

# AY2026

# Tokyo Metropolitan High School Entrance Selections

- ◆ Recommendation-based Selection
- ◆ Academic Examination-based Selection

  (For First round/First phase of Application Period)
- ◆ Selection for Correspondence Course

  (For First Phase of Selection)

<Guide To Online Application Procedures >

[For Applicants]



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## Introduction

#### 1. About the Entrance Selections

For the entrance selections of Tokyo Metropolitan High Schools for the 2026 school year, applications using the Internet (hereinafter referred to as "online application") will be implemented for the following examinations:

- Recommendation-based selection
- Academic examination-based selection (for First round/First phase of application period)
- Selection for April entrants to the International Baccalaureate Diploma Programme (Tokyo Metropolitan Kokusai High School)
- Selection for April admission of students returning from overseas
- Selection for April admission of foreign students and others residing in Tokyo (Tokyo Metropolitan Kokusai High School)
- Selection for Correspondence Course (for First phase of selection)

In addition, any change of application will also be made through the online application system. Please note that for the Second phase/Second round of application period, the selection for foreign students residing in Tokyo other than at Tokyo Metropolitan Kokusai High School, and other recruitments, applications will continue to be accepted in person at the school office as in previous years.

To complete the application, applicants must enter their information on the application website, obtain approval from their junior high school, and then make the payment of the examination fee. Documents such as a student record must be submitted by the junior high school to the metropolitan high school by a trackable and face-to-face delivery method such as registered mail. Applicants who are enrolled in a junior high schools outside Tokyo, or who are not currently enrolled in a junior high school, do not need school approval but must send the required documents themselves. For the payment of the entrance examination fee, you can choose from credit card payment, convenience store payment, Pay-easy payment, or payment by payment slip.

Examination admission tickets will be issued through the application website. Please download and print your ticket yourself and bring it with you on the examination day. Examination results will be announced both by posting on the school premises and through the online application website, where applicants can individually check their results.

This guide provides instructions for the online application procedures for the following selections:

- Recommendation-based selection
- Academic examination-based selection (for First round /First phase of application period)
- Selection for Correspondence Course (for First phase of selection)

For information on the online application procedures for other selections that also use the online system, please refer to a separate instructions.



## <Online Application Available Period>

#### [Recommendation-based Selection]

- -Application Information Entry Period: December 19 (Fri), 2025 January 16 (Fri), 2026, by 5:00 p.m.
- -Document Submission Period: January 9 (Fri) January 16 (Fri), 2026
- -Examination Admission Ticket Available for Download: from January 23 (Fri), 2026

[Academic Examination-based Selection (for First round/First phase of application period)]

- -Application Information Entry Period: December 19 (Fri), 2025 February 5 (Thu), 2026, by 5:00 p.m.
- -Document Submission Period: January 30 (Fri) February 5 (Thu), 2026
- -Examination Admission Ticket Available for Download: from February 16 (Mon), 2026

[Selection for Correspondence Course (for First phase of selection)]

Application Information Entry Period: December 19 (Fri), 2025 – February 5 (Thu), 2026, by 5:00 p.m.

Document Submission Period: January 30 (Fri) - February 5 (Thu), 2026

Examination Admission Ticket Available for Download: from February 16 (Mon), 2026

<u>X</u> Applications cannot be submitted outside the designated periods. Be sure to complete both the entry of information and the payment of the examination fee within the designated period.

\*\* Please note that applicants currently enrolled in a junior high school in Tokyo must obtain their school 's approval of the application before making the payment of the examination fee.

#### (Change of Application)

Academic Examination-based Selection (for First round/First phase of application period)

- Withdrawal of Application Form (In Person)
- -Application Change Request Submission Period: February 12 (Thu), 2026, from 9:00 a.m. to 3:00 p.m.
- Re-submission of Application Form
- -Application Information Entry Period: February 12 (Thu) February 13 (Fri), 2026, until noon
- You can enter the information only after the withdrawal process has been completed by the Tokyo Metropolitan high school that received your Application Change Request.
- -Document Submission Period: February 13 (Fri), 2026, from 9:00 a.m. to noon
- -Examination Admission Ticket Available for Download: from February 16 (Mon), 2026

\*Applications cannot be submitted outside the designated periods. Be sure to complete the entry of information within the designated period.

\* Approval from your junior high school is not required when changing an application.



## 2. Online Application Process

① Access the Online Application Site



② Register ID (Email Address)



3 Upload a Photo



**4** Application Information Entry



⑤ Approval ofApplication Information(to be granted by JuniorHigh Schools in Tokyo)



6 Payment of Entrance Examination Fee / Payment Confirmation



Submission of Each Application Document



8 Print Examination Admission Ticket The URL of the online application site will be posted on the websites of each Tokyo Metropolitan high school and the Tokyo Metropolitan Board of Education. Applicants should access the site from the homepage of the high school to which they are applying.

Please note that each Tokyo Metropolitan high school has a
different online application site.

Please register your email address as your ID.

Once your application is complete, a confirmation email will be sent to that address. You may also receive notifications from your junior high school or the Tokyo Metropolitan high school you are applying to, so please register an email address that you can check promptly.

Log in to the application site using the email address you registered. Once you log in, your My Page will be displayed.

Please start by uploading a photo of your face.

After entering your application information and selecting an admission type, please save your data temporarily.

★ Applicable only to applicants currently enrolled in a junior high school in Tokyo.

After entering your application information and selecting an admission type, your application must be approved by your junior high school. Once it has been approved, you can proceed to the payment of the entrance examination fee.

\* Applicants enrolled in a junior high school outside Tokyo, or those not currently enrolled in a junior high school, may proceed to the payment step without school approval.

For the payment of the entrance examination fee, you can choose from credit card payment, convenience store payment, Pay-easy payment, or payment by payment slip. After that, review your application information one final time to complete the application process.

X Please note that your application will not be complete simply by registering applicant information and paying the entrance examination fee.

Your junior high school will mail the required documents to the Tokyo Metropolitan high school you applied within the document submission period. Please make sure to submit them well in advance of the deadline.

\* Applicants enrolled in a junior high school outside Tokyo, or those not currently enrolled in a junior high school, must mail the documents directly to the Tokyo Metropolitan high school without going through a junior high school.

\* The procedure differs in the case of application changes.

During the examination admission ticket issuance period, you can download and print your admission ticket from your My Page on the application website.

Please print it yourself and bring it with you on the examination day.



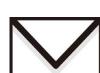
#### 3. Preparation of Application Submission

Please prepare the following items (1) to (6).



#### (1) A Computer or Device with Internet Access

For security reasons, please make sure your browser and operating system are updated to their latest versions before use.



#### (2) A Valid Email Address

This will be used for ID registration. It will also be used to receive the notification email when your application is completed, as well as any announcements from the Tokyo Metropolitan high school you are applying to.



