

Guideline for AY2025 Special Admission for Foreign Students

Hyogo Prefectural Kodera High School
547 Haze, Kodera-cho, Himeji 679-2163
Phone: 079-232-0048
Fax: 079-265-2070

1. Number of students admitted

Full-time comprehensive course: 3 persons (Separate from regular enrollment)

2. School district Throughout Hyogo

3. Qualifications

An applicant must satisfy the conditions (1)–(3) below to use this system.

- (1) A foreign national who has been in Japan for three years or shorter as of March 31, 2025
- (2) A prospective graduate of a junior high school for March 2025, or a person prescribed in Article 57 of the School Education Act or Article 95 of the Ordinance for Enforcement of said Act (e.g., a student who completed a nine-year school education overseas or is expected to have completed it by the end of March 2025)
- (3) A student who has and will continue to have his/her domicile in Hyogo with his/her guardian, or a student expected to transfer his/her domicile to Hyogo by April 7, 2025 and continue to have his/her domicile in Hyogo with his/her guardian

4. Application period

- (1) Application period: Feb. 3 (Mon.) – 5 (Wed.), 2025
- (2) Reception time: 9:00 – 16:30 (9:00 – 12:00 for Feb. 5 (Wed.))
- (3) Reception venue: School office of Kodera High School

5. Application procedures

An applicant must submit the documents (i) – (vii) below with exam fees (paid by attaching revenue stamps of Hyogo Prefecture equaling ¥2,200 on the application form) to the principal of Kodera High School through the representative of his/her junior high school. They must be submitted during the period of Feb. 3 (Mon.) to 5 (Wed.), 2025. The reception hours are 9:00 – 16:30 (9:00 – 12:00 for Feb. 5 (Wed.)).

The documents can be submitted by post. In this case, the mail must be delivered by recorded delivery (*kan-i kakitome*) with the designated delivery date of Feb. 3 (Mon.) or 4 (Tue.), 2025. Be sure to write “application form enclosed” in red on the front of the envelope. A self-addressed envelope (12 × 23.5 cm) with stamps equaling ¥410 (including express delivery fee) must be enclosed so that the school can return exam admission slip(s). If a large number of slips are to be returned, attach stamps equaling the relevant amount.

[Documents to be submitted]

- (i) Application form and exam admission slip (As designated by the school; attach revenue stamps of Hyogo Prefecture equaling ¥2,200)
- (ii) Application Form for Special Admission for Foreign Students (Format 19)
- (iii) School Report (Format 1), or the most recent academic transcript or its equivalent issued by the applicant’s school in another country
- (iv) Documents indicating that the applicant is a foreign national and documents indicating that the applicant has been in Japan for three years or shorter as of March 31, 2025 (Copy of certificate of residence and a photocopy of a document proving the date of entry to Japan, etc.)
- (v) (If the student’s guardian written on Section 3 (3) is a conservator) Documents indicating that the principal of the applicant’s junior high school has confirmed that the applicant is taken care of by a conservator (Free format)
- (vi) Photo slip (As designated by the school; photo size: 40 × 30 mm)
- (vii) Survey slip for interview (As designated by the school; must be filled out by the applicant)

6. Changing the school of choice

An applicant is allowed to change the first school of choice only once during the designated period. The procedures are as follows:

- (1) Changing the school of choice is available on Feb. 6 (Thu.) and 7 (Fri.), 2025. The reception hours are 9:00 – 16:30 (9:00 – 12:00 for Feb. 7 (Fri.)).
- (2) An applicant who wishes to change the school of choice must submit the Application for the Change of the School of Choice (*Ko*, 甲) and (*Otsu*, 乙) (Format 8-A) to the principal of the former high school of choice through the principal of his/her junior high school. After having the certified (*Otsu*) format and original documents described in Section 5 which have already been submitted (a copy for the application form) returned, the applicant must then submit them to the principal of the new high school of choice. If the applicant lives overseas during the period of (1), he/she can directly submit the documents (does not need to submit them via the principal of the junior high school). The exam admission slip of the former school of choice must be returned to the school.
- (3) When changing the school of choice from a prefectural high school to a municipal high school, or vice versa, the applicant is required to pay exam fees for the new school of choice. The exam fees paid to the former high school of choice will not be refunded.

7. Interview and written exams

- (1) Date: Feb. 17 (Mon.), 2025
- (2) Venue: Koderia High School
- (3) Timetable

Assembly	Explanation	Exam I (Japanese)	Exam II (Math)	Exam III (English)	Lunch	Interview
8:20	8:30 8:40	9:00 9:40	10:00 10:40	11:00 11:40		12:30

* Exam I tests basic Japanese proficiency. Exams II and III, in accordance with the curriculum guideline for junior high schools, test basic academic ability including knowledge and skills, as well as thinking and judgment capacities that allow the applicant to utilize such knowledge and skills. Kana indicating the pronunciation of kanji is attached to the text of the exams.

* The interview will be conducted individually in Japanese.

- (4) Precautions
 - (i) On the day of the exam, be sure to gather at the school gymnasium by 8:20. Applicants should bring lunch, a water bottle, indoor shoes (slippers, etc.), and a shoes bag for outdoor shoes.
 - (ii) The only items allowed in the exam room are: the exam admission slip, writing materials (pencils or mechanical pencils and eraser), straight rulers, drawing compasses, and watches.
The items listed below are not allowed in the exam room.
 - (a) Plastic sheet (*shitajiki*)
 - (b) Pen case
 - (c) Triangle ruler, protractor
 - (d) Calculator (including those with time display)
 - (e) Ruler with protractor, calculator, etc.
 - (f) Watch with the function of calculator, dictionary, etc.
 - (g) Cell phone, smartphone
 - (h) Tablet device, wearable device, etc.
 - (i) Other items unnecessary for taking the exam
 - (iii) Applicants arriving late are allowed to take the exam if they arrive within 10 minutes after the start of each exam, but the exam time will not be extended.
 - (iv) Applicants are not allowed to go out of the school building during lunch and break time.

8. Announcement of exam results

- (1) Date and time of announcement: Feb. 21 (Fri.), 2025 / 13:00 – 14:00

Applicants are required to show the exam admission slip and receive documents by 14:00 on the day of the announcement, then confirm the content. The results will also be sent to the principals of applicants' junior high schools in writing. (Telephone inquiries are not accepted.)

- (2) Orientation session

Successful applicants are required to attend the orientation session to be held on March 21 (Fri.), 2025 in the gymnasium of Kodera High School. They must arrive by 13:30, accompanied by their guardian(s). (Reception: 13:00 – 13:30)

9. Other remarks

- (1) A successful applicant is not allowed to newly apply for other public high schools in Hyogo.
- (2) A hearing session for successful applicants will be held after the announcement of exam results. The date and time will be announced at a later date.
- (3) In case a failed applicant applies for courses of which exams will be held on March 12 (Wed.), 2025, the applicant must make a new application following the stipulations of Paragraph 4107 of the Guideline for Entrance Examination of Hyogo Prefectural High School.
- (4) An applicant intending to use this system is requested to make a prior consultation through his/her junior high school, etc.

[Contact person for prior consultation] Vice principal Phone: 079-232-0048