

# Guide to Application Information Entry

## Selection for April Admission of Foreign Students and Others Residing in Tokyo

| Field Name                                                                                                                                                                                | Required / Optional      | Information to Enter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>&lt;志願者情報&gt;</b><br><b>Applicant's Information</b>                                                                                                                                    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>【1】志願者氏名(漢字)</b><br>Applicant's name (in kanji)<br><b>【2】志願者氏名(カナ)</b><br>Applicant's name (in katakana)<br>※Up to 50 characters allowed in the "Family Name" and "Given Name" fields. | Required<br><br>Required | ※(See the <b>Attachment for an example of how to enter the applicant's name.</b> )<br><b>■For applicants whose name appears only in the 「志願者氏名(本名)」 “Applicant Name (Legal Name)” field on the Eligibility Confirmation Certificate:</b><br><b>【1】</b> → Enter the name exactly as shown in the 「志願者氏名(本名)」 “Applicant Name (Legal Name)” field.<br><b>【2】</b> → Enter the phonetic spelling (katakana) of the 「志願者氏名(本名)」 “Applicant Name (Legal Name)”.<br>※ Enter any alphabet characters in full-width.<br>※ If you have a middle name, enter it in the 「名」 “Given Name” field.<br><b>■For applicants whose name appears in the 「志願者氏名(通称名)」 “Applicant Name (Preferred Name)” field on the Eligibility Confirmation Certificate:</b><br><b>【1】</b> → Enter the name exactly as shown in the 「志願者氏名(通称名)」 “Applicant Name (Preferred Name)” field on the Eligibility Confirmation Certificate.<br><b>【2】</b> → Enter the phonetic spelling (katakana) of the 「志願者氏名(通称名)」 “Applicant Name (Preferred Name)” on the Eligibility Confirmation Certificate.<br><b>■For applicants who cannot enter certain kanji:</b><br><b>【1】</b> → Replace with a simplified form of kanji and enter it. |
| <b>【3】生年月日</b><br>Date of Birth                                                                                                                                                           | Required                 | Select from the dropdown menu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>【4】現住所(出願時の住所)</b><br>Current Address (Address at the time of application)                                                                                                             | Required                 | Enter the current address of applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>【5】電話番号</b><br>Phone Number                                                                                                                                                            | Required                 | Enter the phone number of applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>【6】在学(出身)中学校名</b><br>Name of the Junior High School Attended                                                                                                                           | Required                 | <b>■For applicants who are currently enrolled in or have graduated from a junior high school in Japan:</b><br><b>【6】</b> → Select your school from the dropdown menu<br><b>■For applicants who are currently enrolled or have graduated from a foreign or overseas school:</b><br><b>【6】</b> → Select 「その他」 "Other" from the dropdown menu.<br>Enter the name of your school in the 「その他の学校」 "Other School" field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>【7】クラス/組</b><br>Class /Homeroom                                                                                                                                                        | Required                 | <b>■For applicants who are currently enrolled in a junior high school:</b><br><b>【7】</b> → Enter your current junior high school class/homeroom.<br><b>■For applicants who are not enrolled in a junior high school at present:</b><br><b>【7】</b> → Enter 「なし」 "None."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Field Name                                                                                                                                                                                                                                           | Required / Optional                      | Information to Enter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>【8】卒業年月</b><br>Graduation Month/Year<br><b>【9】海外現地校の卒業月</b><br>Graduation Month (Overseas School)                                                                                                                                                 | Required<br><br>Optional                 | <b>■For applicants who are currently enrolled in a junior high school:</b><br><b>【8】</b> → Select 「2026 年3月卒業見込み」 "Expected to graduate in March 2026."<br><b>■For applicants who have completed a junior high school or an overseas school (equivalent to the 3rd year of Japanese junior high school):</b><br><b>【8】</b> → Select your <b>year</b> of graduation. (For example: if you graduated in June 2025, select "March 2025 graduation.")