

2023 Second Semester Admissions Guidelines for Hiroshima Global Academy (HiGA)

Hiroshima Prefectural
Hiroshima Global Academy
3137-2, Okushi, Osakamijima-cho,
Toyota-gun, Hiroshima, 725-0303, Japan
Phone (0846)-67-5581

1 Application

1.1 Eligibility for application

Applicants must meet one of the following conditions (a) or (b).

(a) Those who have foreign citizenship, who were born between April 2, 2006, and December 31, 2008, and fall into one of the following categories by August 2023 are eligible to apply.

- Have graduated or are expected to graduate from junior high school.
- Fall under or are expected to fall under any of the items outlined in Article 95 of the Enforcement Regulations of the School Education Law.

Enforcement Regulations of the School Education Law (excerpt)

May 23, 1947

Ordinance of the Ministry of Education, Culture, Sports, Science and Technology No. 11

(Persons who are recognized as having academic abilities equivalent or superior to those who have graduated junior high schools)

Article 95

Pursuant to Article 57 of the School Education Law, a person who is deemed to have the academic ability equivalent or superior to that of a person who has graduated from a junior high school, regarding admission to a senior high school, must meet one or more of the following conditions:

1. Have completed nine years of school education in a foreign country
2. Have completed a course, accredited by the Minister of Education, Culture, Sports, Science and Technology as having a course equivalent to a junior high school course, at an overseas educational institution.
3. Have been designated by the Minister of Education, Culture, Sports, Science and Technology.
4. Have been certified as having academic ability equivalent or superior to that of a junior high school graduate in accordance with the Regulations for Recognition of Junior High School Graduation Levels for Persons Exempted from Deferment of Schooling Obligations (Ministry of Education Ordinance No. 36 of 1966).
5. Others who are recognized by the high school as having academic abilities equivalent to or higher than those of a junior high school graduate.

- (b) Those who have Japanese nationality, were born between April 2, 2006, and April 1, 2008, fall under one of the following categories by August 2023, and in principle have studied at an overseas school for at least five years are eligible to apply.
- Have graduated or are expected to graduate from junior high school.
 - Fall under or are expected to fall under any of the items outlined in Article 95 of the Enforcement Regulations of the School Education Law.

1.2 Number of students accepted

The number of students accepted will be announced on the school's website after April 2023.

2 Application

2.1 Application Period

2.1.1 Application registration

Please register your application between April 6 (Thu.) and April 20 (Thu.), 2023 (noon).

2.1.2 Application submission

Please submit your application documents between April 6 (Thu.) and April 27 (Thu.), 2023 (noon).

2.2 Procedure

2.2.1 Applicant

2.2.1.1 Applicant registration

(1) Applicants are required to submit their registration form via the Internet within the period indicated in 2.1.1 for the registration of their application. The method of submitting the application form will be announced on HiGA's website (<https://higa-s.jp/en/senior-high/application-process/>) on April 6 (Thu.), 2023.

To register an application, the applicant's email address and the email address of the applicant's school are required. In principle, all contact from HiGA to the applicant and the principal of the applicant's school will be sent by email, so please make sure that you can receive email from the following email address. HiGA's e-mail address: higa2022@higanet.higa.ed.jp

(2) Applicants are required to pay an admission fee of 2,200 yen. The method of payment will be informed to each applicant. Please note that if HiGA is unable to confirm the payment of the admission fee within the period specified in 2.1.2, it is possible that the applicant may not be able to take the entrance examination.

2.2.1.2 Submission of application documents

- Applicants

Applicants are required to fill out the following documents ①, ② and ③ and submit them to the principal of HiGA within the period specified in 2.1.2.

Documents ①, ②, and ③ and their attachments must be submitted electronically in PDF format in a manner specified by the school. Submission by mail or by hand in person will not be accepted.

Application documents	Forms	Summary
① Essay describing the student's motives for choosing HiGA	Form 1	Describing your future goals, what you would like to learn at HiGA and why you chose HiGA.(at least 100 words each, but no more than 600 words in total)
② Mathematics report	Form 4	You will be asked to attach your outcomes from your school (paper tests, reports, etc.), so please keep any materials that may be relevant in these subjects.
③ Subject report (other than mathematics)	Form 4	

- Principal of school

Heads of junior high schools are required to fill out and sign the following documents ④ and ⑤ and submit them to the principal of HiGA within the period specified in 2.1.2.

Documents ④ and ⑤ and their attachments must be submitted by the principal of the applicant's former school in electronic form in PDF format as specified by the school.

Application documents	Forms	Summary
④ Academic transcript	-	Please submit academic transcript.
⑤ Certificate of English language proficiency	Form 2	English language certifications, qualifications or examination results must be uploaded with form 2.

