



Guide to Using Electronic Application System

June 12, 2024 edition (2nd edition)

[Major Changes from First Edition]

- 3-3 (5) and (6) Correction of Document Submission Deadline

- Added Frequently Asked Questions

Changed Wording and Added Further Explanations and Details.

Saitama Prefectural Board of Education



Table of Contents

| | |
|---|----|
| 0 Reference Materials, etc. | 1 |
| 1 Regarding Application..... | 2 |
| 2 ②If Applying Using an URL for a Junior High School Outside the Prefecture or Overseas..... | 5 |
| 2-1 Implementation Guidelines: Application Pursuant to Article 7-3(Application Approval) | 5 |
| 2-2 Implementation Guidelines: Application Pursuant to Article 7-4 (Application Eligibility)..... | 7 |
| 3 Change of School of Choice | 9 |
| 3-1 In the case of Procedure A (Prefectural/Kawagoe City → Prefectural/Kawagoe City) | 9 |
| 3-2 In the case of Procedure B (Saitama City/Kawaguchi City→ Prefectural City/Kawagoe City)..... | 11 |
| 3-3 In the case of Procedure C (Prefectural/Kawagoe City→Saitama City/Kawaguchi City)..... | 12 |
| 3-4 In the case of Procedure D (Saitama City/Kawaguchi City→ Saitama City/Kawaguchi City) | 13 |
| 4 Printing of the Examination Admission Ticket..... | 14 |
| 5 Announcement of Accepted Applicants..... | 15 |
| 6. Editing Applicant Information/Application Information | 17 |
| 7. FAQs..... | 19 |
| 7-1 Registration of Applicant Information..... | 20 |
| 7-2 Submission of Application Information | 21 |
| 7-3 ②Procedure for using URLs for Junior High schools Outside the Prefecture and Overseas..... | 22 |
| 7-4 Change of School of Choice..... | 22 |
| 7-5 Examination and Announcement of Accepted Applicants. | 23 |
| 7-6 Other..... | 23 |

This "Electronic Application Guide" explains the steps required to apply to a Saitama Prefectural High School and Kawagoe City High School using the "Saitama Prefectural Public High School Entrance Selection Electronic Application System" (hereinafter referred to as the "Electronic Application System"). **This electronic application system does not allow students to apply to Saitama City High School or Kawaguchi City High School. In addition, it cannot be used to fill vacancies, apply for the Omiya Chuo High School correspondence course, or for autumn recruitment.**

For information on how to apply to a Saitama City High School and Kawaguchi City High School, please contact the respective city's Board of Education.

Saitama City Board of Education, High School Education Division, School Education Department
(048-829-1671)

Kawaguchi City Board of Education, Education Bureau, School Education Department, Guidance Division
(048-259-7662)

Be sure to check this guide before applying; as well as the 2025 Saitama Prefectural Public High School Entrance Selection Guidelines and the Saitama Prefectural Public High School Admissions Selection Electronic Application System.

0 Reference Materials, etc.

(1) The 2025 Saitama Prefectural Public High School Entrance Selection Guidelines (hereinafter referred to as the Implementation Guidelines)

<https://www.pref.saitama.lg.jp/f2208/r7nyuushi-jissiyokou.html>

(2) Information on the selection of Saitama prefecture public high school students for 2025.

<https://www.pref.saitama.lg.jp/f2208/r7nyuushi-jouhou.html>

Contents of this guide will be updated regularly. FAQ is included to be used as a reference.

(3) Saitama Prefectural Public High School Electronic Application System Operation Manual (hereinafter referred to as "Operation Manual")

Can be viewed by accessing the electronic application system. Click on the  to view more tips.

The operation manual will be available in English, Chinese, Spanish, and Portuguese.

An instructional video is available in addition to the operating manual. Please refer to it.

(4) Inquiries

Inquiries can be made regarding the operation and the entrance examination system. **Confirm the procedures to be taken in the "Contact Selection Chart" posted in (2) "Information on Selection of Applicants for the 2025 Admission to Saitama Prefecture Public High School " and contact us in advance.**

Saitama Prefectural High School Electronic Application Help Desk

Phone 050-3535-2256

Reception period: November 1, 2024 (Friday) to March 31, 2025 (Monday)

9 a.m. to 5 p.m. (except Saturdays, Sundays, and holidays and December 28 ~ January)

Saitama Prefectural Education Bureau, Prefectural School Department, High School Education Guidance Division (hereinafter referred to as High School Education Guidance Division)

Phone 048-830-6766

Saitama Prefectural Education Bureau, Prefectural School Department, Prefectural School Personnel Division (hereinafter referred to as Prefectural School Personnel Division)

* Matters related to application approval and application eligibility certification

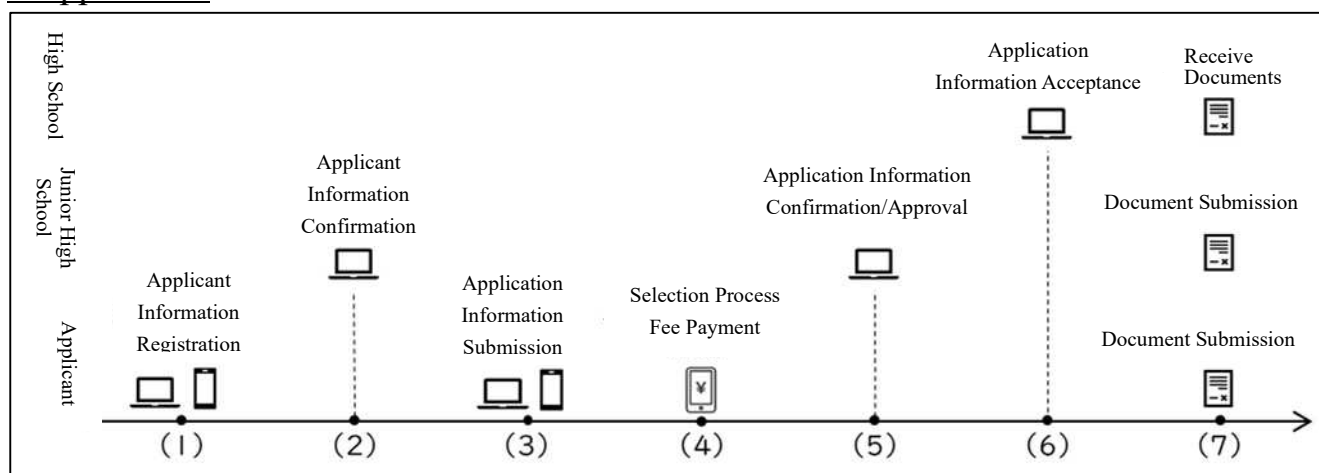
Phone 048-830-6735

Kawagoe City Board of Education Secretariat, School Management Division, School Education Department

* Matters related to taking the examination at Kawagoe Municipal Kawagoe High School

Phone 049-224-6109

1 Application



(1) 【Applicant】 Applicant Information Registration (account registration) [November 1st~]

Use the applicant registration QR code or URL to access the applicant registration page.

There are two types of QR codes or URLs for applicant registration: (1) URLs for junior high schools where the applicant is currently enrolled (graduated) and (2) URLs for junior high schools outside the prefecture or overseas. Which URL to use depends on whether or not the application or the application eligibility has been approved.