#### (3) An Application for Opening PDF Files

You will need this when downloading documents such as the examination admission ticket and application form from the online application website.

It is recommended that you use Adobe Acrobat Reader or Adobe Reader.

PDF files can also be viewed using browsers such as Microsoft Edge, Google Chrome, or Safari.



#### (4) A Printer

You will need to print the downloaded PDF files, such as the application form and examination admission ticket. You can also use convenience store printing.



#### (5) Preparation of Required Documents such as a Student Record

Documents such as a student record and recommendation letters may take time to be issued, so it is recommended that you prepare them in advance. Be sure to confirm the details of the required documents with the Tokyo Metropolitan high school to which you are applying.

\*When you print the application form after submitting your online application, an address label will appear on the right-hand side. Please use it when submitting your documents.



#### (6) Photo Data (to be Used for Application Submission)

Please upload a photo of your face as an image file in JPEG or PNG format. For detailed requirements regarding the photo data, please refer to page 11.



## How to Register Your ID

#### 1. How to Register Your User ID

Please access the online application website of the Tokyo Metropolitan high school to which you are applying. The URL for the online application website is posted on the websites of each school as well as on the Tokyo Metropolitan Board of Education website.

#### 1.1 After accessing the online application website, click "For First-time Users."

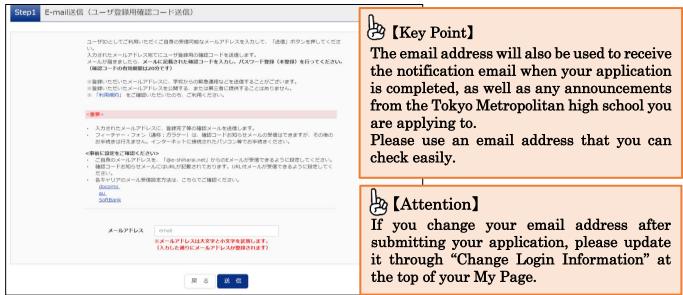
\* If you have already registered your user ID (for private high school events or applications), please proceed to page 9 for instructions on how to apply.



#### 1.2 Enter the email address you will use as your User ID, and click "Submit."

A 6-digit verification code for ID registration will be sent to your registered email address.

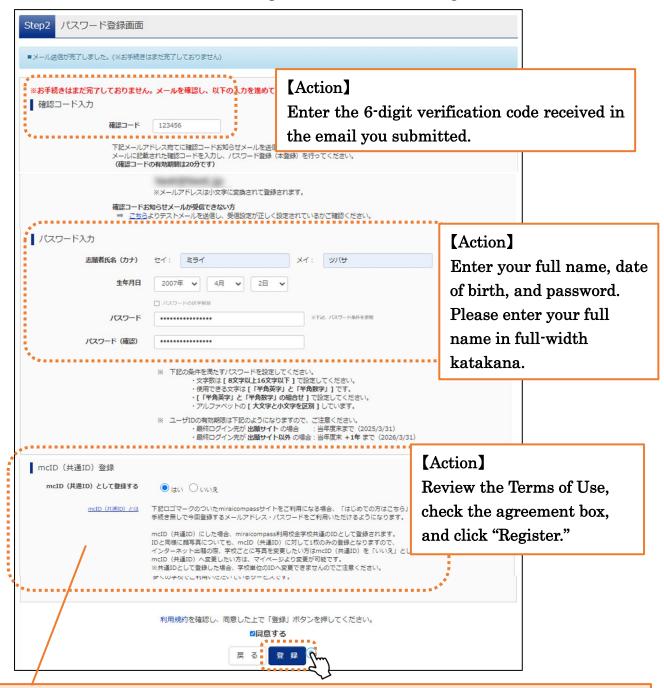
\* Please make sure that your email settings do not block incoming messages.





#### 1.3 Enter the Verification Code and Required Information

Open the email with the subject starting with "[Online Application]" in your email software. Enter the verification (6-digit number) and any other required information from the email such as password, then click "Register."



## (Key Point)

The registration of a mcID (Common ID) is recommended for the following applicants:

- Those who may change their application later.
- Those who plan to use the "miraicompass" site for applications to private high schools as well and wish to log in without going through the "For First-time Users" procedure again.
- \* Application information for each school cannot be viewed by other schools.
- \*When you log in with a Common ID, your email address will be registered as your applicant ID for that school.



If you wish to continue with the procedure, click "Go to Login." You will be redirected to the Login Screen.



## [Key Point]

You can pre-register the information of applicant and guardian by clicking "Register User Information Here."

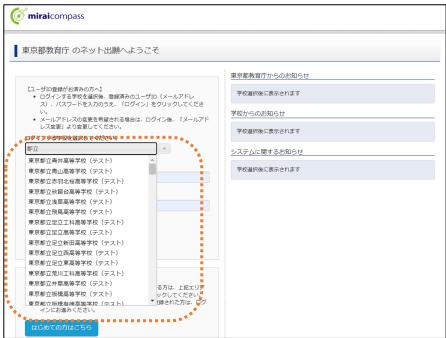


## **Application Procedure**

#### 1. Logging in to My Page

#### 1.1.1 When accessing through the Tokyo Metropolitan Board of Education website:

When you access the site through the Tokyo Metropolitan Board of Education website, please first select the Tokyo Metropolitan high school to which you wish to apply.



#### 1.1.2 Enter your registered email address and password, then click "Log in."

After clicking "Log in," you will be redirected to the "Select Applicant" screen.





#### 1.2.1 When accessing through each Tokyo Metropolitan high school's website:

When you access through the website of a specific Tokyo Metropolitan high school, go to the top page of that school's application site. Enter your registered email address and password, then click "Log in."



#### 1.3 Select the applicant for the application on the "Select Applicant" screen.



## Key Point What does "Add Applicant" mean?

You can register multiple applicants under the same user ID.

This function is useful when there is more than one applicant in the same family—such as siblings—and you wish to submit multiple applications using a single user ID.

To add another applicant, click "Add Applicant Here" to register.



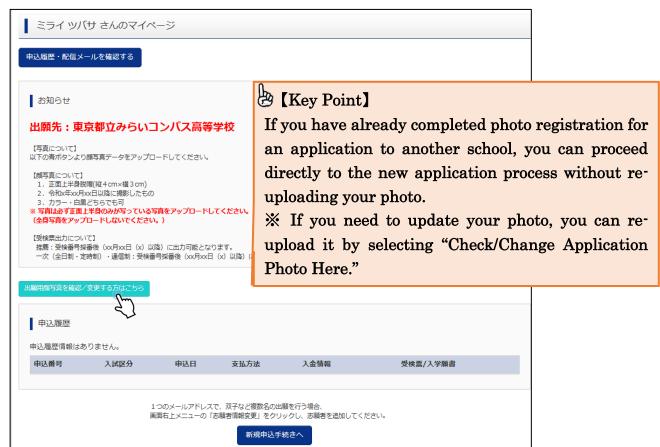
- 2. Photo Registration XYou cannot proceed with the application unless your photo has been registered.
- ☆ Please make sure that your photo meets the requirements before uploading.

