

Checklist for Online Application Procedure (For Students and Guardians)

※ The screens shown in the following figures are under development and may differ from the actual screens at the time of use.

① Registration of a User ID on the Application Site

□ Have you registered your User ID?

Access the online application site (miraicompass) for the Tokyo Metropolitan high school you wish to apply to, and register your email address as your user ID.

※ Please make sure that you can receive emails from “@e-shiharai.net.”

※ The URL of the application site will be posted on the Tokyo Metropolitan Board of Education website and on each Tokyo Metropolitan high school's website after the application information entry period begins (from December 19).

□ Have you entered the verification code? (See Figure 1)

After registering your email address, enter the six-digit verification code sent to you by email in the field, and then enter the password you wish to set.

Figure 1

東京都立みらいコンパス高等学校のネット出願

【はじめて申請される方へ】

- ユーザID（メールアドレス）を登録していただく。
- miraicompassのCmcID（氏名ID）として登録。また方は、ログインにお使いくつ。

【ユーザID登録がお済みの方へ】

- 登録済みのユーザID（メールアドレス）、パスワードを入力の上、「ログイン」ボタンをクリックしてください。

メールアドレス [email] [戻る] [送信]

確認コード []

※お手続きはまだ完了していません

確認コード入力

確認コード []

下記メールアドレス宛に確認コードお知らせメールを送信しました。メールに記載された確認コードを入力し、パスワード登録（本登録）を行ってください。（確認コードの有効期限は20分です）

Figure 2

Step2 パスワード登録画面

■メール送信が完了しました。（※お手続きはまだ完了していません）

※お手続きはまだ完了していません

確認コード入力

確認コード []

下記メールアドレス宛に確認コードお知らせメールを送信しました。メールに記載された確認コードを入力し、パスワード登録（本登録）を行ってください。（確認コードの有効期限は20分です）

パスワード入力

志願者氏名（カナ） セイ： []

生年月日 年 [] 月 [] 日 []

パスワード [] [パスワードを再入力してください]

パスワード（確認） [] [パスワードを再入力してください]

利用規約を確認し、同意した上で「登録」ボタンを押してください。

[同意する]

[戻る] [登録]

□ Have you registered the applicant's name (in katakana) and password? (See Figure 2)

② Photo Registration

□ Have you logged in to My Page?

Enter the registered email address and password to log in.

□ Have you imported the photo data?

Prepare a digital photo of your face and save it on your PC, tablet, or smartphone.

□ Have you uploaded the photo? (See Figure 3)

Click “Register Application Photo Here,” select the file, and upload your photo.

※ Be sure to read the photo requirements carefully before uploading.

□ Have you adjusted the photo size according to the instructions? (See Figure 4)

After completing the photo registration, return to My Page and proceed to step ③.

Figure 3

Step1 写真を選ぶ

出願用の写真を選択してください。

写真の規定（サイズ、ファイル形式等）はこちら

出願写真を選択 [ファイルの選択] [ファイルが選択されていません]

③ Proceed to “Start New Application” for admission.

□ Have you checked the admission type?

Select the type of admission from the drop-down menu.

□ Have you read the “Notifications”?

Be sure to read the “Notifications” section and check the important points regarding information entry.

□ Have you registered the applicant information and application information? (See Figure 5)

Enter the applicant’s and guardian’s information. Be sure to fill in all fields marked as “Required.”

If your name in kanji includes characters that cannot be entered on the site, replace them with simplified forms when entering. In this case, select “Yes” for the item “Any Characters Not Supported by This Website?” and enter the kanji as written on your certificate of residence in the “Family name (including special character)” and “Given name (including special character)” fields below.

□ Have you selected the examination? (See Figure 6)

Select the applicable examination from the drop-down menu.

※ Be sure to click the “Select” button after selecting the examination.

□ Have you temporarily saved your entered information? (See Figure 7)

Temporarily save the information you have entered.

If you are currently enrolled in a junior high school in Tokyo, your school needs to confirm the information you entered. Please inform your teacher that the information entry has been completed, and then proceed to step ④.

If you are not enrolled in a junior high school in Tokyo, you do not need to obtain the approval in step ④. Please proceed directly to step ⑤.

④ Application Approval by Junior High School

□ Have you requested approval of your application?

After entering the required information, ask your current junior high school to check the entered information and request their approval.

※ Once the approval is completed, an application approval email will be sent to your registered email address. After receiving the email, proceed to step ⑤.

⑤ Payment of the Entrance Examination Fee (See Figure 8)

□ Have you completed the payment procedure for the entrance examination fee?

Proceed with the payment of the entrance examination fee. You may choose one of the following payment methods: credit card, convenience store, Pay-easy, or payment slip.

※ After completing both the application procedure and the payment on the application site, you will receive an “Application Receipt Confirmation” email. Then proceed to step ⑥ or ⑦.

Figure 4



Figure 5

Figure 6

Figure 7

Figure 8

(Note) The information entry period for the application site and the payment of the examination fee will close at 5:00 p.m. on the final day. Please make sure to complete all the procedures by then.

Type of Admission	Information Entry Period	Document Submission Period
Recommendation-based Selection	December 19 (Fri) - January 16 (Fri)	January 9 (Fri) - January 16 (Fri)
Selection for April entrants to International Baccalaureate Diploma Programme (Tokyo Metropolitan Kokusai High School)		
Academic Examination-based Selection (For First round/First phase of application period)	December 19 (Fri) - February 5 (Thu)	January 30 (Fri) - February 5 (Thu)
Selection for April admission for students returning from overseas		
Selection for April admission for foreign students residing in Tokyo (Tokyo Metropolitan Kokusai High School)		
Selection for Correspondence Course (For First phase of selection)		

⑥ Mailing of Application Documents

(For Applicants Not Enrolled in a Junior High School in Tokyo)

☐ Have the required application documents been sent directly by the applicant (or guardian) to the Tokyo Metropolitan high school you are applying to by registered mail or another secure mailing method?

If you are enrolled in a junior high school in Tokyo, the required documents will be sent through your current school.

⑦ Printing the Examination Admission Ticket

(See Figure 9)

☐ Have you downloaded and printed the examination admission ticket?

Tokyo Metropolitan high school will review your application documents, and if there are no incomplete or incorrect information, you will be able to download and print your examination admission ticket after the designated start date.

※ Printing can also be done at convenience stores.

※ Be sure to bring the printed admission ticket with you on the examination day.

Figure 9