If you fall under "3. When applying from a junior high school outside the prefecture other than 2" or "4. When applying from an overseas Japanese school, etc." in "No. 7, Procedures required for applications from private junior high schools and junior high schools outside the prefecture and overseas" of the implementation guidelines, please use the URL in (2).

If you do not have the above, please use the URL in (1).

For details on "3 When applying from a junior high school outside the prefecture other than 2" and "4 When applying from an overseas Japan school, etc.", please refer to page 14 of the Implementation Guidelines.

If you have any questions, please contact the Prefectural School Human Resources Division.

(1) received from the junior high school in which the applicant is enrolled, but the junior high school must apply in advance for the use of the electronic application system (issuance of a dedicated ID for junior high schools, etc.). First step is to talk to the applicant's junior high school teacher. If the applicant has not applied through the junior high school, please contact the High School Education Guidance Division through the prescribed channels from the applicant's junior high school. After the issuance of the junior high school ID, etc., is completed, the applicant will receive (1) and be able to proceed with the application.

(2) must complete application approval or certification of application eligibility by way of the prefectural school personnel division or the high school of choice before applying. For details, please refer to page 4 and page 14 of the implementation guidelines. The URL for out-of-prefecture and overseas junior high schools is received at the location where the procedure was carried out once the process has been completed.

After accessing the applicant registration page for both (1) and (2), please follow the instructions on the screen to register the applicant's name, address, etc.

The registration number (12-digit number) displayed on the screen after registration is important and will be required in future procedures. **Download or print the PDF and store it in a safe location.**

(2) [Junior High School] Applicant Information Confirmation [November 1~]

The junior high school will verify the applicant information.

After confirming the junior high school, the applicant will be able to log in to the electronic application system from the URL below. Please log in with the registration number (12-digit number) and the registered password found in the downloaded PDF in (1).

<https://senbatsu.spec.ed.jp/applicant/login.php>

(3) [Applicants] Submission of Application Information [January 27 (noon) ~ February 10 (noon)]

During the application entry period (noon on January 27 ~ noon on February 10), the applicant can submit their application information.

Log in to the electronic application system and follow the instructions to select the high school and department the applicant wishes to apply to.

For details, please refer to the operation manual and explanatory video.

(4) [Applicants] Payment of Selection Process Fee [January 27 noon ~ February 10 noon]

Please follow the instructions in the electronic application system and pay the selection process fee. There are three types of payment methods that can be used: credit card payment, konbini payment, and pay-easy.

For details, please refer to the operation manual and explanatory video.

(5) [Junior High School] Confirmation and Approval of Application Information [January 27 (noon) ~ February 10 (noon)]

The junior high school will check whether the applicant is applying to the correct school and if the selection process fee has been paid before approving the applicant information.

Once the junior high school has approved the application information, the application is complete.

(6) [High School] Acceptance of Application Information

The applicant's high school of choice will take the necessary steps to accept the application information. The applicant can check if the application has been accepted from the "My Page" tab of the electronic application system.

Depending on the timing of the junior high school's approval, the application information may be accepted by the applicant's high school of choice after noon on February 10.

(7) [Applicants/ Junior High School] Submission of Documents [February 13 (mail) or February 14 or 17 (in-person only)]

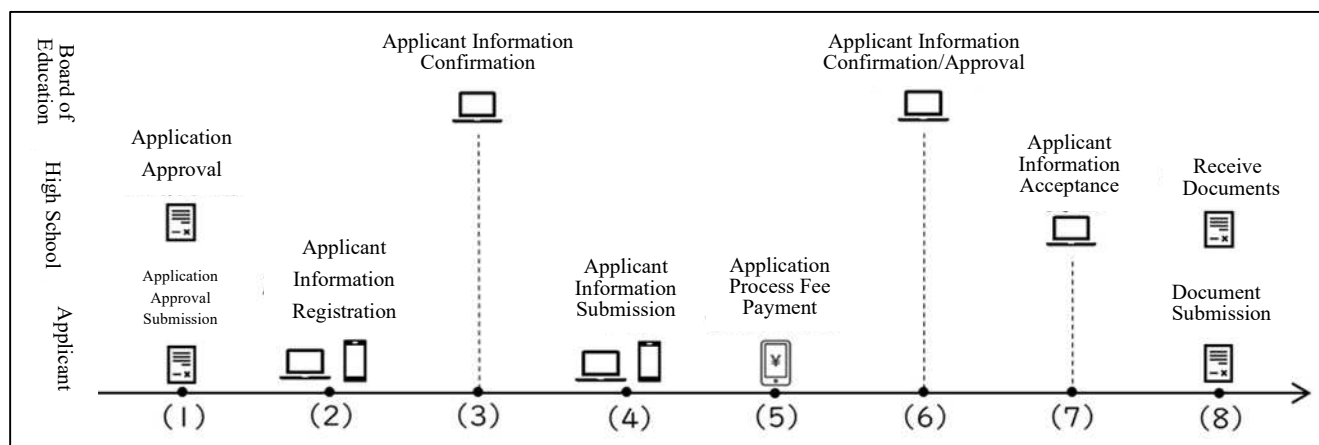
Please submit all necessary documents, such as the survey report, during the document submission window. As a general rule, the junior high school will collect the submissions and mail them on the 13th. Follow the

instructions of the junior high school.

Applicants who **wish to apply for special recruitment through the Special Selection for Returnees, Special Selection for Foreigners, or Part-time Courses should bring the survey form and other necessary documents to the high school of choice on the 14th and 17th and submit them directly in person.**
Only applicants whose documents have been submitted will be eligible for selection.

2 (2) When using the URL for a junior high school outside the prefecture or overseas

2-1 Implementation Guidelines: application pursuant to Article 7-3 (application approval)



- (1) 【Applicants/High School】 Submission for Approval of Application Information/Application Information Approval [January 14th ~ February 7th]

The application will be approved by the high school of choice. Please prepare the necessary documents and submit the application by February 6, if possible. For details of the procedure, including required documents, please see the website of the Prefectural School Personnel Division.

<https://www.pref.saitama.lg.jp/f2207/nyugakusya-senbatsu/kengai.html>

If the applicant's application is approved by the high school of choice, please pick up (2)URL for a junior high school outside the prefecture or overseas. Perform the procedure in (2) from the posted QR code or URL.

- (2) [Applicants] Applicant Information Registration [January 14~]

Please refer to 1 (1) to register the applicant information. (2) If using the URL for junior high schools outside the prefecture or overseas, the junior high school where the applicant graduated from will be registered as "junior high school outside the prefecture or overseas". **Please enter "1" for the attendance number.**

- (3) [Prefectural Board of Education] Applicant Information Confirmation [January 14 ~]

As in 1 (2), the applicant information will need to be confirmed. For junior high schools outside the prefecture and overseas, the administrator is the High School Education Guidance Division, so the High School Education Guidance Division will carry out the confirmation. Please note that the junior high school teacher of the school the applicant is enrolled at will NOT conduct confirmation of applicant information.

The High School Education Guidance Division is scheduled to carry out confirmations of applications around 3 p.m. on Mondays, Wednesdays, and Fridays. It may be before and after, so please register well ahead of time.

