

(Attachment) Guide to Application Information Entry

Selection for April entrants to International Baccalaureate Diploma Programme

Field Name	Required / Optional	Information to Enter
<志願者情報>		
Applicant's Information		
【1】志願者氏名(漢字) Applicant's name (in kanji) 【2】志願者氏名(カタ) Applicant's name (in katakana) ※Up to 50 characters allowed in the "Family Name" and "Given Name" fields.	Required Required	※(See the Attachment for an example of how to enter the applicant's name.) ■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: 【1】 → Enter the name exactly as shown in the「志願者氏名(本名)」“Applicant Name (Legal Name)” field. 【2】 → Enter the phonetic spelling (katakana) of the「志願者氏名(本名)」“Applicant Name (Legal Name)”. ※ Enter any alphabet characters in full-width. ※ If you have a middle name, enter it in the「名」“Given Name” field. ■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: 【1】 → 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. 【2】 → Enter the phonetic spelling (katakana) of the「志願者氏名(通称名)」“Applicant Name (Preferred Name)” on the Eligibility Confirmation Certificate. ■For applicants who cannot enter certain kanji: 【1】 → Replace with a simplified form of kanji and enter it.
【3】生年月日 Date of Birth	Required	Select from the dropdown menu
【4】現住所(出願時の住所) Current Address (Address at the time of application)	Required	Enter the current address of applicant
【5】電話番号 Phone Number	Required	Enter the phone number of applicant
【6】在学(出身)中学校名 Name of the Junior High School Attended	Required	■For applicants who are currently enrolled in or have graduated from a junior high school in Japan: 【6】 → Select your school from the dropdown menu ■For applicants who are currently enrolled or have graduated from a foreign or overseas school: 【6】 → Select「その他」"Other" from the dropdown menu. Enter the name of your school in the「その他の学校」"Other School" field.
【7】クラス/組 Class /Homeroom	Required	■For applicants who are currently enrolled in a junior high school: 【7】 → Enter your current junior high school class/homeroom. ■For applicants who are not enrolled in a junior high school at present: 【7】 → Enter「なし」"None."
【8】Graduation Month/Year 卒業年月	Required	■For applicants who are currently enrolled in a junior high school: 【8】 → Select 「2026 年3月卒業見込み」"Expected to graduate in March 2026."

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【9】海外現地校の卒業月 Graduation Month (Overseas School)	Optional	■For applicants who have completed a junior high school or an overseas school (equivalent to the 3rd year of Japanese junior high school): 【8】 → Select your year of graduation.(For example: if you graduated in June 2025, select 「2025 年 3 月卒業」 "March 2025 graduation.") 【9】 → Select your month of graduation
【10】在学(出身)中学校名及び卒業年月の確認 Confirmation of Junior High School Attended and Graduation Month/Year	Required	After confirming the entries in [8] and [9], check ☒ .
【11】個人情報の提供 Provision of Personal Information	Optional	Please check ☒ if you consent to the provision of your personal information.
【12】在学または卒業学校は、都外または海外の学校ですか？ Are you currently enrolled in or have you graduated from a junior high school outside Tokyo or an overseas school?	Required	■For applicants who are currently enrolled in or have graduated from a junior high school outside Tokyo or an overseas school: 【12】 → Select 「はい」 "Yes."
【13】応募資格確認証番号入力欄 Eligibility Confirmation Certificate Number Entry Field	Required	【13】 → Enter the Eligibility Confirmation Certificate Number shown on your Eligibility Confirmation Certificate. ※Applicants who have not completed the eligibility screening cannot apply online. Please be sure to contact the Tokyo Metropolitan high school to which you are applying. ■For applicants currently enrolled in a junior high school in Tokyo: 【12】 → Select 「いいえ」 "No."
【14】本サイトに入力できない文字の有無 Any Characters not Supported by this Website	Required	■For applicants who cannot enter some kanji characters in [1]: 【14】 → Select 「あり」 "Yes."
【15】志願者氏名(外字含む)姓 Applicant's Family Name (including special characters)	Required	【15】 → Enter the applicant's family name (legal name) as shown on the Eligibility Confirmation Certificate.
【16】志願者氏名(外字含む) Applicant's Given Name (including special characters)	Required	【16】 → Enter the applicant's given name (legal name) as shown on the Eligibility Confirmation Certificate. ■For other: 【14】 → Select 「いいえ」 "No."
【17】通称名の有無 Presence of a Preferred Name	Required	※See the Attachment for an example of how to enter the applicant's name.
【18】本名(漢字)入力欄 Enter Your Legal Name (in kanji)	Required	■For applicants whose name appears only in the "Applicant Name (Legal Name)" field on the Eligibility Confirmation Certificate:
【19】本名(カナ)入力欄 Enter Your Legal Name (in katakana)	Required	【17】 → Select 「いいえ」 "No." ■For applicants whose name appears in the "Applicant Name (Preferred Name)" field on the Eligibility Confirmation Certificate: 【17】 → 【17】 Select 「あり」 "Yes." 【18】 → Enter the applicant's name (legal name) as shown on the Eligibility Confirmation Certificate. 【19】 → Enter the applicant's name in katakana (legal name) as shown on the Eligibility Confirmation Certificate.
【20】国内の連絡先が別途ありますか？ Do you have a separate contact address in Japan?	Required	■For applicants who have a separate contact address in Japan: 【20】 → Select 「あり」 "Yes."

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【21】国内の連絡先 Contact address in Japan	Required	【21】 → Enter the postal code, address, phone number (and relationship to the applicant). ■For applicants who do not have a contact address in Japan: 【20】 → Select 「なし」 “No.”
< 保護者情報 > Guardian's Information		
【22】 保護者氏名(漢字) Guardian's Name(in kanji) 【23】 保護者氏名(カナ) Guardian's Name (in katakana)	Required Required	【22】 → Enter the guardian's name 【23】 → Enter the guardian's name (in katakana)
【24】 現住所(出願時の住所) Current Address (Address at the time of application)	Required	Enter the guardian's current address
【25】 電話番号 Phone Number	Required	Enter a phone number where you can be reached during the day.
【26】 志願者との続柄 Relationship to the applicant 【27】 志願者との続柄(その他入力欄) Relationship to the applicant (Other – Please specify)	Required Optional	【26】 → Select the relationship to the applicant. ※If none of the options in the dropdown list apply: 【26】 → Select 「その他」 "Other." 【27】 → Enter the relationship.