<br><b>【9】</b> → Select your <b>month</b> of graduation                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>【10】在学(出身)中学校名及び卒業年月の確認</b><br>Confirmation of Junior High School Attended and Graduation Month/Year                                                                                                                                              | Required                                 | After confirming the entries in [8] and [9], check <input checked="" type="checkbox"/> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>【11】国籍</b><br>Nationality                                                                                                                                                                                                                         | Required                                 | Enter the applicant's nationality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>【12】個人情報の提供</b><br>Provision of Personal Information                                                                                                                                                                                              | Optional                                 | Please check <input checked="" type="checkbox"/> if you consent to the provision of your personal information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>【13】応募資格確認</b><br>Eligibility Confirmation<br><b>【14】応募資格確認証番号</b><br>Eligibility Confirmation Certificate Number                                                                                                                                 | Required<br><br>Required                 | <b>■For applicants who have completed the eligibility screening and whose information remains unchanged:</b><br><b>【13】</b> → Select 「応募資格確認を受けました。確認した内容に変更ありません。」 "I have completed the eligibility screening and there are no changes to the information confirmed."<br><b>【14】</b> → Enter the Eligibility Confirmation Certificate Number as shown on your Eligibility Confirmation Certificate.<br><b>■For applicants who have not completed the eligibility screening, or whose information has changed since the screening:</b><br><b>【13】</b> → Select 「応募資格確認を受けていません。または、受けた後確認した内容に変更があります。」 "I have not completed the eligibility screening, or the information has changed after the screening."<br><b>※Applicants who have not completed the eligibility screening, or whose information has changed after the screening, cannot apply online. Please be sure to contact the Tokyo Metropolitan high school to which you are applying.</b> |
| <b>【15】本サイトに入力できない文字の有無</b><br>Any Characters not Supported by this Website<br><b>【16】志願者氏名(外字含む)姓</b><br>Applicant's Family Name (including special characters)<br><b>【17】志願者氏名(外字含む)名</b><br>Applicant's Given Name (including special characters) | Required<br><br>Required<br><br>Required | <b>■For applicants who cannot enter some kanji characters in [1]:</b><br><b>【15】</b> → Select 「あり」 "Yes."<br><b>【16】</b> → Enter the applicant's family name (legal name) as shown on the Eligibility Confirmation Certificate.<br><b>【17】</b> → Enter the applicant's given name (legal name) as shown on the Eligibility Confirmation Certificate.<br><b>■For other:</b><br><b>【15】</b> → Select 「いいえ」 "No."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>【18】通称名の有無</b> Presence of a Preferred Name                                                                                                                                                                                                       | Required                                 | ※See the <b>Attachment for an example of how to enter the applicant's name.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Field Name                                                                                                                                         | Required / Optional      | Information to Enter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>【19】本名(漢字)入力欄</b> Enter Your Legal Name (in kanji)<br><b>【20】本名(カナ)入力欄</b> Enter Your Legal Name (in katakana)                                  | Required<br><br>Required | <b>■For applicants whose name appears only in the「志願者氏名(本名)」“Applicant Name (Legal Name)” field on the Eligibility Confirmation Certificate:</b><br><b>【18】</b> → Select「いいえ」"No."<br><b>■For applicants whose name appears in the「志願者氏名(通称名)」“Applicant Name (Preferred Name)” field on the Eligibility Confirmation Certificate:</b><br><b>【18】</b> → <b>【18】</b> Select「あり」“Yes.”<br><b>【19】</b> → Enter the applicant's name (legal name) as shown on the Eligibility Confirmation Certificate.<br><b>【20】</b> → Enter the applicant's name in katakana (legal name) as shown on the Eligibility Confirmation Certificate. |
| <b>&lt;保護者情報&gt;</b><br><b>Guardian's Information</b>                                                                                              |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>【21】保護者氏名(漢字)</b><br>Guardian's Name(in kanji)<br><b>【22】保護者氏名(カナ)</b><br>Guardian's Name (in katakana)                                         | Required<br><br>Required | <b>【21】</b> → Enter the guardian's name<br><b>【22】</b> → Enter the guardian's name (in katakana)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>【23】現住所(出願時の住所)</b><br>Current Address (Address at the time of application)                                                                     | Required                 | Enter the guardian's current address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>【24】電話番号</b><br>Phone Number                                                                                                                    | Required                 | Enter a phone number where you can be reached during the day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>【25】志願者との続柄</b><br>Relationship to the applicant<br><b>【26】志願者との続柄</b><br>(その他入力欄)<br>Relationship to the applicant<br>(Other – Please specify) | Required<br><br>Optional | <b>【25】</b> → Select the relationship to the applicant.<br>※If none of the options in the dropdown list apply:<br><b>【25】</b> → Select「その他」"Other."<br><b>【26】</b> → Enter the relationship.                                                                                                                                                                                                                                                                                                                                                                                                                                   |