- (4) [Applicants] Submission of Application Information [January 27 (noon) ~ February 10 (noon)]

Please refer to 1 (3) when submitting application information.

If intending to apply to a high school other than the one for which the application was approved, up to this point, the applicant will need to apply again at the new high school of choice.
For details, please see the website of the Prefectural School Personnel Division.

(5) [Applicants] Payment of Selection Process Fee [January 27 (noon) ~ February 10 (noon)]

As with 1 (4), please pay the selection process fee.

(6) [Prefectural Board of Education] Confirmation and Approval of Application Information [January 27 (noon) ~ February 10 (noon)]

As in 1 (5), the High School Guidance Division will confirm and approve application information and payment of selection process fee.

The High School Guidance Division is scheduled to conduct confirmations and approve application information at around 3 p.m. on Mondays, Wednesdays, and Fridays. Please apply and pay well ahead of time.

Once the application information has been approved by the High School Guidance Division, the application is complete.

(7) [High School] Acceptance of Application Information

As in 1 (6), the high school of choice will take the necessary steps to accept the application information.

(8) [Applicants] Submission of Documents [February 13 (mail) or February 14 and 17 (in-person only)]

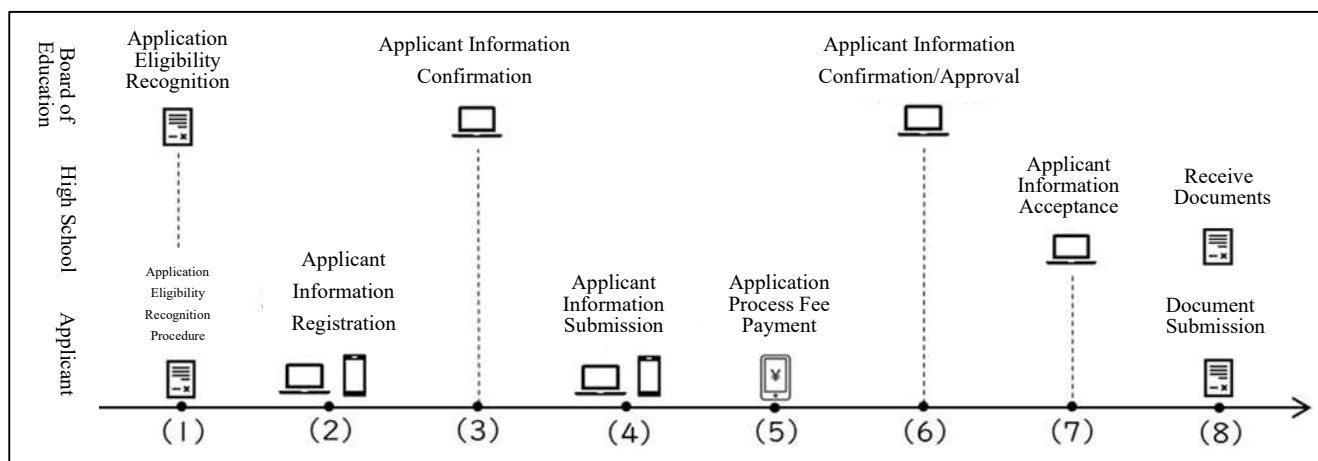
Please refer to 1 (7) and submit the documents.

Documents such as survey reports will be prepared by the junior high school in which the applicant is enrolled. The form is posted on the prefecture's website.

<https://www.pref.saitama.lg.jp/f2208/r7nyuushi-jissiyoukou.html>

If you wish to cancel the application or change school of choice after applying, the applicant will have to follow the same steps as in 3. Change of School of Choice, but the role of the junior high school will be performed by the High School Education Guidance Division. If an applicant wishes to cancel their application or change school of choice, please contact the High School Education Guidance Division (048-830-6766) through the applicant's junior high school.

2-2 Implementation Guidelines: Application pursuant to Article 7-4 (application eligibility)



(1) [Applicants and High Schools] Procedures for Approval of Application Eligibility and Recognition of Eligibility 【December 2, 2024 ~ February 7, 2025】

Application eligibility certification procedures will be carried out by the Prefectural School Personnel Division (Saitama Prefectural Office Second Building, 4th floor) for those applying for a **full-time course to a prefectural high school**, by the prefectural high school being applied to for those applying to a **part-time or correspondence prefectural high school**, and the city's Board of Education for those applying to a **municipal high school**. Prepare the required documents and, if possible, have the applicant's eligibility certified by February 6. For details of the necessary documents and procedures, please see the website of the Prefectural School Personnel Division.

<https://www.pref.saitama.lg.jp/documents/24600/r7-kaigai.pdf>

Once the applicant has been certified as eligible to apply, they will receive (2) a URL for junior high schools outside the prefecture and overseas. Proceed with the procedure (2) from the posted QR code or URL.

(2) [Applicant] Applicant Information Registration [December 2, 2024]

Please refer to 1 (1) for Applicant Information Registration. (2) If using URL for junior high schools outside the prefecture or overseas, the junior high school the applicant graduated from will be registered as "junior high school outside the prefecture or overseas". **Please enter "1" for the attendance number.**

(3) [Prefectural Board of Education] Applicant information confirmation [December 2, 2024]

As in 1 (2), the applicant information will need to be confirmed. For junior high schools outside the prefecture and overseas, the administrator is the High School Education Guidance Division, so the High School Education Guidance Division will carry out the confirmation. Please note that the junior high school teacher of the school the applicant is enrolled at will NOT conduct confirmation of applicant information.

The High School Education Guidance Division is scheduled to carry out confirmations of applications around 3 p.m. on Mondays, Wednesdays, and Fridays. It may be before and after, so please register well ahead of time.

(4) [Applicants] Submission of Application Information [January 27 (noon) ~ February 10 (noon)]

Please refer to 1 (3) when submitting application information.

(5) [Applicants] Payment of Selection Process Fee [January 27 (noon) ~ February 10 (noon)]

Please refer to 1 (4) in regards to paying the selection process fee.

(6) [Prefectural Board of Education] Confirmation and Approval of Application Information

As in 1 (5), the High School Guidance Division will confirm and approve application information as well as payment of the selection process fee.

The High School Guidance Division will review and approve the information at around 3 p.m. on Mondays, Wednesdays, and Fridays. Please apply and pay well ahead of time.

Once the application has been approved by the High School Guidance Division, the application is complete.

(7) [High School] Application Accepted

As in 1 (6), the high school of choice will take the necessary steps to accept the application information.

(8) [Applicants] Submission of Documents [February 13 (mail) or February 14 and 17 (in-person only)]

Please refer to 1 (7) in regards to submitting the documents.

Documents such as survey reports will be prepared by the junior high school in which the applicant is enrolled. The form is posted on the prefecture's website.

If you wish to cancel the application or change school of choice after applying, the applicant will have to follow the same steps as in 3. Change of School of Choice, but the role of the junior high school will be performed by the High School Education Guidance Division. If an applicant wishes to cancel their application or change school of choice, please contact the High School Education Guidance Division (048-830-6766) through the applicant's junior high school.

