

Kanagawa Prefecture Public High School Entrance Examination Internet Application System

Operation Manual for Applicants for
Special Admission for Prefectural Foreign Residents, etc.

Kanji, hiragana, katakana, alphabet, and numbers can be used for input. However, characters that are dependent on the terminal environment cannot be used. If you enter characters that cannot be used, you will not be able to proceed to the next screen. Use hiragana for input.

I

Terms of Use Confirmation and Authentication Method Registration

1. Confirmation of Terms of Use

Read the two-dimensional code on the "Request for Pre-Registration for Application to Kanagawa Prefecture Public High Schools" distributed in advance and agree to the Terms of Use.

If you cannot read the 2D code, enter the URL into your browser to proceed.



2. Registration of authentication method

① When logging into the application site, enter the SMS (mobile phone number) with which you will receive the authentication code.



② Press [Send SMS Authentication Test Code], and an authentication test code will be sent. After entering the authentication test code, press [Next].



③ If you cannot use SMS, check " Check if you cannot use SMS." The screen for entering e-mail address information will open.

④ Enter the e-mail address to be used. For domains after @, select from the list in "(Please select)."

If the list does not have your domain, select "Other" and enter everything in the field before @.

Example: @ Other

⑤ Press [Confirm E-mail] to start the e-mail application and send the e-mail as it is. After confirming that you have received the e-mail, check " The e-mail address has been confirmed." and press [Next].

The screenshot shows a two-step registration process. The first section, 'SMS送信先情報' (SMS Delivery Information), includes a phone number field with an example '09099999999' and a note to use hyphenless numbers. Below it is an 'SMS認証テストコード送信' (SMS Authentication Test Code Send) button and a code input field. A red box highlights a checkbox labeled 'SMSを利用できない方はチェックを入れてください。' (Check if you cannot use SMS). The second section, 'メールアドレス情報' (Email Address Information), has a 'メールアドレス' (Email Address) field with a dropdown for domain selection. A red box highlights this field and the dropdown. Below it is a confirmation field with a note to re-enter the address. A red box highlights the 'メール確認' (Email Confirmation) button and the text below it, which includes instructions on how to proceed if the email app is not installed. At the bottom, there is a '次へ >' (Next) button.

2 Application for Applicant Registration

1. Entering applicant and guardian information

① Enter the name of the school where you are enrolled in (or where you graduated from).

The screenshot shows the '志願者登録申請' (Applicant Registration) page. The '出身校' (School) field is highlighted with a red box and a circled 1. The page includes a navigation bar with options like '利用規約確認', '提出方法確認', and '志願者情報入力'. Below the navigation bar, there are instructions for entering applicant and guardian information.

② Enter your name (full name) and furigana. Use full-width katakana for furigana. Enter middle names together in the "Last Name" field.

The screenshot shows the '志願者基本情報' (Applicant Basic Information) section. The '氏名' (Name) and 'フリガナ' (Furigana) fields are highlighted with a red box and a circled 2. The '氏名' field includes sub-fields for '姓' (Last Name: MIKHAILI NAFUN) and '名' (First Name: BAYROMOV). The 'フリガナ' field includes sub-fields for 'セイ' (Last Name Furigana: ミハイルニヤフン) and 'メイ' (First Name Furigana: バイラモフ). Below this, there is a field for '氏名の外字有無' (Whether the name has an external character) with radio buttons for 'ある' (Yes) and 'ない' (No).

③ If there is an external character or middle name, check "○ Yes".

④ If you are currently in the third year of junior high school, check "○ expected to graduate (complete)". If you have already graduated, check "○ graduated" and enter the year and month of graduation.

The screenshot shows the '卒業 (修了) 見込/既卒' (Graduation Status) and '生年月日' (Date of Birth) fields. The '卒業 (修了) 見込/既卒' field has radio buttons for '卒業 (修了) 見込み' (Expected to graduate) and '既卒' (Already graduated). The '生年月日' field has dropdown menus for year (2024), month (9), and day (5). Below this, the '住所' (Address) section is highlighted with a red box and a circled 6. It includes a checkbox for '海外在住の方はチェックをしてください。' (Check if you are living overseas), a postal code field (〒 231 - 0023), a '住所検索' (Address Search) button, and dropdown menus for '都道府県' (Prefecture: 神奈川県), '市区町村' (City/Town/Village: 横浜市中区), and '地名番地' (Address: 山下町2222-2222).

⑤ Enter the date of birth.

⑥ Enter the address.

⑦ Enter the contact phone number.

For phone numbers 2 and 3, enter when necessary.

⑧ Enter the name (full name) and address of the guardian.

If the address is the same as the applicant, check " Check if it is the same as the applicant."

⑨ If you plan to move, check "○ Yes" and enter the address where you plan to move to.

⑩ Enter the address to which a copy of the examination script should be sent.

If the destination address is the same as your "current address" or "planned relocation address," put a check mark. If it is not the same as the current address nor the address to which you are moving, enter the address.