2.3 Others

- If any of the information on the application documents is found to be untrue, fraudulent or false, it is possible that the applicant's eligibility and admission will be withdrawn.
- Once the application documents and the admission fee have been received, they will not be returned under any circumstances.
- In principle, application documents should be prepared using computer software (e.g. Microsoft Word). The font size should be at least 10 points.
- All application documents must be prepared in English. However, ④ academic transcripts and ⑤ certificates of English language proficiency will be accepted in Japanese. Application documents (including attachments) written in a language other than English or Japanese, must be translated into English. Original documents must be verified and certified by the school corporation or public institution from which you graduated. The document certifying the original and translated copies must be submitted with the application documents.
- All digital files submitted to the folder should be A4 size PDF format; files in other formats will not be accepted. If some part of the contents is unclear, it is possible that the applicant will be instructed to replace the files.
- Please make sure that you make one file for each of the application documents. The name of the file should be written in English as "Name of the application document_Name of the applicant". For example, if *Alfred Nobel* is submitting an *Essay describing the student's motive for choosing HiGA*: "Essay_Alfred Nobel".

3 Selection

All applicants will be selected using the following procedures.

3.1 Interview

A personal interview will be conducted online, based on the application documents.

3.2 Oral examination

An oral examination will be conducted online, based on a Mathematics reports outlined in (2.2.1 ②).

3.1 and 3.2 are carried out using Zoom Cloud Meetings (Zoom) provided by Zoom Video Communications Inc. The following preparations must be made prior to the date of the second stage.

1. Please prepare a quiet environment (room) at your home or school etc.
2. Please prepare a computer and headphones that can be used for video calls.
You may choose to use a smartphone or tablet PC, but we recommend that

you use a computer connected to a wired LAN with a stable internet connection.

3. It is recommended to conduct a Zoom test meeting to check the microphone, speaker and video settings before the meeting. (Test meeting website: <http://zoom.us/test>)
4. The Zoom account display name will be your examinee's number, so please check how to set your account name.
5. Before carrying out 3.1 and 3.2, you will be asked to present your passport (Japanese citizens will be asked to present their My Number Card (your photo must be included), if they don't have a passport), to prove that you are the person taking the exam. If you don't have a passport or My Number Card in the interview, we will ask you to present it after you receive the successful announcement. Then, we will confirm the name, photograph and date of birth are consistent using the recording of the interview.

3.3 Interview and oral examination day

May 11 (Thu.) 2023.

3.4 Timetable for the interview and oral examinations

The date and time of the interview and oral examination will be announced at a later date.

3.5 Venue for the interview and oral examinations

The examinations will be held online using Zoom (there is no need to come to HiGA).

3.6 Notes of the second stage of the selection

- No one other than the candidate himself/herself is allowed to be in the room where the candidate takes the second stage of selection. No other person is allowed to communicate with the candidate during the interview. In order to prevent fraud, the use of virtual backgrounds is not permitted.
- In principle, applicants are not allowed to leave the room during 3.1 and 3.2. If an applicant leaves the room without permission, it is possible he/she may not be allowed to re-enter the room. It is also possible HiGA may postpone or cancel 3.1 and/or 3.2 for the applicant, if HiGA judges that it is difficult to continue with 3.1 and 3.2 because of connection issues, or the student is unable to re-enter the zoom meeting. In this case, HiGA will decide whether or not 3.1 and 3.2 will be rescheduled and will contact the applicant through his/her email. Please note that problems with the connection environment will not affect the selection in the second stage.

- No other equipment other than the computer connected to HiGA using Zoom is allowed to be used while 3.1 and 3.2 are being conducted. It is also not permitted to operate the computer unless instructed to do so by the interviewers.
- Candidates will not be allowed to record (video, audio, etc.) or make available to the outside world any of the information in 3.1 and 3.2. In order to ensure the fairness of the selection process, HiGA will record both 3.1 and 3.2. The recorded data will be strictly controlled by HiGA and will be used only for the purposes of HiGA's admissions procedures.
- The acceptance and admission of the applicant will be withdrawn if it becomes known that any of these points have been breached, and HiGA considers this to be fraudulent.
- In spite of the points above, all instructions from HiGA must be followed.

4 Determination of successful applicants

The principal of HiGA will decide the successful applicants after examining the results of the interview and oral examinations.

5 Announcement of successful applicants

The principal of HiGA will notify successful candidates through their email after 11:00 a.m. on May 16 (Tue.), 2023. The school will not respond to individual inquiries about the selection process.

6 Admission period

As a rule, the admission period begins in the second semester of the 2023 school year with the expected graduation to occur in March 2026. In the event that a successful applicant is unable to enter Japan due to COVID-19, etc., the school and the successful applicant will have a meeting to discuss your enrollment at HiGA.

7 Others

- The principal reserves the right to cancel an application if it is found to be false (e.g., Academic transcript), even after the application has been accepted.
- The forms in 2.2.1.2 can be downloaded from the website of the Hiroshima Prefectural Board of Education or from HiGA's website.
- All dates and times shown in this document are given in Japanese Standard Time (JST).
- If you are unable to use the internet or have any other questions or difficulties in registering your application, please contact us at higa2022@higanet.higa.ed.jp with your name and date of birth.
- Personal information (name, address, date of birth, and all other information) obtained through the admissions process is used for the purposes of admissions, notification of acceptance, admission procedures, and the enrollment.

- Depending on the situation of COVID-19, amendments to the guideline could be made. In such a case, we will post a notice on HiGA's website. The principal reserves the right to cancel an application if it is found to be false (e.g., Academic transcript), even after the application has been accepted.