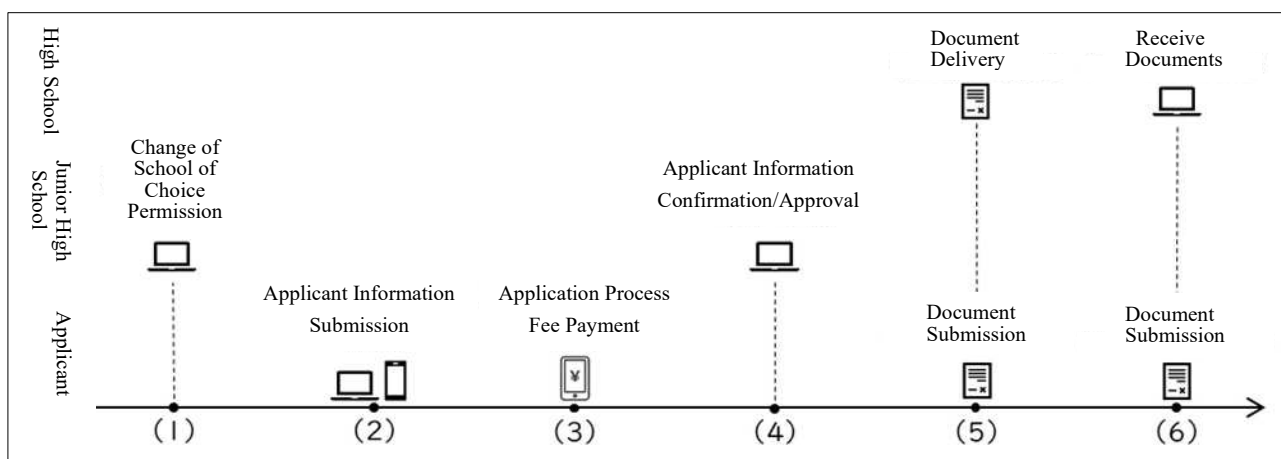
3 Changing School of Choice

The procedure for changing school of choice differs depending on the high school to which the applicant initially applied to and the installer of the new high school of choice. The first step is to check which procedures needs to be followed by consulting the table below.

| | | Installer of New High School of Choice | | | |
|--|--------------|--|--------------|-----------|---------|
| High School Initially Applied To | | Saitama | Saitama City | Kawaguchi | Kawagoe |
| | Saitama | A | C | C | A |
| | Saitama City | B | D | D | B |
| | Kawaguchi | B | D | D | B |
| | Kawagoe | A | C | C | A |

The following is an explanation of each procedure. For detailed operation instructions, please refer to the operation manual and explanation video.

3-1 In the Case of Procedure A (Prefectural Kawagoe City → Prefectural Kawagoe City)



(1) [Junior high school] Permission to Change School of Choice [February 18, 9 a.m. ~ 19 p.m.]

If wanting to change school of choice, please consult with the junior high school homeroom teacher first.

Only after the homeroom teacher carries out the procedure to grant permission for a change of school of choice through the dedicated junior high school website, will the applicant be able to change their school of choice.

If the homeroom teacher performs the procedure for "application cancellation permission", a button that says "Cancel Application (second choice only)" will appear on the applicant's screen, but this is a button / function that is not used in Saitama Prefecture.

Even if the applicant only wants to cancel their second choice, be sure to follow the proper procedure for the application cancellation permission.

Even if the "Cancel application (second choice only)" button is pressed to complete the procedure, it will not be accepted as a change of school of choice for the second choice.

(2) [Applicants] Submission for Application Information [February 18, 9 a.m. ~ 19 p.m.]

If the change of school of choice is approved, the applicant will be able to enter their application information again. The applicant will be asked to choose the new school of choice register the required information.

(3) [Applicants] Payment of Selection Process Fee [February 18, 9 a.m. ~ 19 p.m.]

Payment of the selection process fee may be required again, such as when changing school of choice from a Saitama Prefectural High School to Kawagoe City High School, or changing school of choice from a part-time system to a full-time school. Please follow the instructions in the electronic application system and pay the selection process fee.

For details, please see page 5 of the implementation guidelines.

(4) [Junior High School] Confirmation and Approval of Application Information [February 18, 9 a.m. ~ 19 p.m.]

The junior high school will check and approve whether the applicant has selected the correct school and whether the selection process fee has been paid. **Again, the change of school of choice has not been completed.**

(5) [Applicants] Submission of Documents (high school initially applied to) [February 18, 9 a.m. ~ 19 p.m.]

Submit an Application for Change of School of Choice (Form 8) to the high school to which the applicant initially applied to.

Receive certificate of change of school of choice (Form 9) from the high school initially applied to.

(6) [Applicants] Submission of Documents (new high school of choice) [February 18, 9 a.m. ~ 19 p.m.]

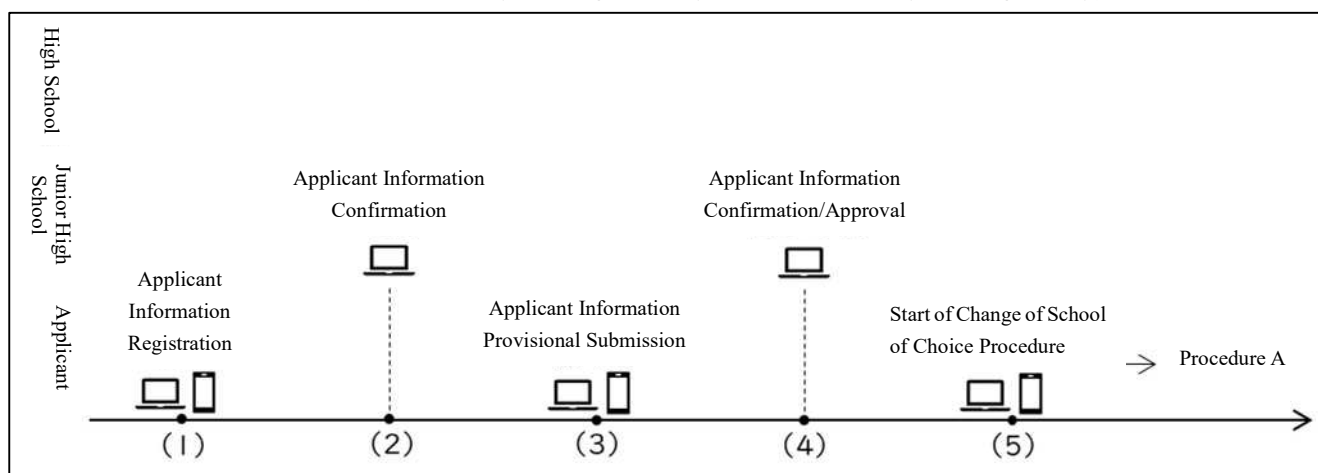
Submit a Certificate of Change of School of Choice (Form 9) and other necessary documents such as a survey form to the new high school being applied to.

After confirming the documents, the new high school will begin the procedure to accept the change of school of choice. The applicant can check whether or not it has been processed from the electronic filing system.

Once the documents have been received at the high school, the change of school of choice is complete.

If unable to submit the documents within the deadline, such as when submitting the application information just before the end of the deadline, contact the high school in advance and submit it between 9 a.m. and noon on the 20th. **Consequently, it is not possible to cancel a change of school of choice on the 20th.** Please be sure to submit all necessary documents.