⑪ After all entries have been made, press [Next].

2. Registration of face photo data

① Upload a photo of your face.

You can also upload a photo of your face taken by activating the camera on your smartphone.

Notes on face photo to be used

- Data size of the photo must be 2 MB or less.
- The quality of the image must be good enough so that it is recognizable as the face of the person him/herself.
- The background should be white or light color.
- The photo must be the one taken within the last 6 months.

② Adjust the size and position of the uploaded photo to fit the frame, press [Check photo to be registered], and then press [Register this photo].



3. Password setting

Enter the password to be used for login.



4. Confirmation of entry details

Confirm the information entered and press [Apply].

[After pressing [Apply]], the only thing that can be changed in the registered information is the authentication method. Confirm carefully!



3 Applicant Login

① Enter your 12-digit registration number and password.

② Press [Receive Authentication Code]. A 4-digit authentication code will be sent to your SMS or e-mail.

③ Enter the authentication code sent to you and press "Login".



4 About the Applicant Menu Screen

① "Notices" will display the details of completed procedures, etc.

② "Your Registration Information" will show your approved qualifications and so on once the application for approval of eligibility and confirmation of eligibility for special admission are completed.



5 Entering Application Information

1. Entering application information

① Make sure you are logged in with your account.

② Check if "Approval Status of Qualification" under "Your Registration Information" shows [Prefectural Foreign Residents].

For those who have applied for approval of eligibility (with Form No. 15 or No. 18), [No. 15] or [No. 18] will be shown along with [Prefectural Foreign Residents].

③ Press [Enter/Modify Application Information].

④ Select "Special Admission for Prefectural Foreign Residents, etc." in the "Admission Category". In the course classification, choose from "Full-time" and "Part-time".

The "Special Admission for Prefectural Foreign Residents, etc." can be selected after the high school to which you plan to apply confirms your eligibility for the Special Admission.

⑤ Select the high school and the department, course, or division you want to apply to.

To ensure that you do not make a mistake in selecting the high school you want to apply to, take the time to operate the system carefully.

①

かもめ第一中学校 神奈川カプリエル 太郎

神奈川県公立高等学校
入学選抜
インターネット出願システム

お知らせ 一覧

2024年09月06日 08:53 志願資格 (海外帰国生徒特別募集) が登録されました。

2024年09月06日 08:53 志願資格 (在留外国人等特別募集) が登録されました。

2024年09月05日 20:33 志願者基本情報の確認が完了しました。

②

あなたの登録情報

志願入力、申請はされていません。

資格の承認状況:

海外 在留

③

志願手続

志願情報の入力/修正

志願者基本情報

志願者基本情報確認

志願者基本情報変更

納付情報確認

志願入力

※必須項目は必ずご記入ください。

学校 かもめ第一中学校

氏名 神奈川カプリエル 太郎

募集区分 ④ 必須 在留外国人等特別募集

課程区分 必須 全日

志願高校 ⑤ 必須 県立新栄 (全日)

志願学科・コース・部 必須 普通科

国籍情報 国籍: フィリピン

※日本国籍との重国籍の場合は、日本ではない方の国を選択してください。

※リストにない場合は、「その他」を選択し、以下に入力してください。

⑥ Enter "Nationality".

Select your nationality from the list. If you have both Japanese and foreign nationalities, select foreign nationality. If your nationality is not on the list, select "Other". If you select "Other", a field for entering the country name will appear. Enter the country name.

志願高校 **必須** 県立新栄 (全日) ▼

志願学科・コース・部 **必須** 普通科 ▼

国籍情報

⑥ **必須** 国籍: フィリピン ▼
※日本国籍との重国籍の場合は、日本ではない方の国を選択してください。
※リストにない場合は、「その他」を選択し、以下に入力してください。

⑦ **必須** 入国年月日: 2021年 ▼ 8月 ▼ 28日 ▼
※小学校1年生の4月1日以降、初めて入国した年月日を選択してください。

⑧ **必須** 次へ > 下書き保存する >

⑦ Enter the date of entry into Japan.

For the date of entry, select the date of the first entry into Japan after April 1 of the first year of elementary school.

If you are applying to Yokohama Municipal or Kawasaki Municipal High School, the "Classification under School District Regulations" section will be displayed. If you are applying for a Special Admission for Prefectural Foreign Residents, etc., select "Article 3."