#### [Photo Requirements]

- 1. Upper body, facing forward, without a hat (4 cm height × 3 cm width)
- 2. Taken on or after October 1, 2025
- 3. Clearly shows the applicant's face facing forward with no shadows
- 4. Only the applicant appears in the photo
- 5. Either color or black-and-white is acceptable
- \* Do not upload photos that fail to meet these specifications, such as full-body shots.

#### [Photo Data Requirements]

- 1. Image file must be in JPEG or PNG format.
- 2. Recommended image size: 600 pixels (height) × 450 pixels (width), with an aspect ratio of 4:3.
- 3. The image must not be low resolution (at least  $250 \times 250$  pixels).
- 4. The maximum upload file size is 3 MB.
- 2.1 On the "My Page" screen of the selected applicant, click "Register Application Photo Here."





#### 2.2 Click on "Upload a Photo."

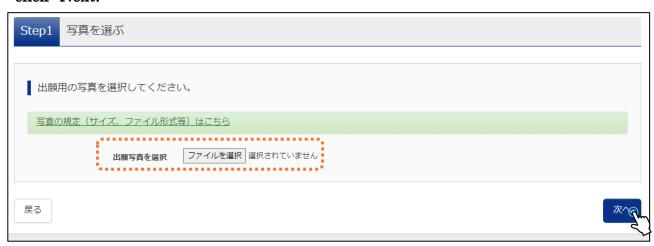


2.3 After checking the photo requirements, click "Proceed to Photo Registration" on the photo upload page.





2.4. On the Step1 "Select Photo" screen, click "Select File" to upload your photo, then click "Next."



2.5 On the Step2 "Edit Photo" screen, adjust the photo so that your face fits within the red frame.

Use the zoom or resize tools as needed to make sure the face is properly aligned. When finished, click "Check the Photo to Be Registered.

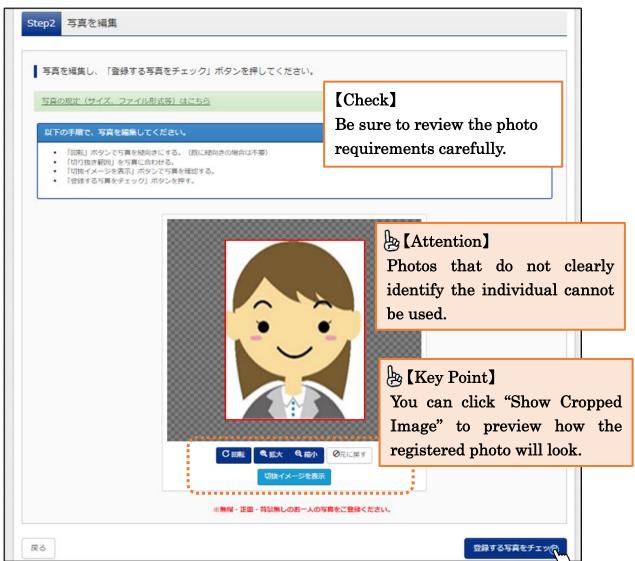




photo and try again.

写真をご確認ください。

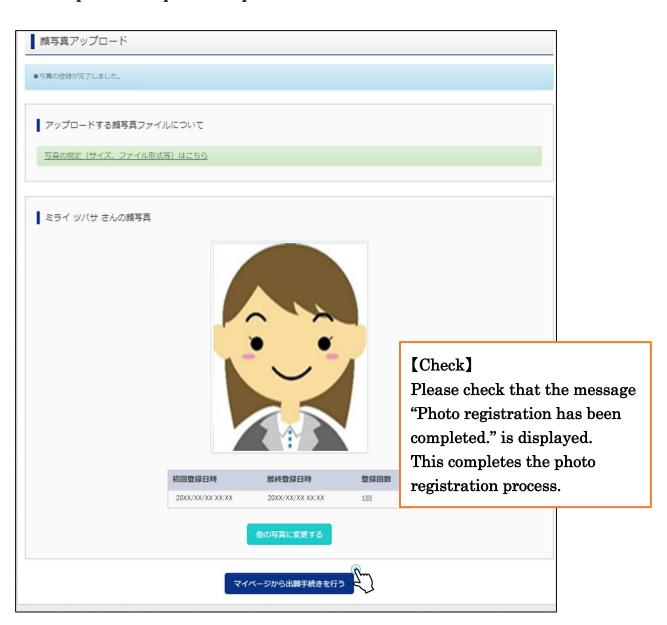
写真の形式が適切ではない可能性があります。
規定をご確認の上、写真が適切な場合、「写真を登録する」ボタンを押下してくい。
写真が正しくない場合、再度正しい写真をアップロードしてぐださい。

別じる

別じる

【Attention】
After clicking "Check the Photo to Be Registered," if any of the following messages appear, the photo format may be inappropriate. Please review the

#### 2.6 Step3: Photo Upload Completed



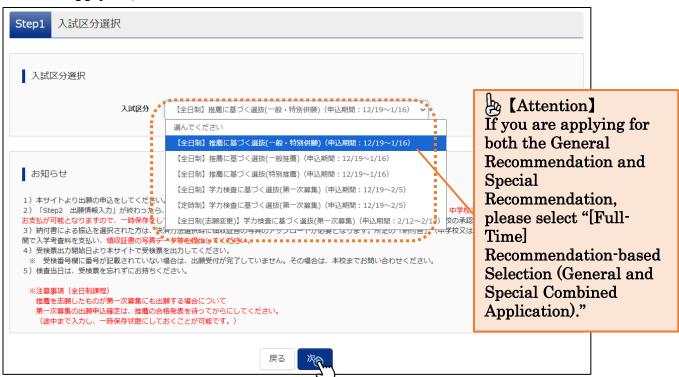
Click "Proceed to Application from My Page" to continue with the application process.



- 3. New Application Procedure (Selection of Admission Type, Applicant Information Entry, and Selection of Examination)
  - 3.1 On the My Page screen, click "Start New Application."



3.2 On the "Step1: Select Admission Type" screen, select the type of admission you wish to apply for, then click "Next."



Review the terms and conditions displayed on the next screen.



Scroll down to the bottom of the page and click "Agree and Next" to proceed.

## 3.3 Step2: Application Information Entry





#### [Instruction]

■ If your name contains kanji characters that cannot be entered:

If there are kanji characters that cannot be entered in the "Applicant's Name (Kanji)" field, please use simplified forms (e.g., 高  $\rightarrow$  高). Also, select "Yes" under "Any Characters Not Supported by This Website," and enter your name as written on your certificate of residence in the "Applicant's Name (including special characters)" field.

■ If you have a middle name:

Enter your middle name in the "Given Name" field.