3-2 In the Case of Procedure B (Saitama City, Kawaguchi City→ Prefectural City, Kawagoe City)



- (1) 【Applicants】 Applicant Information Registration [November 1st~] * Can be registered in advance.

In order to change the school of choice, it is necessary to register (create an account) in the Saitama Prefecture Public High School Entrance Selection Electronic Application System.

Please refer to 1 (1) to register your applicant information.

- (2) 【Junior High School】 Applicant Information Confirmation [November 1st~] * Can be checked in advance

As in 1 (2), the junior high school will review and approve the applicant information.

- (3) [Applicants] Provisional Submission for Application Information [February 11, 9 a.m. ~ 17 p.m.]

It is necessary to register that the applicant has applied to Saitama City and Kawaguchi City high schools in the electronic application system. The basic flow is the same as in 1 (3). However, note the following:

- (a) For the recruitment category, please select "Acceptance of Change of School of Choice from Saitama City" or "Acceptance of Change of School of Choice from Kawaguchi City".
- (b) There is no need to pay the selection process fee here. No formalities are required.

***Applicants who have not been able to apply for a provisional application or get confirmation or approval from a junior high school by 5 p.m. on February 17 should contact the High School Education Guidance Division (048-830-6766) from their junior high school (or from their parents if they are enrolled or graduated from a local school overseas).**

- (4) [Junior High School] Confirmation and Approval of Application Information [February 11, 9 a.m. ~ 17 p.m.]

As with 1 (4), the junior high school will review and approve the application information.

- (5) [Applicants] Procedure for Changing School of Choice [February 18, 9 a.m. ~ 19 p.m.]

Please proceed according to the flow of Procedure A. However, note the following:

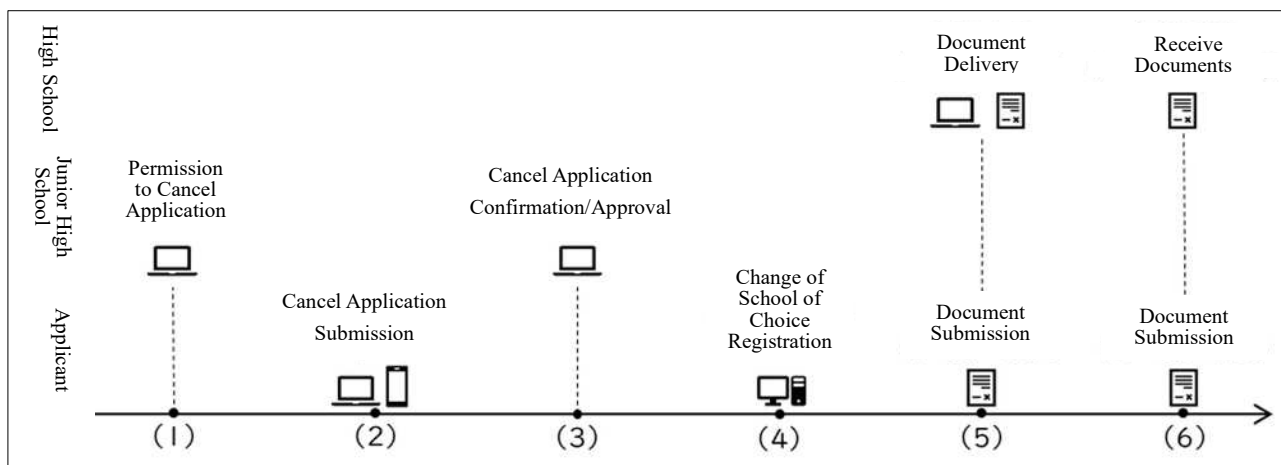
- (a) Among the recruitment categories, **please do not select "Acceptance of Change of School of Choice from Saitama City" or "Acceptance of Change of School of Choice from Kawaguchi City".**
- (b) Among the application categories, "Special Selection for Truant Students" and "Special Selection for Returnee Students" can be applied to at the new high school of choice only if the applicant had made the

same selection at the school initially applied to. Check that the choices made are correct.

For details, please see the page describing each selection in the implementation guidelines.

- (c) Check with each high school for the necessary procedures regarding application information when applying to high schools in Saitama City and Kawaguchi City.
- (d) Please pay the selection process fee according to the instructions.

3-3 In the Case of Procedure C (Prefectural → Kawagoe City, Saitama City, Kawaguchi City)



(1) [Junior high school] Permission to Cancel Application [February 11, 9 a.m. ~]

If wishing to change school of choice, please consult with the junior high school homeroom teacher first.

In Procedure C, **it is necessary to first cancel the application to a prefectural high school or Kawagoe City High School before submitting a new application to a Saitama City High School or Kawaguchi City High School on the electronic application system.** The homeroom teacher will be able to start the change of school of choice procedure by applying for permission to cancel application from the junior high school website.

(2) [Applicant] Application for Cancellation of Application [February 11, 9 a.m. ~]

Once the cancellation of application is approved, the applicant will be able to apply for the cancellation of application. Please follow the instructions in the electronic application system to cancel the application.

If the cancellation of application is granted, you can apply for cancellation of application, but you cannot apply for a new application.

(3) [Junior high school] Confirmation and Approval of Application Cancellation [February 11, 9 a.m. ~]

The junior high school will review and approve the contents.

(4) [Applicants] Registration of Change of School of Choice [February 18, 9 a.m. ~ 19 p.m.]

Register (apply) for a change of school of choice to the new high school being applied to.

Saitama City and Kawaguchi City high schools use different electronic application systems, so please check with the high school being applied to or the Board of Education of each city for information on how to apply.

(5) [Applicants] Submission of Documents (high school initially applied to) [February 18, 9 a.m. ~ 19 p.m.]

Submit an application for Change of School of Choice (Form 8) to the high school initially applied to.

After the high school verifies the documents, the applicant should receive a Certificate of Change of School of Choice (Form 9).

(6) [Applicants] Submission of Documents (newly applied high school) [February 18, 9 a.m. ~ 19 p.m.]

Submit a certificate of change of application destination (Form 9) and necessary documents such as a survey report to the high school to which you are newly applying.

Please check the necessary procedures for electronic application, including how to pay the selection process fee, for the new high school being applied to.

Once the documents have been accepted by the high school, the change of application is complete.

If you are unable to submit your documents in time for the application registration period, such as just before the end of the period, you can contact the high school in advance and submit it between 9 a.m. and noon on the 20th. In this case, **it is not possible to cancel the change of application on the 20th.** Please be sure to submit all necessary documents.

3-4 In the case of Procedure D (Saitama City, Kawaguchi City→ Saitama City, Kawaguchi City)

The Saitama Prefectural High School Electronic Application System is not used. For the necessary procedures, please check with Saitama City and Kawaguchi City High Schools and the Board of Education of each city.

4 Printing of the Examination Admission Ticket

The examination admission ticket will be printed by each applicant after 1 p.m. on February 20. For printing instructions, please refer to the operation manual and the explanatory video.

