



# Okinawa AMICUS International

## Application Guidebook for Transfer Admission Examination for the 2014-2015 school year

**【Classes open for transfer】**We will accept a few applications for the following classes

1st Graders: Born between April 2, 2007 and April 1, 2008

2nd Graders: Born between April 2, 2006 and April 1, 2007

3rd Graders: Born between April 2, 2005 and April 1, 2006

4th Graders: Born between April 2, 2004 and April 1, 2005

5th Graders: Born between April 2, 2003 and April 1, 2004

6th Graders: Born between April 2, 2002 to April 1, 2003

7th Graders: Born between April 2, 2001 to April 1, 2002

**\* IMPORTANT \*** Please be advised, the transfer acceptance for each grade will open until filled.

The test for the filled grade will not be available once seats are full.

**【Qualification】**English native speakers, OR those who have lived in an English speaking country for two years or more, currently within 6 months of returning to Japan, and having attended a local school (excluding Japanese speaking schools) in that country, OR children who have attended an English-speaking school for at least two years (regardless of geographical location.)

\*A candidate is allowed to apply for the same grade only one time. (Please note, we will accept applications for the following school year)

**【Content of Examination】** In class observation/ Written exams /Family interview

**【Examination dates and dues】**

	Transfer examination	Applications are due by
1 <sup>st</sup> Date	Tuesday, July 8	Friday, June 13 (no later than 5:00pm)
2 <sup>nd</sup> Date	Thursday, September 11,	Friday, August 8 (no later than 5:00pm)
3 <sup>rd</sup> Date	Thursday, November 20	Friday, October 10 (no later than 5:00pm)
4 <sup>th</sup> Date	Thursday, January 22	Friday, December 12 (no later than 5:00pm)

**Please make sure to submit applications by registered mail or by hand.**

Applying by FAX or e-mail will not be accepted.

1212-1 Enobi Uruma City, Okinawa 904-2205 (Business hours: Mon-Fri 8:15 – 17:00)

**【Examination Fee】**10,000 yen

Please pay the examination fee with the applicant's name to one of the following bank accounts. You can pay the fee at a bank, an ATM, or by Internet banking. Note that each bank might assess a service charge.

**Account Holder's 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

## **[Important Notes]**

### **A: Your Application**

- (1) Please check each required document thoroughly. We accept only completed applications.
- (2) We will send applicants an examination slip. If you do not receive your examination slip by a week before the examination date, please contact the Office.
- (3) Please bring the examination slip on the examination day.
- (4) You will need the examination slip throughout the entire admission procedure, including orientations. Please make sure you have it with you.
- (5) A candidate is allowed to apply for the same grade only one time. (Please note, we will accept applications for the following school year)

### **B: Examination Date**

- (1) Please come to Amicus by 8:30 AM on the examination day. The exam will be over by 1 to 2 PM.
- (2) During the exam, parents may have to wait for an extended time.
- (3) There is a snack time during the class observation. Please bring light snacks (fruits, rice-balls...)

### **C: Test Results**

- (1) We will notify applicants about their test results within 10 days.
- (2) Please note that it is impossible for us to make any comment about the test results once you have received them.

### **D: Enrollment Procedures**

- (1) For those who pass the exam and wish to enroll in Okinawa AMICUS International, please submit the required enrollment documents and pay the enrollment fee during the assigned periods. We will send out notification soon regarding the payment periods.
- (2) If applicants do not submit the required documents or pay the necessary enrollment fees during the assigned period, it will be understood that applicants have withdrawn their application. Please note that you must submit an "Enrollment Withdrawal Form" to confirm your withdrawal.
- (3) If you do not wish to enroll in Okinawa AMICUS International after receiving an acceptance letter, please contact the Office to get an "Enrollment Withdrawal Form," and then submit the form.

### **E: Other**

- (1) Please note that we will not return submitted documents or payments for any reason.
- (2) We will not provide any remedial English lessons for transfer students, as we will only accept those students with the English proficiency required to keep up with our current students in classes instructed in English.

Anri Tomita/ Naoko Nagashima  
Admission Coordinators

Okinawa AMICUS International  
1212-1 Enobi, Uruma City, Okinawa 904-2205 JAPAN  
TEL: 098-979-4711 FAX: 098-979-4712  
E-mail: info@amicus.ed.jp

**For prospective school bus riders:**

This year we are operating 13 buses, and each bus almost meets capacity. Due to this situation, please note that transfer students might not be able to use the school bus service after their admission. Thank you very much for your understanding.

**About Kids Club:**

Kids clubs are available for first through sixth grade students. Each kids club almost meets capacity. Transfer students may not be able to join their desired kids club. Thank you very much for your cooperation.

Okinawa AMICUS International