

2023 Guidance for Admission to High School Information about Qualification Certificates

Produced by: International Division, Department of Public Services, Saitama Prefectural Government

Students who are not graduates of junior high schools in Japan and wish to attend a prefectural or municipal public high school need to acquire a “Qualification Certificate” (*shutsugan shikaku nintei*) to take entrance examinations.

Please contact the following office before applying:

Private School Affairs Group,
Prefectural Schools Management and Personnel Division,
Saitama Prefecture Education Bureau
Phone: 048-830-6735 Website: <https://www.pref.saitama.lg.jp/f2207/nyugakusya-senbatsu/kaigai.html>

※ Students taking exams at private high schools should contact the schools directly.

1. Application Materials

Qualification Certificate Application Form for Saitama Prefectural High School Admissions 2024 (See reverse side for sample form)	Application forms are available at the Prefectural Schools Management and Personnel Division, or from their website.
Proof of residence with guardian in Saitama Prefecture *Different documents are required depending on the type of housing the applicant lives in.	① Residence owned by guardian: Property Registration Certificate ② Public housing resident: Copy of Contract, Certificate of Tenancy (<i>nyuukyo shoumeisho</i>), etc. If you live in municipal public housing ⇒ Documentation can be obtained from city hall If you live in prefectural public housing ⇒ Documentation can be obtained from branches of the Saitama Housing Supply Corporation ③ Resident of apartment/other housing: Copy of the Rental Contract
Proof of most recent year level of schooling completed overseas	Certificate of completion/graduation, academic transcripts, report cards, etc.

***Please consult with the Prefectural Schools Management and Personnel Division as documents proving completion of schooling differ between countries.**

*When applying for the special selection process for non-Japanese students, additional documents such as academic transcripts and a copy of your Residence Card must be submitted.

2. When and Where to Submit the Application Materials

(1) Application Period

From Friday, December 1, 2023 until 12pm on Thursday, February 8, 2024
(Closed on Saturdays, Sundays, National Holidays,
and from Friday, December 29, 2023 - Wednesday, January 3, 2024)
Office hours: 9am - 12pm, 1pm - 4:30pm

※ If you are applying for a Qualification Certificate for the fall recruitment at Fukiage Shuo Senior High School, the application period is as follows:

From Thursday, August 1, 2024 until 12pm on Tuesday, September 3, 2024
(Closed on Saturdays, Sundays, National Holidays,
and from Tuesday, August 13, 2024 - Friday, August 16, 2024)
Office hours: 9am - 12pm, 1pm - 4:30pm

(2) Where to Apply

- Full-time prefectural high schools → Prefectural Schools Management and Personnel Division
- Part-time or correspondence prefectural high schools → The high school you are applying to
- Municipal high schools → The board of education of the city the high school is located in

<SAMPLE> Qualification Certificate Application Form
 ※The actual form is written in Japanese and must be filled out in Japanese only.

受付番号 _____

令和6年度埼玉県立高等学校入学志願者の出願資格認定申請書

(宛先) Qualification Certificate Application Form for Saitama Prefectural High School Admissions 2024

埼玉県教育 局 県立学校部 県立学校 人事課 長

(To:) Managing Director, Prefectural Schools
 Management and Personnel Division

申請者氏名 **Applicant's name**

保護者との関係 **(Relationship with guardian)**

令和6年度埼玉県立高等学校入学志願者として出願資格を認定していただきたいので、下記のとおり申請します。

I hereby apply to receive recognition of my qualifications as an applicant for a Saitama Prefectural high school in 2024.

Birth Date: Showa/Heisei YYMMDD

志願者	氏名	Student's name	昭和・平成	年	月	日生
	現住所	Current address	電話	Phone number		
	出身中学校名	Name of junior high school student graduated from				
保護者	氏名	Guardian's name	志願者との関係 Relationship with student			
	現住所	Guardian's current address	電話	Phone number		
新住所	New address					1: Guardian's Employment Overseas <input type="checkbox"/> Returning to Japan with guardian <input type="checkbox"/> To live with relative(s)
転居予定日	Date you plan to move to new address					

Check the reason for application and which documents are attached to this application form.

申請事由

1 保護者の海外勤務

保護者とともに帰国

親族と同居

2 外国人及び上記1以外の日本人

保護者とともに転居

保護者とともに居住

添付書類

海外勤務に関する証明書

家屋の登記事項証明書 (申請日から3か月以内に発行されたもの)

入居証明書・賃貸借契約書等

住民票の写し (申請日から3か月以内に発行され、個人番号の記載がないもの)

親族の身元引受書

親族の現住所を証明できる書類

最終学校の修了(見込み)証明書

その他 ()

2: Foreign nationals and Japanese nationals when 1 does not apply

Moving to Saitama with guardian(s)

To live with guardian(s)

This section will be filled out by Saitama Prefectural Schools Management and Personnel Division after approval.

Attached Documents:

- Proof of guardian's overseas employment
- Property Registration Certificate (issued within the past 3 months)
- Certificate of Tenancy/Rental Contract, etc.
- Copy of Certificate of Residence (document not displaying applicant's My Number, issued within the past 3 months)
- Letter of Guarantee from relative
- Document proving relative's current address
- Certificate of (expected) completion/graduation, etc. from most recent school
- Other

審査の結果、出願資格があることを認定します

令和 年 月 日

埼玉県教育 局 県立学校部 県立学校 人事課 長

(注) 課長印のないものは無効です。

(参考)

申請時における志願先高等学校名 **Saitama Prefectural High School**