The following examination admission tickets can be printed.

| 令和 7 年度 埼玉県公立高等学校入学選抜 受検票（ 全日制の課程 ） | |
|--|--|
| 受検番号 | |
| 氏名 | |
| 志願先 | |
| 第2志望 | |
| 検査 | |

検査日等の携行品
受検票、鉛筆、消しゴム、三角定規、
コンパス、上ばき、志願先高等学校長の
指示するもの

●この用紙をA4サイズの白紙に印刷してください。
●キリトリ線で受検票を切り離してください。
●受検票は検査当日持参してください。
●受検票は検査日以降も使用します。大切に保管してください。
(入学許可候補者発表で受検番号を参照する、高等学校で資料を受け取る際に受検票を提示する 等)
●学力検査の日程等は、「受検上の注意」に記載しています。以下のURLまたは二次元コードからアクセスできます。事前に必ず確認してください。
<https://www.pref.saitama.lg.jp/2706100/2706100.html>

キリトリ

Two-dimensional code

sample

The examination admission ticket is divided into two sections: the left-side containing the examination number and the right-side containing instructions and important information regarding the exam.

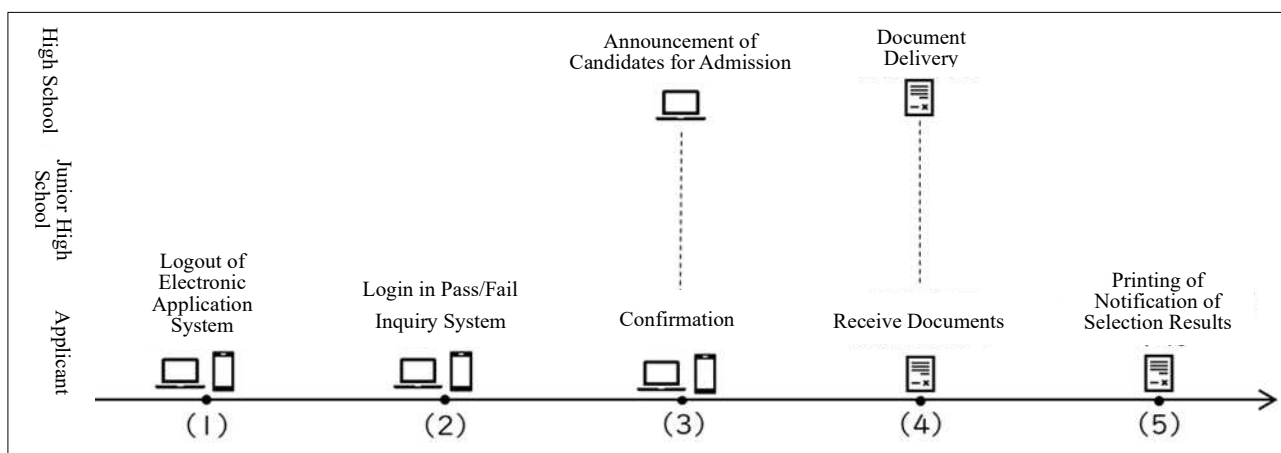
On the right side, is the URL and QR code that contains the "precautions for taking the exam" as instructed by the high school of choice. Please be sure to check the contents at least one day before the exam.

※ For special recruitment for part-time courses, the photo will not be displayed on the examination admission ticket. In addition, there is no need to put it on the examination admission ticket.

Until 9 a.m. on March 6, the applicant can log in to the electronic filing system and print the ticket again.

The examination admission ticket is used not only on the day of the admissions exam and practical test, but also to confirm the results of the selection and to receive materials if the candidate is chosen for admission. If the ticket is misplaced or lost, please reprint it as soon as possible.

5 Announcement of Candidates for Admission



※ If chosen as a candidate for admission, the high school of choice will check the examination admission ticket when the applicant goes to receive the documents. Should the applicant not have it handy, reprint it. **Please note that between 9 a.m. and 1 p.m. on March 6, the applicant will not be able to log in to the electronic application system and will not be able to reprint the ticket.** As much as possible, have the ticket printed and ready before March 6th.

(1) 【Applicants】 Login- out of the Electronic Application System [~9 a.m. on March 6]

The URL of the pass/fail inquiry system is displayed on the login screen of the electronic application system. If logged in to the electronic filing system, please log-out before that time.

(2) [Applicants] Logging-in to the Pass/Fail Inquiry System [March 6, 9 a.m. ~ 10 p.m.]

At 9 a.m. on March 6th, a link to the pass/fail inquiry system will be displayed on the login screen of the electronic application system. Please use this link to access the pass/fail inquiry system.

In the pass/fail inquiry system, the 12-digit registration number (used in the electronic application system), examination number, and date of birth are used to sign-in. If the applicant has forgotten their registration number, please check the PDF that was downloaded or printed out when registering the applicant information (account registration).

If the login page of the electronic application system is left open, the link may not display even after the allotted time. If the link does not display, refresh the page.

In addition, during times of heavy online traffic, such as immediately after the announcement, the page might be slow to load. If you experience this problem, please access the page at a later time.

(3) [High School Applicants] Announcement and Confirmation of Candidates for Admission [March 6, 9 a.m. ~ 10 p.m.]

When logging-in with (2), the selection results for the examination taken for the recruitment category, course, high school name, department (course/department) will be displayed. Please note that successful candidates for admission may still have been accepted to their second choice, so be sure to check with the department.

If not a candidate for admission, unfortunately, it means the candidate was not accepted to either their first or second choice.

(4) [Applicants and High Schools] Issuance and Receipt of Documents [March 6, 9 a.m. ~ noon, 1 p.m. ~ 3 p.m.]

Applicants who are candidates for admission should go to the high school to pick up the documents.

In order to receive the documents, the candidate will need their examination admission ticket. If the ticket has been lost and the candidate is unable to reprint it, bring the candidate's student handbook, or other proof of identity, to the high school.

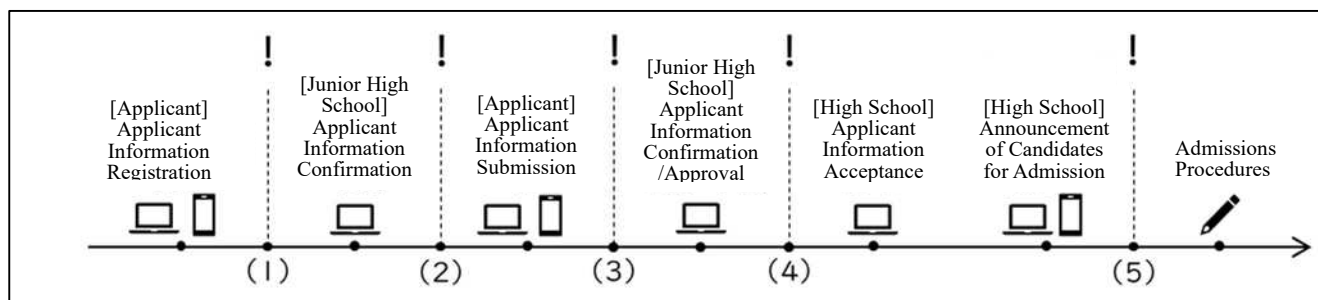
(5) [Applicants] Printing of Notification of Selection Results [March 6, 1 p.m. ~ March 27, 5 p.m.]

Notification of selection results can be printed from the electronic application system. Please log in to the electronic filing system again to print the notification. Refer to the operation manual for printing instructions.