■ If your name is written in alphabets on your certificate of residence:

Enter your name in full-width letters.

■ If you are a foreign national and your name on the certificate of residence is written in both kanji and alphabets:

Enter either one of the names.

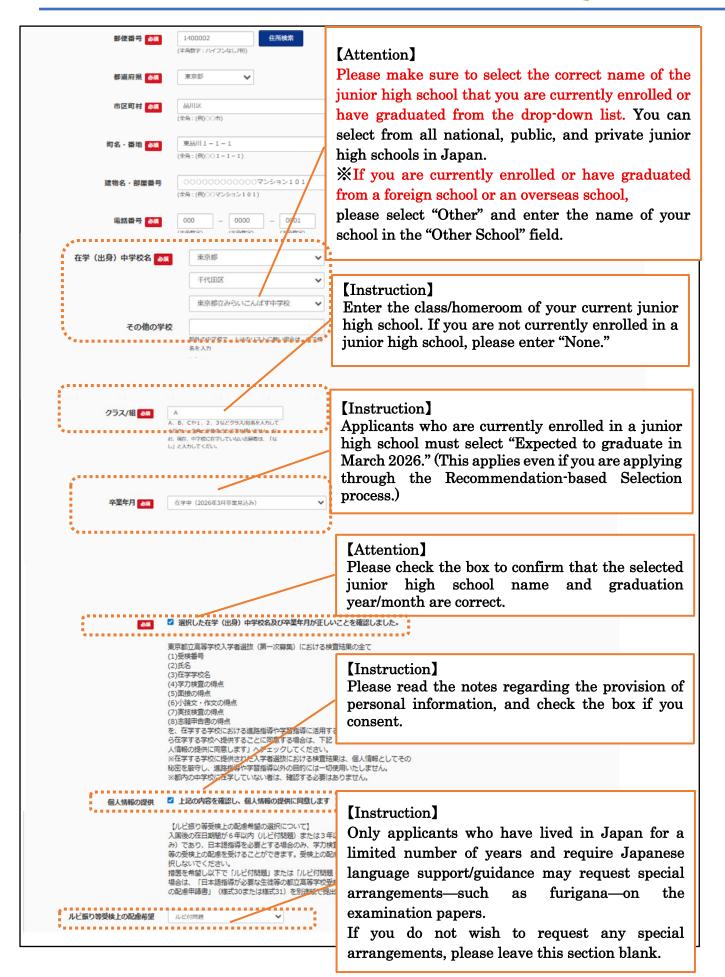
#### Example:

Name on the certificate of residence: ZHANG AI PING / 張 愛平

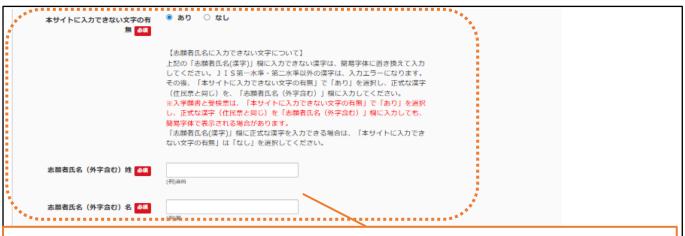
Select and enter either ZHANG AI PING or 張 愛平 in the "Applicant's Name (Kanji)" field.

- If you are a foreign national whose certificate of residence includes a preferred name (commonly used name), and you wish to display only the preferred name on the examination admission ticket:
- -Enter only the preferred names in both the "Applicant's Name (Kanji)" and "Applicant's Name (Katakana)" fields.
- -Enter your legal name in the "Legal Name (Kanji)" field.









#### [Instruction]

- If your name contains characters that cannot be entered in the field "Applicant's Name (Kanji)", select "Yes", and enter your name exactly as it appears on your certificate of residence in the "Applicant's Name (including special characters)" field.
- ※ If your full name can be entered correctly in the "Applicant's Name (Kanji)" field, select "No" for this item as it does not apply to you.

(Example)

Applicant's Name (Kanji): 高崎 翼

Applicant's Name (including special characters): 高崎 翼

If an input error still occurs in this field, please enter your name using standard (Jōyō) kanji characters.



#### (Instruction)

- \* If no preferred name (commonly used name) is listed on your certificate of residence please select "No."
- If you are a foreign national whose certificate of residence includes a preferred name (commonly used name) and you wish to display only the preferred name on the examination admission ticket, select "Yes" and enter the preferred name in the "Applicant's Name (Kanji)" field, and enter your legal name in the "Legal Name (Kanji)" field.

(Example)

Name on the certificate of residence: ZHANG AI PING

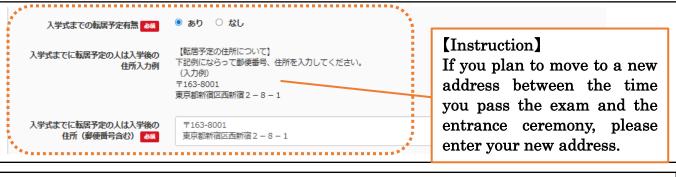
Preferred name on the certificate of residence: 高崎 翼

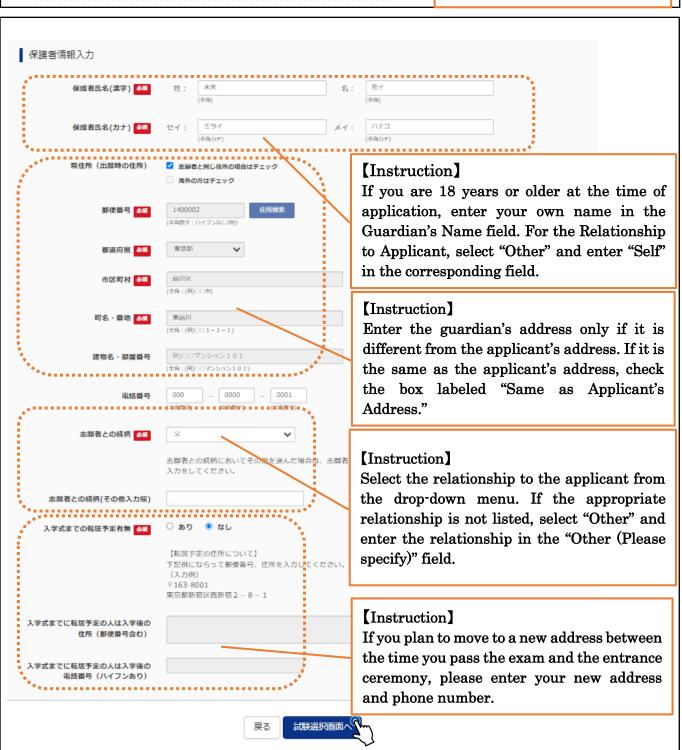
In this case:

Applicant's Name (Kanji): Family name — 高崎 Given name — 翼 → Displayed on the examination admission ticket and the application form

Legal Name (Kanji): ZHANG AI PING → Displayed only on the application form







After entering your application information, click "Proceed to Examination Selection".