メニューに戻る

【現在の申請状況】

志願情報入力 → 入力内容確認 **Now** → 志願情報申請完了 → 受検料納付 **済**

▲ まだ志願情報は申請されていません。

- よろしければ「申請する」ボタンを選択してください。
- 申請した情報は自分で修正することができません。申請内容に間違いがないことを必ず確認してください。
- 全日制または定時制の課程への志願の場合は、受検料の納付手続を行うことで、志願情報が高校に提出され、志願手続が完了します。

志願入力

学校 かもめ第一中学校

志願学科・コース・部 普通科

国籍情報 国籍: フィリピン
入国年月日: 2021年 8月 21日

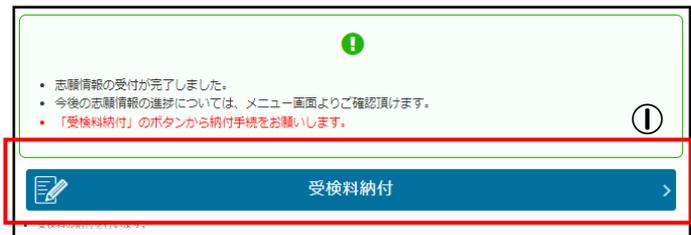
戻る ⑨ 申請する >

⑧ When you have finished entering the information, press [Next]. To save the draft, press [Save Draft].

⑨ Take the time to check carefully that the information you have entered is correct, and if so, click [Apply].

2. Payment of examination fee

① If you want to pay the examination fee immediately after completing the application information application, click [Payment of Examination Fee].



※If you forget to pay the application fee, your application information cannot be sent to the high school and you will not be able to take the examination. Pay the examination fee as soon as possible.

② If you did not pay the examination fee immediately after completing the application, press [Payment] on the menu screen to proceed to the payment screen.



③ Follow the instructions on the screen to complete the payment procedures.



④ You can check the status of your payment by clicking "Check Payment Amount" on the menu screen.



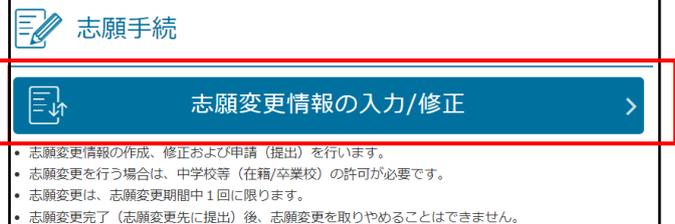
6

Entering Information on Change of School to Apply

You can change the school to apply by making a request at the Kanagawa Prefectural Board of Education, High School Education Division. Please bring a device (such as a smartphone) that can be used to log in to the application website.

① Press [Enter/modify information on application changes].

①



② Enter the name of the high school which you want to change your application to and apply.

②



③ If you need to pay the examination fee, "Payment of Examination Fee" will be displayed. Click and pay the fee.

③



7 Printing the Examination ID card and Application Information Personal Sheet

1. Printing of Examination ID card

① You can press [Print Examination ID card] when the period for printing the examination ID card comes.

② If you have a printer, press "Print from PDF" to print the PDF file.

③ You can also print using a multi-copier at a convenience store.



②



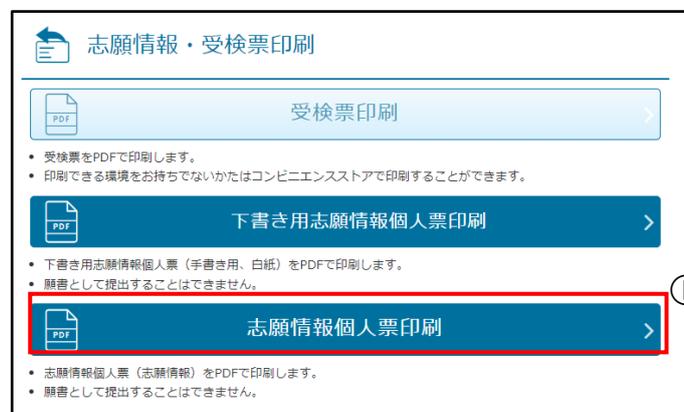
③

2. Printing of the Application Information Personal Sheet

① Press "Print Application Information Personal Sheet".

② The printing method is the same as for the Examination ID card.

Printing the Application Information Personal Sheet is optional.



①

8

Announcement of Results

① At the beginning of the announcement time on the day of the results announcement, you will be able to press the button at the top of the login screen to proceed to the results announcement page.



② Enter the name of the high school, registration number, examinee's number, and date of birth, and press [Show Results].



③ The result of the examination will be displayed. Pay the entrance fee according to the instructions you receive from the high school.

<For more information, refer to:>

Subjects	References
Operation procedures	"Operating Instructions" and "Help" at the top of the login screen
Application procedures	"Application Guide" (published in late November or December)

<Contact information for inquiries>

Subjects	Contact information
Matters related to the operation and screens of the application website	Kanagawa Prefecture Public High School Internet Application Help Desk Phone: 050-3501-6252 Email: "Contact Us" at the top of the screen after login Period: November 8, 2024 - March 7, 2025 9:00 - 17:00 (Excluding Saturdays, Sundays, holidays, and year-end and New Year holidays (December 29, 2024 - January 3, 2025).)
Matters related to entrance examination	High School Education Division, Guidance Department, Kanagawa Prefectural Board of Education Phone: 045-210-8084
Others	The contact phone number/e-mail address differs depending on the nature of the inquiry. Please check the contact information in the "Operating Instructions" and "Application Guide" listed in the references above.