Please note that the notification of selection results can only be printed by candidates who used the junior high school URL in (1) Applicant Information Registration and (1) Enrollment (Graduation) Junior High School. (2) **Applicants who used the URL for out-of-prefecture or overseas junior high schools will receive the documents from the high school when they receive other documents in (4).** Don't forget to pick the documents up.

6. Correction of Applicant Information and Application Information

If there is an error in the information after registering the applicant information or application information, the necessary procedures will differ depending on the time of correction.



- (1) If correction is required AFTER registration of applicant information but BEFORE approval by the junior high school

Applicant information can be "returned" by the homeroom teacher from the confirmation screen. Please consult with the homeroom teacher and ask for a remand. Once returned, the applicant can correct the applicant information by themselves, so please enter the correct information and register again.

- (2) When correction is required AFTER confirmation of the applicant information by the junior high school but BEFORE submission of the application information

Applicant information can be corrected by the homeroom teacher on the junior high school website. Please consult with the homeroom teacher.

Alternatively, the homeroom teacher can delete the applicant's information from the junior high school website. In this case, the applicant will have to do it start from the beginning and register their information again, as such, **the applicant will not be able to use their current registration number (12-digit number).**

- (3) If correction is required AFTER submission of application information but BEFORE approval by the junior high school

The junior high school teacher or junior high school administrator must "revert" the application information.

To make corrections to the applicant's information, please perform (2) after it has been remanded.

The applicant will be able to make changes to the application information once it has been "returned". Make sure to fill out the correct information and register it again.

- (4) When correction is required AFTER acceptance of the application information

Applicant information cannot be corrected through the electronic application system. Please bring the correction request form on page 16 to the principal of the high school to which the applicant is applying. **Even a correction request form is submitted, the correction will not be made in the electronic filing system.** If necessary, the high school will use the corrected information to carry out the procedure.

If wishing to correct the application information, the applicant can do so only by changing their school of choice. Please consult with the homeroom teacher. For details on the procedure for changing school of choice, see 3.

(5) If corrections are required after the announcement of the candidate for admission

Corrections will not be made on the electronic filing system.

If a candidate for admission, please consult with the high school and follow their instructions. If not a candidate for admission, there is no need to complete any procedures.

| | | | | | |
|--|---|--------|--|--|---|
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction Request Form</div> <div style="margin-left: 10px;">訂 正 依 頼 票</div> | | | | | |
| <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">High School Principal</div> <div style="margin-left: 10px;">(宛先)</div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Year, Month, Day</div> <div style="margin-left: 10px;">令和7年 月 日</div> </div> </div> <div style="margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center; margin-top: 5px;">高等学校長</div> </div> | | | | | |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Course Name</div> | <div style="margin-left: 10px;">課 程 名 _____ の課程</div> | | | | |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Name of Department Applying To</div> | <div style="margin-left: 10px;">志 望 学 科 等 名 _____ 科 (系・コース・部)</div> | | | | |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Name of Department of Second Choice</div> | <div style="margin-left: 10px;">第2志望等の学科等名 _____ 科 (系・コース・部)</div> | | | | |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Applicant Name</div> | <div style="margin-left: 10px;">本 人 氏 名 _____</div> | | | | |
| <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Guardian(s) Signature</div> | <div style="margin-left: 10px;">保 護 者 氏 名 (自署) _____</div> | | | | |
| 下記のとおり訂正したいので、提出します。 | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">(訂正内容)</td> </tr> <tr> <td style="width: 50%; padding: 10px; vertical-align: top;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction Details</div> <div style="margin-left: 10px;">誤</div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Mistake</div> </div> </div> </td> <td style="width: 50%; padding: 10px; vertical-align: top;"> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction</div> <div style="margin-left: 10px;">正</div> </div> </td> </tr> </table> | | (訂正内容) | | <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction Details</div> <div style="margin-left: 10px;">誤</div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Mistake</div> </div> </div> | <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction</div> <div style="margin-left: 10px;">正</div> </div> |
| (訂正内容) | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction Details</div> <div style="margin-left: 10px;">誤</div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Mistake</div> </div> </div> | <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Correction</div> <div style="margin-left: 10px;">正</div> </div> | | | | |
| <div style="text-align: center; margin-bottom: 10px;">上記のことを了承しています。</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Junior High School Name</div> <div style="margin-left: 10px;">中学校名 _____</div> </div> <div style="text-align: center;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 5px;">Principal Name</div> <div style="margin-left: 10px;">校長氏名 _____</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-left: 5px;">印</div> </div> </div> | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div>※ 受付年月日</div> <div>令和7年 月 日</div> </div> | | | | | |

1. *Columns should be filled by the high school being applied to.

2. For "Course name", write "Full-time" or "Part-time", and for "Name of desired department, etc.", write 「普通」 for general courses, 「コース名」 for general courses, 「総合学」 for comprehensive courses, and "Horticulture 「園芸」", "Mechanical 「機械」", etc. for departments that focus on specialized education. For Izumi Prefectural High School, write "Biology 「生物」" or "Environment 「環境」" and circle the field. For Ina Gakuen Prefectural Comprehensive High School, write "General Studies 「普通学」", "Sports Science 「スポーツ科学」" or "Arts 「芸術」 ()" and circle the field. For arts-related fields, write either music 音楽, art 美術, crafts 工芸, or calligraphy 書道 in the parentheses. For

Prefectural Toda Shoyo High School, Prefectural Sayama Ryokuyo High School, Prefectural Fukiage Koso High School, and Prefectural Yoshikawa Minami High School (part-time), write "I" or "II", etc., for Prefectural Hanyu High School, write "Daytime 「昼間」 " and circle the department.

7. FAQs

This is a summary of the questions and concerns that have been frequently asked through the help desk in the electronic filing system. Please use this as a reference.

7-1 Registration of Applicant Information

Q1 When I try to use the QR code given to me by my junior high school, I cannot access the applicant information registration page.

A1 After the junior high school has created the QR code, sometimes a new QR code needs to be regenerated; such as in cases where the applicant information registered in advance is deleted or modified. Please consult with your junior high school teacher.

Q2 Why is the email not sent even if I press the "Send Test Email" button?

A2 The "Send Test E-mail" button is a button to launch the e-mail software on your device. Simply pressing this button will not send the email.

Here, we confirm that the entered email address is correct by sending an email from your own email address to the entered email address. Please be sure to send the email yourself and confirm it.

Q3 If my name contains foreign characters, is it okay to differ from the questionnaire?

A3 No problem.

Q4 There were some characters that I could not enter, so I entered them in hiragana and registered them with the gaiji "有". Do I need to submit a correction request form?

A4 No, you don't.

Q5 I was told that I do not need to submit a photo for the general application, but I have already uploaded a photo.

A5 You can delete photos (this function will be added from the end of November). Talk to your junior high school teacher.

In addition, there is no particular problem even if a photo is submitted in the recruitment category that does not require one, but as this is considered unnecessary information, please delete it at your earliest convenience.

Q6 I registered twice by mistake. Which one should I use?

A6 Either one is fine. You can delete any account that you don't need. Please consult with your junior high school teacher.

Q7 I have registered my applicant information, but I have not received an email.

A7 When registration is completed, the registration number (12-digit number) and the URL to log in will be displayed on the screen, but an email will not be sent. Please save a screenshot when registration is completed.