#### 3.4 Step3: Examination Selection (Course of Study)

If the displayed examination information is correct, click "Select."



If the selected examination falls under any of the following cases, a selection screen will appear. Please review the instructions for each case:

- 3.4.1 If you have multiple desired course of study:
- 3.4.2 If you have second or subsequent choices:
- 3.4.3 If you wish to apply for both General and Special Recommendations:
- **X** If a selection screen does not appear for your examination, proceed to **3.5 Completion** of Application Information Saving.

#### 3.4.1 If you have multiple desired courses of study:

If you have multiple desired courses of study, select your preferred course of study from the drop-down menu in the exam search.





#### 3.4.2 If you have second or subsequent choices:

If you have second or subsequent choices, courses of study other than the one selected as your first choice will be displayed. Please select your preferred course of study from the list.

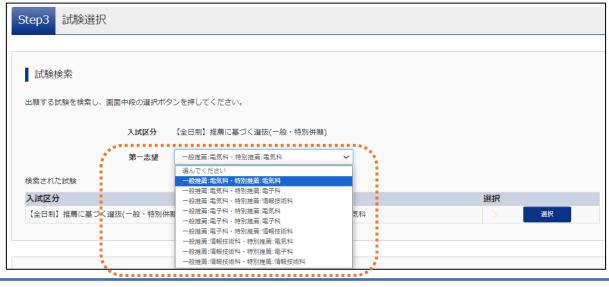


#### [Important]

- \* Selecting the same course of study more than once will result in an error and you will not be able to proceed.
- <u>X</u> If you are able to indicate your order of preference, please be sure to select "No preference" for any subsequent choices for which you do not wish to apply.
- (Example: First Choice: OO Course, Second Choice:  $\triangle \triangle$  Course, Third Choice: No Preference) Also, do not indicate "No preference" for any choice between the first and last.
- (Incorrect example: First Choice: OO Course, Second Choice: No Preference, Third Choice:  $\Delta\Delta$  Course)

#### 3.4.3 If you wish to apply for both General and Special Recommendations:

If there are multiple courses of study available for both the General and Special Recommendation categories, please select the desired combination of courses of study.





#### 3.5 Completion of Application Information Saving

If the name of the currently selected examination is displayed, Step3 has been completed.



## [Important]



- For applicants currently enrolled in a junior high school in Tokyo
- → Approval from your junior high school is required. You cannot proceed or complete your application without this approval. After clicking "Save and Pause," obtain approval from your junior high school.

(Note: Your application submission is not automatically notified to your school, so be sure to inform your teacher.)

- For applicants enrolled in a junior high school outside Tokyo or those who have already graduated
- → No school approval is required. Please proceed to P.24.

Clicking "Save and Pause" will display "Completion of Application Information Saving."



## [Important]

The information you have saved temporarily does not complete the application. Please note that your application will be automatically canceled if the application period has ended.



# 3.6 Application Confirmation Email (for applicants enrolled in a junior high school in Tokyo)

Once the junior high school approves the application, the above email will be sent to the registered email address.



メールにお心当たりのない場合は、お手数ですが以下までお問い合わせください。

#### 3.7 If Corrections Are Requested (for applicants enrolled in a junior high school in Tokyo):

If your application is not approved by your junior high school due to incomplete or incorrect information, you will receive a notification email informing you that your application has been returned. The applicant should correct the application information and save it temporarily again.

\* After making corrections, be sure to inform your junior high school teacher that the corrections have been completed.





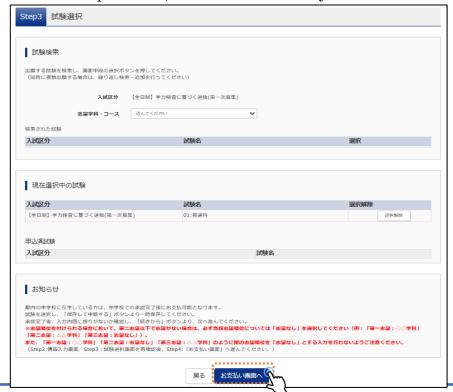
## 4. Resuming a Temporarily Saved Application

After logging in, click "Continue from Last Saved Point" on your My Page. This will resume the application process.



After approval being received by your junior high school, Step2: Application Information Entry and Step3: Examination Selection can no longer be edited.

If corrections are necessary, request the junior high school teacher to return the application for corrections, make the changes, and obtain approval again. If there are no problems, click "Proceed to Payment."





#### 5. Step4: Selecting a Payment Method

After reviewing the "Notifications", select an applicable payment method and click "Proceed to Confirmation Screen". Payment can be made using credit card, convenience store payment, Pay-easy, or payment slip.



Credit Card (see P.26): Enter your credit card information and submit the application on the next confirmation screen.

#### **▼** Available Credit Cards

\*Can be used under the guardian's name.

You can use any of the following credit cards: JCB, VISA, MasterCard, AMERICAN EXPRESS, or Diners Club.











- Convenience Store (p.28): After submitting your application, make the payment at a selected convenience store by the designated deadline. XPayment cannot be made at a store other than the one chosen at the time of application.
- Pay-easy via Bank ATM (p.28): After submitting your application, use a Pay-easy compatible ATM to complete the payment by the designated deadline.
- Pay-easy Internet Banking (p.28): After submitting your application, a button will appear to redirect you to the payment site. Complete the payment on that site.
- Payment Slip (p.31): After paying at a bank counter, upload a photo of the receipt on the application site in the confirmation screen.



# [Attention]

Important Notes When Paying by Payment Slip

- •Please be careful not to lose the receipt on the payment slip until the enrollment procedure is completed.
- •Payment at a bank counter is possible even before receiving the approval from your junior high school, but uploading a photo of the receipt can only be done after receiving it.
- •Payment slips are distributed at junior high schools in Tokyo and at Tokyo Metropolitan High Schools. Please check with your school.
- •If you need to re-upload the payment slip after completing the application, you can do so through My Page. For details, please refer to Page 32.

Requirements for Uploading Payment Slip

- File format: PDF or JPEG
- •Maximum file size for upload: 3 MB
- File name: Up to 100 characters, using half-width alphanumeric characters

#### 6. If selecting credit card payment:

**6.1** Step5: Confirmation of Application Information and Submission
If you have selected credit card payment, please enter the required information in the

"Payment Method" section at the top of the screen.



#### [Instruction]

The entry fields will only be displayed for those who have selected credit card payment.

#### 6.2 Step5: Review Application Information and Submit

After reviewing your application, check each item and click "Confirm and Submit this Application" to proceed.





#### 6.3 Step6: Application Submission Completed

Your application has now been submitted. Applicants are required to submit the necessary documents to their junior high school by the designated deadline. 

