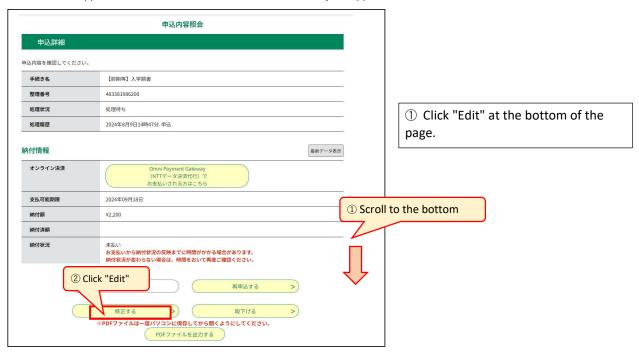
 Example:Corrections to applicant name, guardian name, current address, department, or change of applied school from full-time Course to full-time Course (The Second application changes), etc.

In this case, the fee for electronic payment will not change, so you can edit the application without withdrawing your application.

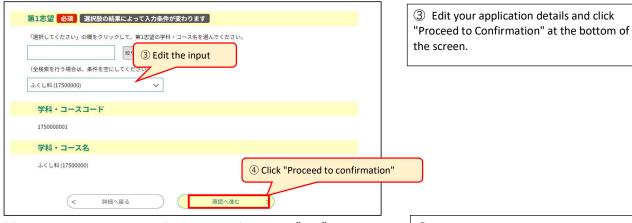
- (1) Check the application data (you can use either method (A) or (B)).
 - (A) When you use the User Login
 - (B) When you use the received email

*You can check the application data you have already submitted using the same method as P.18-19 3.

(2) On the "Application Details" screen, check the details of your application and click "Edit."



(3) On the "Change Application" screen, edit any information you wish to change and click "Proceed to Confirmation."



(4) Check the corrected parts (written in blue) and click "Edit".



- ⑤ In this example, the student changed his or her first choice from the General Education Department to the Welfare Department "ふくし科", so "First Choice Code" and "First Choice (Department/Course name)" are displayed in blue.
- ⑥ Check the details and click "Edit" at the bottom of the page to confirm. If there are any mistakes, click "Back to Input" (入力へ戻る) .



(5) Save the PDF file to your computer or smartphone and print it.



- "Application Change Completed" will be displayed. Click "Back to Details".
- (8) Save the corrected "Application Form (Form 1)" and print it out, and if you are paying with Revenue Stamps, Print out the "Revenue Stamp Payment Slip (Form 2)" and submit it to your junior high school if you are a junior high school student. Those who have already graduated from junior high school do not need to submit them.

II How to correct "When changing the course you are applying for if you are applying for electronic payment (unpaid), payment by revenue stamp payment slip, or correspondence course"

Example: Changing the high school you are applying to from Full-time Course to Part-time Course, or correspondence to Part-time Course.

In this case, the fee for electronic payment registered in the online application system will change, so you will need to withdraw your application and submit a new one.

- (1) Check the application data for your application (you can use either method (A) or (B)).
 - (A) When you use the User Login
 - (B) When you use the received email

*You can check the application data you have already submitted using the same method as P.18-19 3.

(2) On the "Application Details" screen, check the details of your application and click "Withdraw."



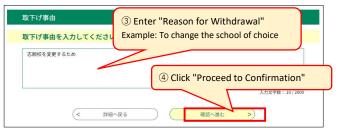
① Click "Withdraw" at the bottom of the page.

① Scroll to the bottom

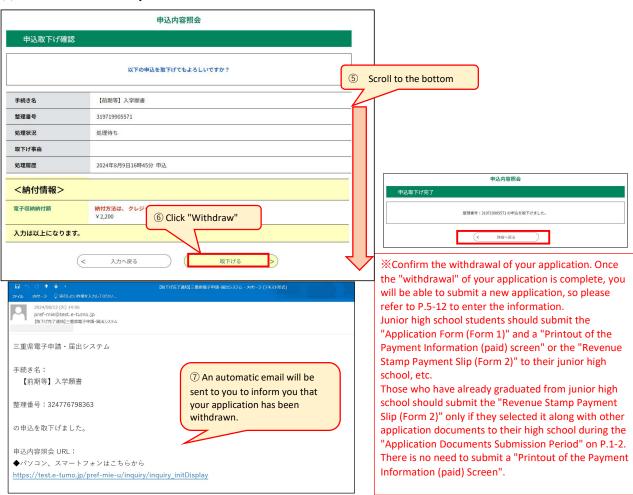
③④ Enter the reason for withdrawal and click "Proceed to Confirmation".

(3) On the "Enter reason for withdrawal" screen, enter the reason for withdrawal and click "Proceed to Confirmation."





(4) Check the information you entered and click "Withdraw."



III How to correct "If your Electronic Payment Status has been "Paid" and you are changing the "Course" (Full-time etc.) you are applying for" Example: Changing the high school you are applying to from Full-time Course to Part-time Course, or from Part-time Course to Full-time Course.

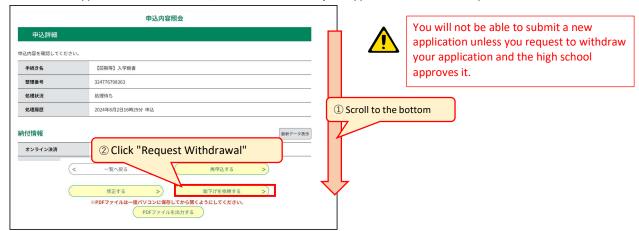
In this case, the Fee paid electronically via the Online Application System will change, so you will need to request the Withdrawal of your application and then submit a new application after your high school approval it. The fee you have already paid will be refunded*, so please take the following points into consideration when carrying out the procedure.