Q8 I registered my e-mail address by mistake.

A8 Please consult with your junior high school teacher. It can be corrected by "returning" the application which is a procedure that can be completed from the junior high school website. Please refer to page 15 for details.

7-2 Submission of Application Information

Q9 Please tell me which page I should access.

A9 When you register your applicant information, please access the URL displayed on the screen. If you are unable to save the screen or PDF, please use the 3 pages listed on the screen.

Q10 What is the registration number required to log in?

A10 This is the 12-digit number that is displayed on the screen when you register your applicant information. If you are unable to save the screen or PDF, you can check the 12-digit registration number on the management screen of the junior high school. Please contact your junior high school.

Q11 I forgot my password. What should I do?

A11 On the login screen, enter your registration number and click "Forgot password"

Q12 I haven't received a two-factor authentication email.

A12 It may take some time for the email to arrive. Also, please check if it has been sent to your junk mailbox. If you still don't receive it, please contact our help desk.

Q13 I would like to apply for a special selection for truancy students. How do I do this?

A13 In the recruitment category, please select "Special selection for truancy students."

Q14 I would like to apply for a special selection for returnees. How do I do this?

A14 In the application category, select "Recruitment by Special Selection for Returnee Students".

Q15 I would like to be selected for special selection for foreigners. How do I do this?

A15 In the recruitment category, select "Recruitment by Special Selection for Foreigners".

※ If you mistakenly select "General Recruitment" for Q13~Q15 and the junior high school approves it, **you will not be able to correct the application category even if you change the school of choice.** Please be sure to check the correct recruitment category before proceeding with the procedure.

Q16 Can I print out the application form?

A16 You can print out the "Applicant's Individual Sheet" containing the application information. It is not necessary to submit a printed personal applicant's form to the high school of choice. Please use it for confirmation only.

Q17 It is taking a long time for my application information to be accepted.

A17 Depending on the high school to which you are applying, the timing of accepting application information varies.

The application will be completed as soon as the junior high school approval is complete, so please be patient.

7-3 (2) Procedures for using URLs for junior high schools outside the prefecture and overseas

Q18: When I try to register applicant information from the QR code I received, I cannot enter the name of the junior high school or class.

A18 Junior high schools and classes cannot be entered for applicants who have passed application approval (applications from junior high schools outside the prefecture, excluding neighboring school districts) or application eligibility certification (applications from overseas Japan schools, overseas local schools, etc.). In this case, the junior high school will be a "junior high school outside the prefecture or overseas" and the class will be either "application approval" or "application eligibility certification". Continue with the application as is.

Q19 Is it okay to use the attendance number of the school or class I am enrolled in?

A19 Please enter attendance number 1 for all participants. On the electronic application system, the High School Education Guidance Division will correct it as appropriate.

7-4 Change of School of Choice

Q20 When can I change my school of choice?

A20 After 9 a.m. on February 18.

Q21: Is the procedure completed after I enter the change of school of choice on the electronic application system?

A21 Registration on the electronic filing system alone does not complete the change of school of choice application. Please be sure to submit the required documents to the high school to which you applied first and the high school to which you are newly applying.

Q22 (2) I used the URL for junior high schools outside the prefecture and overseas, but I would like to change my application. What should I do?

A22 Please follow 3-1 (page 8). However, permission and confirmation of the junior high school will be conducted by the High School Educational Guidance Division. Therefore, if you wish to change your application, please contact the High School Education Guidance Division as soon as possible.

Q23 I consulted with my junior high school and received permission to change my school of choice (cancellation of application), but I still wanted to apply to the high school I applied to earlier without changing my school of choice. Is that possible?

A23 Please follow the procedure for "Cancellation of Resignation of Applicant". For details, please refer to page 48 of the Applicant's Manual.

Q24 After consulting with the junior high school, I received permission to change my school of choice (cancellation of application) and proceeded with the procedure. I have been approved by my junior high school, but I no longer want to change my application. Can I cancel it?

A24 Once approved by the junior high school, it cannot be canceled. Please submit the documents to the high school

to which you applied first and complete the procedure for changing your school of choice.

7-5 Examination and Announcement of Candidates for Admission, etc.

Q25 I lost my examination admission ticket.

A25 You can print it again. Log in to the electronic filing system and print it.

Q26: On the day of the entrance exam, I forgot my examination admission ticket.

A26 Please consult with the high school you are applying to.

Q27: I can't log in to the pass/fail inquiry system.

A27 You will need your registration number (12 digits), examination number (7 digits or alphabetic), and date of birth. Make sure that the information you are entering is correct.

Q28 I heard that I was a candidate for admission, but the department displayed in the pass/fail inquiry system was my second choice. Please tell me whether I have been accepted or rejected by my first choice.

A28 In the announcement of candidates for admission, the departments that a candidate has been accepted to will be announced. Therefore, if you are a candidate for admission for your second-choice department, it means you were not accepted into your first choice, only your second choice.

It is important to note that if you are not a candidate for admission, you are not a candidate for admission in either your first or second choice department.

Q29 I have been accepted as a candidate for admission, but I cannot see the notification of the selection result. Where can I see it?

A29 Notification of Selection Results will be available only to candidates who log in to the electronic application system after 1 p.m. on March 6.

(2) Candidates for admission who use the URL dedicated to out-of-prefecture or overseas junior high schools will be notified by the high school upon picking up the necessary documents. Please contact the high school you are applying to.

Q30 I received the documents because I was a candidate for admission, but I did not receive the notification of the selection result.

A30 Notification of selection results will only be received at the high school by candidates who have been admitted to the school using the URL dedicated to (2) junior high schools outside the prefecture or overseas.

(1) Candidates for admission who use the URL dedicated to the junior high school where they are enrolled (graduated) can log in to the electronic application system after 1 p.m. on March 6. If necessary, print it yourself.

7-6 Others

Q31 I registered my applicant information to apply to a public high school, but I decided not to apply. Should I delete my applicant information?

A31 Under the electronic filing system, there is no problem even if a person who does not apply is registered. Please

consult with your junior high school teacher. Applicant information can be deleted from the junior high school website.

Q32 I would like to cancel my application. If I cancel my application through the electronic filing system, is the procedure complete?

A32 In addition to canceling your application using the electronic application system, please submit Form 10 "Notification of Cancellation of Application" to the high school you initially applied to. Please consult with your junior high school before starting any procedures.

Q33 Can I use the electronic application system to apply to a special needs school?

A33 No, you can't.

Q34: Can I use the electronic application system to apply for the correspondence course at Omiya Chuo High School?

A34 No, you can't.

Q35 Is it possible to delete the personal information used for the application after the selection of students?

A35 After the admissions process, all applications will be removed from the electronic application system by the end of March.

Q36 Where can I find the operating manual?

A36 When you access the A36 Electronic Filing System page, you can view it from the "Operating Instructions" button at the top of the screen. You can also press "Help" next to it to see the operation instruction video.

Q37 I graduated from a junior high school outside Saitama Prefecture and got a job. Since I work in Saitama Prefecture, I would like to take the part-time high school examination in Saitama Prefecture, how do I proceed with the procedure?

A37 Please contact the High School Guidance Division. We will guide you through the process.