\*Applicants enrolled in a junior high school outside Tokyo, or those not currently enrolled in a junior high school, should place their documents in the designated envelope and send them directly to the high school by mail.

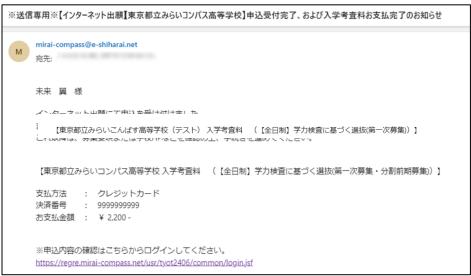


#### [Check]

The Tokyo Metropolitan high schools have provided a notification on the next steps. Please make sure to check it.

#### 6.4 Application Receipt and Examination Fee Payment Completion Email

An email confirming your application receipt and examination fee payment will be sent to your registered email address.



Please proceed to "Submit Your Application Documents" on Page 33.



# 7. If Paying at a Convenience Store or via Pay-easy (Bank ATM / Internet Banking):

#### 7.1 Step5: Confirm Payment Information

If you have selected a convenience store or Pay-easy (bank ATM / internet banking) as your payment method, please confirm your payment method.



#### 7.2 Step5: Review Application Information and Submit

After reviewing your final application details, if everything is correct, check each item and click "Confirm and Submit this Application".





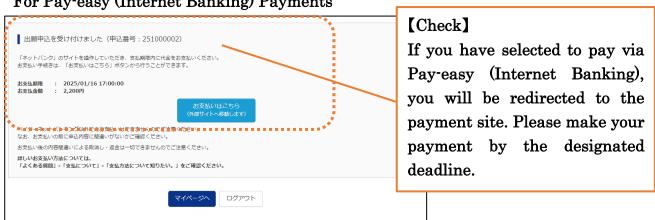
## 7.3 Step6: Application Submission Completed For Payments at a Convenience Store



#### For Pay-easy (Bank ATM) Payments

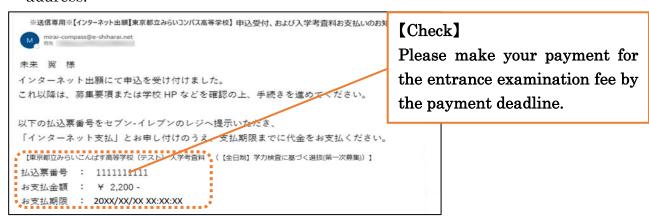


#### For Pay-easy (Internet Banking) Payments

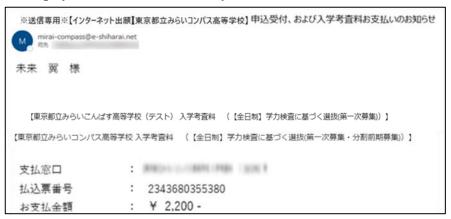




7.4 Application Receipt and Entrance Examination Fee Payment Notification Email An email confirming your application receipt will be sent to your registered email address.

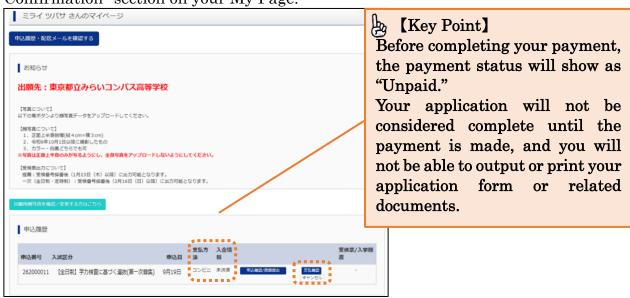


7.5 Application Receipt and Entrance Examination Fee Payment Completion Email
After your payment is completed, a notification email confirming the completion of
the payment will be sent to you.



#### 7.6 Payment Confirmation

You can also check the information required for payment through the "Payment Confirmation" section on your My Page.



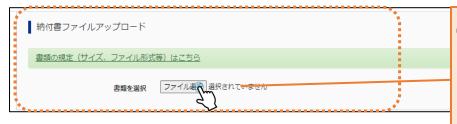
Please proceed to "Submit Your Application Documents" on Page 33.



#### 8. If Paying by Payment Slip:

#### 8.1 Step5: Upload the Receipt on the Payment Slip

If you have selected to pay by payment slip, please make your payment using the slip and upload the receipt or other proof of payment through "Upload Payment Slip File."



## (Attention)

If the image of your payment slip is unclear or incorrect, you will need to upload it again. Please take care when uploading.

#### 8.2 Step5: Review Application Information and Submit



#### 8.3 Step6: Application Submission Completed

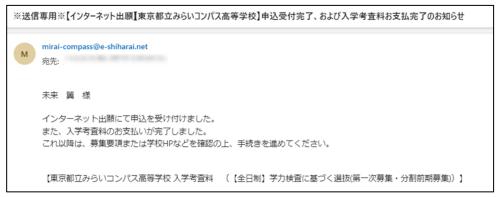


Your application has now been completed.



#### 8.4 Application Receipt and Payment Completion Email

A notification email confirming your application receipt and payment completion will be sent to your registered email address.



#### 8.5 Supplement: Re-uploading Payment Slip

If you are notified by the Tokyo Metropolitan high school that the image of the payment slip you uploaded during your application is unclear or incorrect, you can re-upload it through your My Page.

Please click "Application Confirmation / Document Submission" on your My Page.



#### 8.6 Document Submission

Please submit the payment slip to be re-uploaded via "Submit Documents." Once uploaded, the new file will overwrite the previously uploaded payment slip.



## (Attention)

Only payment slips can be submitted through this system. Please note that other documents cannot be submitted through the system.



#### 9. Submission of Application Documents

#### Applicants currently enrolled in a junior high school in Tokyo

Please submit your application documents to your junior high school. Your school will send them by mail to the Tokyo Metropolitan high school you are applying to within the designated submission period. Be sure to submit them to your school well in advance of the deadline.

## Applicants enrolled in a junior high school outside Tokyo or not currently enrolled in a junior high school

If you are enrolled in a junior high school outside Tokyo or not currently enrolled in a junior high school, please send your application documents directly by mail to the Tokyo Metropolitan high school you are applying to, without going through a junior high school.

#### Applicants residing overseas

If you are currently living overseas, please send your application documents directly by mail to the Tokyo Metropolitan high school you are applying to. If the school of your choice gives you specific instructions, please upload the application documents through the "Application Confirmation / Document Submission" page.



## [Key Point]

After uploading your application documents, please also submit the documents to the Tokyo Metropolitan high school by mail.

When doing so, be sure to notify the school that you have sent the documents.



#### 10. Printing the Examination Admission Ticket

#### 10.1 Click "Examination Admission Ticket / Application Form" On My Page.

Once the period for issuing the examination admission ticket begins, you will be able to print it after generating the ticket.

