

Okinawa AMICUS International Kindergarten
School Admission Information for K2 in April, 2023



【Number of Children/ Qualifying Age】

Number of Children: 10 children
 Qualifying Age: Born between April 2nd 2017 and April 1st 2018

【Examination Date/ Content of Exams】

One day either on Saturday, January 7th, 2023 or Sunday, January 8th, 2023. (Designated by school)
 • Parents interview (approx. 10 mins)
 • Trial lesson for children (approx. 2 hours)

【Required Documents】

1	Application Form (Designated Form)	Please attach a color photograph (with the child's name on the back) taken within the last 3 months.
2	Proof of Payment (Receipt) of Application Fee	Please attach the proof of payment (receipt) after the bank transfer to page 3 of the application form.
3	Copy of an ID to Verify Applicant's Date of Birth	Please attach a copy of the applicant's ID where date of birth is shown to page 3 of the application form.
4	Examination Slip (Designated Slip)	Please attach a color photograph to the examination slip and fill in the required fields.
5	Letter of Agreement (Designated Form)	Please read through and fill in the required fields.
6	Health Certificate (Designated Form)	Please get a health examination and have a doctor fill out the required form.
7	Interview Materials/PR survey (Designated Form)	Fill in the required form.
8	A Set of Two Label Stickers for Mailing Address (Designated Stickers)	The labels will be used to send "Examination Slip" and "Entrance Examination Result". Please write the accurate mailing address. If destinations are different, please write "Examination Slip" or "Entrance Examination Result" on the bottom left of the stickers.

【Examination Fee】

1. Examination Fee: 20,000 yen
2. Payment Deadline:
 Payment must be made between Nov. 21, 2022 (Mon) and Dec. 2, 2022 (Fri). You will receive a proof of payment (receipt) after the bank transfer. Please attach it to the application form.
3. Payment Method:
 Payment should be made to one of the following school bank accounts in the name of the applicant. Please note that banking service fees may apply.

Account Name: GAKKOHOUJIN AMICUS KOKUSAIGAKUEN

Bank of the Ryukyus, Gushikawa Branch: Savings Account 654786
 Okinawa Bank, Agena Branch: Savings Account 1747773
 Okinawa Kaiho Bank, Agena Branch: Savings Account 0622995

【Documents and Deadline for submission】

1. Application Acceptance Period:
Nov. 24, 2022 (Thu) thru Dec. 2, 2022 (Fri)
 The date of the postmark is the date of application.
2. How to Submit Documents:
 Please send the required documents by registered mail when mailing the documents to prevent loss. Any application submitted by fax, email, or in person at the office is NOT ACCEPTED.

The mailing address is: Okinawa AMICUS International Kindergarten
 Attn: Student Admission
 1212-1 Aza Enobi, Uruma City,
 Okinawa 904-2205, Japan

Application Dates and Important Notes

Application Procedures:

Nov. 24 (Thu) – Dec. 2 (Fri)	Accepting Applications
Dec. 14 (Wed)	Mailing Out Examination Slip and Notice of Examination Date
Jan. 7 (Sat) or Jan. 8 (Sun)	Entrance Examination (A day designated by school)
Jan. 13 (Fri)	Mailing Out the Examination Result
Jan. 17 (Tue) – Jan. 27 (Fri)	Enrollment Deadline
Feb. 4 (Sat)	Enrollment Orientation

Important Notes:

1. Application

- a) Please write the applicant's name as shown on the resident certificate in the application form and examination slip.
- b) Please make sure that you have all the required and supporting documents before submitting an application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- c) The examination slip and Notice of Examination Date will be sent to all applicants on Dec. 14, 2022 (Wed). If you do not receive those by Dec. 19, 2022 (Mon), please contact the office for the delivery status.
- d) Please bring the examination slip on the examination day.
- e) Please keep the examination slip throughout the entire admission process, including orientation.

2. Examination Dates

- a) The examination date and time will be mailed out with your examination slip.

3. Examination Results

- a) All applicants will be notified of the results by mail on Jan. 13, 2023 (Fri).
- b) We will NOT answer any inquiries regarding the result, acceptance rate, etc.

4. Enrollment Procedures

- a) Successful applicants who wish to be enrolled in Okinawa AMICUS International must submit the required documents and pay the entrance fee of 220,000 yen. The details will be notified along with the acceptance letter.
- b) Failing to submit the required documents or pay the entrance fees by the deadline may result in withdrawal. In that case, submission of "Enrollment Withdrawal Form" is required.
- c) If you wish to withdraw from enrollment after receiving the acceptance letter, please contact the administration office and submit the "Enrollment Withdrawal Form".

5. Other

- a) Application fees and submitted documents will not be returned under any circumstances.
- b) Permission for proceeding to AMICUS Elementary from AMICUS Kindergarten will be granted following a Principal's recommendation based on documents collected within AMICUS Kindergarten.
- c) We are not liable for any accidents that your child might endure during the trial days.

Admission Coordinator: Nagashima (Ms.), Sakugawa (Ms.)
Okinawa AMICUS International Kindergarten
1212-1 Aza Enobi, Uruma City, Okinawa 904-2205 JAPAN
TEL: 098-979-4711 / FAX: 098-979-4712 / E-mail: info@amicus.ed.jp
Admission Business Hours: Weekdays 10:30 – 17:00

Requests to Examinees and their Family for Examination

1. Please take your temperature and observe anti-infection procedures such as using hand sanitizer and wearing a mask when you come to school.
2. Please take your temperature at home before coming to school on the day, and refrain from coming to school in the following cases.
 - Fever or cold symptoms.
 - A family member living with you has a fever or cold.
 - The candidate or a family member living in the same household is infected with or in close contact with the new coronavirus or influenza etc.

If you cannot take the test for the above reasons or other personal reasons, we will be unable to set up another date and refund your test fee. In addition, we cannot cover expenses such as transportation expenses. Thank you for your understanding.

The contents are subject to change owing to Covid-19.