※Regarding refund of fees (Notes)

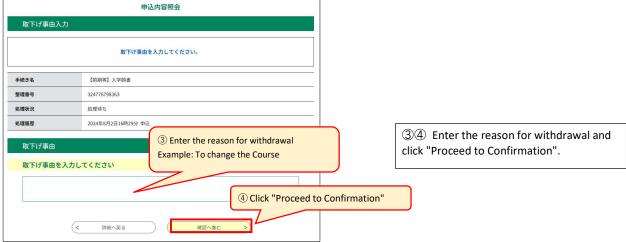


- Please make sure to request withdrawal of your application as soon as possible.
- If your request to withdraw your application is approved by your high school, the fee will be refunded.
- In the following cases, your application cannot be withdrawn, so the fee cannot be refunded.
- ① If the application status is "In process (no reply)", "In process (reply received)", "Not accepted", "Completed", or "Forced completion".
- ② If the "Application acceptance confirmation period" described on pages 1 and 2 has passed.
- **Please note that if your high school does not "approve the withdrawal of your application" within the same month that the fee is paid, the credit card company will not be able to offset the charge, so the fee before the withdrawal will be charged and refunded from the following month onwards.

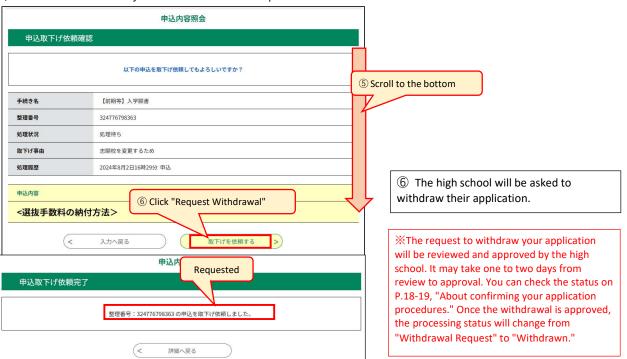
- (1) Check the application data for your application (you can use either method (A) or (B)).
 - (A) When you use the User Login
 - (B) When you use the received email
 - *You can check the application data you have already submitted using the same method as P.18-19 3
- (2) On the "Application Details" screen, check the details of your application and click "Request Withdrawal."



(3) On the "Enter Reason for Withdrawal" screen, enter the reason for withdrawal and click "Proceed to Confirmation."



(4) Check the information you entered and click "Request Withdrawal."



(5) You will receive an email when your withdrawal request is approved.



※Once the "withdrawal" of your application is complete, you will be able to submit a new application, so please refer to P.5-12 to enter the information. Junior high school students should submit the "Application Form (Form 1)" and a "Printout of the Payment Information (paid) screen" or the "Revenue Stamp Payment Slip (Form 2)" to their junior high school, etc. Those who have already graduated from junior high school should submit the "Revenue Stamp Payment Slip (Form 2)" only if they selected it along with other application documents to their high school during the "Application Documents Submission Period" on P.1-2. There is no need to submit a "Printout of the Payment Information (paid) Screen".

IV Change of payment method

Example: When changing from "payment by rvenue stamp payment slip" to "electronic payment" When changing from "electronic payment" to "payment by revenue stamp payment slip" If you change from "No admission selection fee (correspondence course only)""

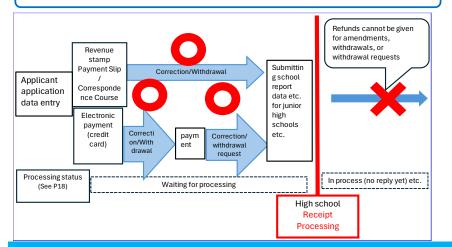
- (1) When changing from "payment by rvenue stamp payment slip" to "electronic payment"

 Please refer to P. 21-22 to process the "withdrawal" process, then reapply and select "Credit card (electronic payment)" as your payment method.
- (2) When changing from "electronic payment (Unpaid)" to "payment by revenue stamp payment slip"

 Please refer to P. 21-22 to process the "withdrawal", then reapply and select "Revenue Stamp Payment Slip" as the payment method.
- (3) When changing from "electronic payment (paid)" to "payment by revenue stamp payment slip"

 Please refer to P 22 to 24 to make a "withdrawal request", and after your high school approves it, reapply and select "Revenue Stamp Payment Slip" as your payment method.
- (4) When changing from "No admission selection fee (correspondence course only)" to "Electronic payment" or "Payment by revenue stamp payment slip" Please refer to P. 21-22 to process the "withdrawal", then reapply and select "Credit card (electronic payment)" or "Revenue stamp payment slip" as your payment method.

Refund period for amendments and withdrawals of admission applications





- Applications cannot be amended or withdrawn (requested) after they have been accepted and processed by the high school.
- Please consult with your junior high school before making any corrections or withdrawals (requests).
- For instructions on how to make corrections, please refer to P. 19, and for withdrawal (request), please refer to P. 21 and onwards.

5 How to withdraw your application

 ${\tt Q}\ {\tt 5}\quad {\tt I}\ {\tt would}\ {\tt like}\ {\tt to}\ {\tt know}\ {\tt how}\ {\tt to}\ {\tt withdraw}\ {\tt my}\ {\tt application}\ {\tt for}\ {\tt admission}.$

A 5 The method for withdrawing your application varies depending on your payment status. If you have not Paid, please refer to P.21-22, "II. If you have made an electronic payment (Unpaid) and are changing the Course you are applying for," and withdraw your application." If you have already Paid, Paid with Revenue Stamps, or are applying to a Correspondence Course, please refer to P.23-24, "III. If you have made an electronic payment (paid) and are changing the Course you are applying for," and withdraw or request withdrawal of your application.