Please click "Examination Admission Ticket / Application Form" on your My Page. The period for issuing the examination admission ticket is indicated in the notices at the top of your My Page.



## Key Point 🖟

Printing of the examination admission ticket will begin from the following dates and times:

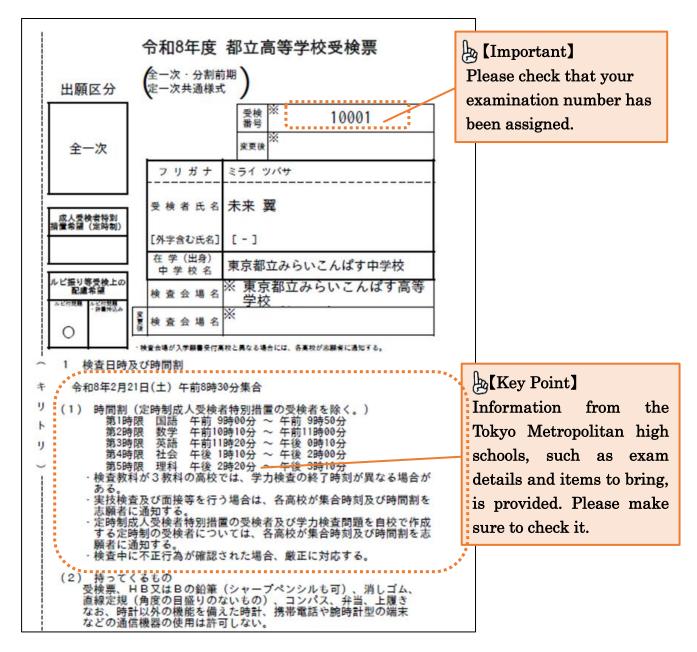
- Recommendation-based Selection: January 23 (Fri) from 0:00
- Academic Examination-based Selection (for First round/First phase of application period): February 16 (Mon) from 0:00
- Selection for Correspondence Course (for First phase of selection): February 16 (Mon) from 0:00

#### 10.2 Click the "Examination Admission Ticket."





#### 10.3 Printing the Examination Admission Ticket



- \* Please print your examination admission ticket only after the ticket issue period begins. If you wish to review your application details, you can download your application form from "Application Form." However, there is no need to submit the application form to the Tokyo Metropolitan high school.
- \* The examination admission ticket will also be required if you request disclosure of your scores or answer sheets, so please keep it even after the examination has ended.



## Application Procedure for Changing School Choice

\* For Academic Examination-based Selection (for First Round/First Phase of Application Period) Only

For withdrawal of the application, please bring the Application Change Request Form (paper form) to the Tokyo Metropolitan high school where you submitted your application between 9:00 a.m. and 3:00 p.m. on Thursday, February 12. After that, you must complete the necessary input on the online application site by noon on Friday, February 13. In addition, please bring the application documents returned to you from the Tokyo Metropolitan high school where you submitted the Application Change Request Form to the high school to which you are changing your application between 9:00 a.m. and noon on Friday, February 13.

The following are the steps for entering information on the application site.

## Key Point

Requirements for Changing Your Application

- 1. Withdraw your application from the original Tokyo Metropolitan high school. You must submit the Application Change Request (paper form); without it, you cannot proceed with the application change process.
- 2. Register a Common ID
  Please note that you cannot proceed with the application process without registering a Common ID.

## 1. (Preliminary Step) Switch to Common ID

\*Only required if you have not registered a Common ID.

When changing your application, you need to apply by using your Common ID. If you have already registered a Common ID, this preliminary step is notnecessary.

1.1Access the My Page of the Tokyo Metropolitan high school that you originally applied.

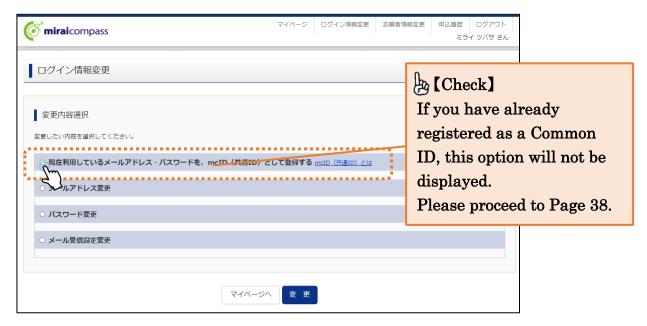
After accessing the My Page of the school you originally applied to, click "Change Login Information."





#### 1.2 Select the Changes

Click "Register the Current Email Address and Password as mcID (Common ID)."



#### 1.3 Enter Password and Update

After entering your password, click "Update."



The change to the Common ID has been completed.



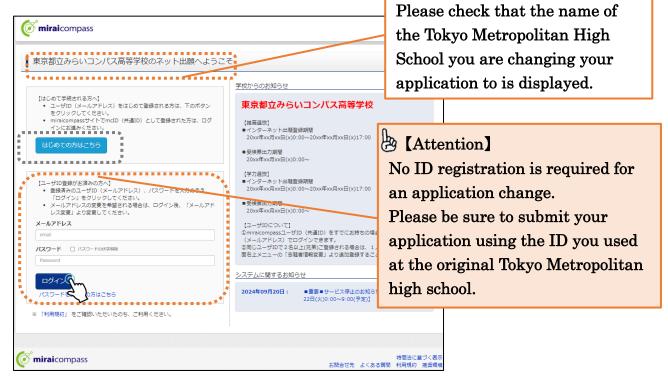
## 2. Access the Application Site of the Tokyo Metropolitan High School for Changing Your Choice

Please access the application site of the Tokyo Metropolitan high school you wish to change

[Check]

your application to.

Click "Login" and proceed to your My Page.



# 3. New Application Procedure (Selection of Admission Type, Application Information Entry, Examination Selection)

3.1 Click "Proceed to New Application"

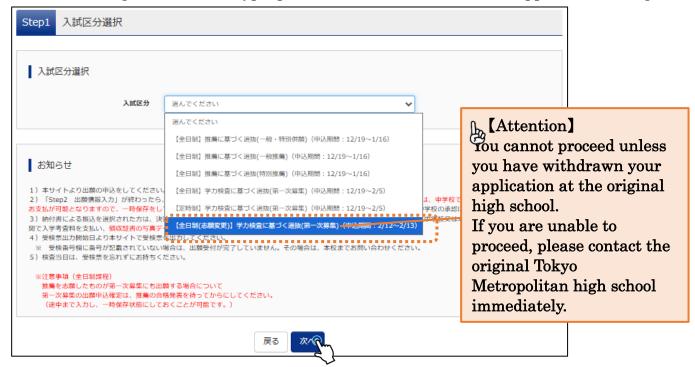
On your My Page, click "Proceed to New Application" and complete the application procedure.





#### 3.2 Step1: Select Admission Type

When selecting an admission type, please select the exam marked (Application Change).



#### 3.3 Step2: Application Information Entry

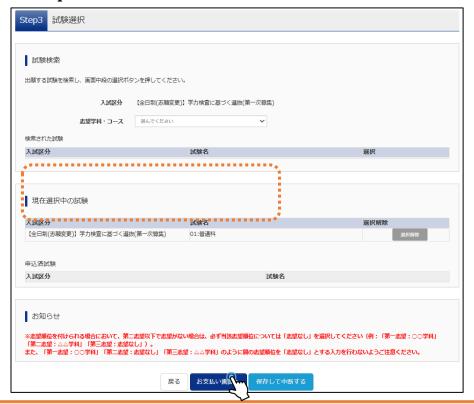
For an application change, entering the name of the high school from which you withdrew your application is mandatory.

Please enter the official name of the high school you withdrew from (e.g., Tokyo Metropolitan [Name] High School).





#### 3.4 Step3: Examination Selection



## (Key Point)

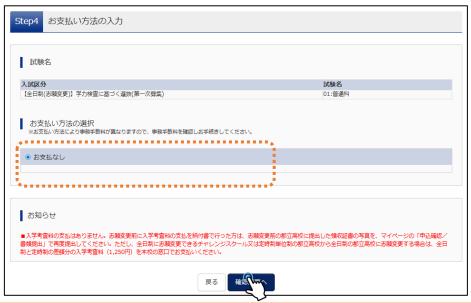
For an application change, approval from the junior high school that you are currently enrolled is not required.

Please proceed directly to the payment screen.

## 4. Step4: Payment Method Entry

For an application change, except when changing from the part-time course to the full-time course, no entrance examination fee is required.

Please proceed directly to the confirmation screen.



## 💆 【Key Point】

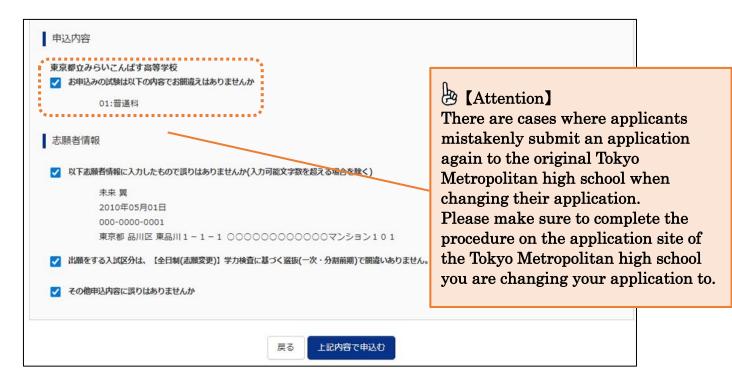
If you are changing your application from the part-time course to the full-time course, please pay the difference in the examination fee at the office of the school you are applying to.



#### 5.Step5: Confirmation of Application Information

Please confirm that "No Payment" is selected as your payment method.





Finally, review your application information. If everything is correct, check the boxes and click "Confirm and Submit this Application."

## [Attention]

If an error occurs, it may be due to one of the following two reasons:

- 1. You are not using the ID with which you applied to the original Tokyo Metropolitan high school.
  - If you have multiple IDs, you may not be using the ID with which you submitted your original application for the application change. Please check that you are using the correct ID.
- 2. You have not set your ID as a Common ID.

  It is possible that the ID you used to apply to the original Tokyo Metropolitan high school has not been set as a Common ID.

  Please follow the steps on Page 36 to switch to a Common ID.



#### 6.Step6: Submission Completed

This completes the application procedure for an application change. Applicants must submit the required documents to the Tokyo Metropolitan high school they are changing their application to within the submission period.

Also, please print your examination admission ticket during the ticket issuance period and bring it with you on the examination day.



## [Important]

<If you wish to withdraw your application after partially filling it in and saving it temporarily:>

If you wish to withdraw an application that has been partially filled in and temporarily saved, please make sure to delete the application information yourself from My Page within the input period.



# Frequently Asked Questions

Questions	Answers
I selected a wrong Tokyo Metropolitan high school. What should I do?	Before paying the entrance examination fee in temporarily saved status  Applicants can cancel the application on their own.  Click "Cancel" in the application history on your My Page, and then submit a new application to the correct Tokyo Metropolitan high school.
	■ After the payment of the entrance examination fee has been completed.  Applicants cannot cancel their application or correct it to reapply to the school they originally intended to select on their own.  If you wish to change the school you applied to, please complete the application change procedure (withdrawal and resubmission) during the designated "Application Change Request Submission Period."
I noticed a mistake in my application. What should I do?	■ Before being approved by your junior high school in temporarily saved status (Approval is required only for applicants currently enrolled in a junior high school in Tokyo.)  Applicants can make corrections to their application.  Click "Continue from Last Saved Point" in the application history on your My Page, correct the information, and then save it again temporarily to receive approval from your school.  ■ After being approved by your junior high school in temporarily saved status (Approval is required only for applicants currently enrolled in a junior high school in Tokyo.)  Applicants cannot make corrections to their application.  Please ask your teacher to return your application. After the approval is withdrawn, you will be able to make corrections.  ■ After payment of the entrance examination fee has been completed  Applicants cannot make corrections to their application.  • Applicants enrolled in a junior high school in Tokyo: Please contact the Tokyo Metropolitan high school outside Tokyo or not currently enrolled in a junior high school outside Tokyo or not currently enrolled in a junior high school you applied to Please contact the Tokyo Metropolitan high school you applied to



Where can I print my application form and examination admission ticket?	You can print them on My Page. Please refer to Page 34 of this guide.
I uploaded a wrong payment slip.	You can re-upload the payment slip on My Page. Please refer to Page 32 of this guide.
Do I need to send the application form by mail?	There is no need to submit the application form.  Applicants should submit any other required documents to their junior high school.  *Applicants enrolled in a junior high school outside Tokyo or those not currently enrolled in a junior high school should submit the documents directly to the Tokyo Metropolitan high school.
I would like to apply for both the General Recommendation and the Special Recommendation.	Please apply under the admission type, "Recommendation-Based Selection (General and Special Combined Application)" at the Tokyo Metropolitan high school you are applying to.

## **Contact Information**

If you have any questions regarding online applications, please check the "Frequently Asked Questions" available on the login page. If your problem is not resolved, please contact us.

#### Inquiries Regarding Entrance Examination Content:

Please contact each Tokyo Metropolitan high school directly.

#### Inquiries Regarding the System or Operations:

Miraicompass Support Center

(Operated by: Mitsubishi Research Institute DCS Co., Ltd.)

Please check the "Contact Us" section on the application site for the phone number.

\*Our support by phone is available 24 hours a day, 365 days a year. However, inquiries received outside of weekdays from 9:00 a.m. to 5:00 p.m. may be answered on the next business day, depending on the nature of your question. We appreciate your understanding.