



MIS Primary School Omotesando

SY2025-2026 Application Guidelines

1. Applicants

① Grades of Applicants

Primary 1
Primary 2
Primary 3
Primary 4
Primary 5
Primary 6
Language Bridge Class

② Vacancy

Primary 1	6 Students
Primary 2	2 Student
Primary 3	2 Students
Primary 4	2 Student
Primary 5	3 Students
Primary 6	Waiting List
Language Bridge*	2 Students

*Language Bridge class is designed to support students with limited or no English proficiency.

2. Qualification for Application

Primary 1	Students born in April 2, 2018 ~ April 1, 2019
Primary 2	Students born in April 2, 2017 ~ April 1, 2018
Primary 3	Students born in April 2, 2016 ~ April 1, 2017
Primary 4	Students born in April 2, 2015 ~ April 1, 2016
Primary 5	Students born in April 2, 2014 ~ April 1, 2015
Primary 6	Students born in April 2, 2013 ~ April 1, 2014
Language Bridge*	Students at the age of P1-P6 and appropriate for the class

*Language Bridge class is designed to support students with limited or no English proficiency.



3. Required Documents

1. Application Form	Please submit the MIS Application Form.
2. Recommendation Letter*	Please ask your child's homeroom teacher, principal, or other person who knows your child well to fill out a letter of recommendation.
3. Report Cards	Please submit report cards for the past three years, including the current point in time, indicating the period of enrollment, courses taken, etc.
4. English Language Certificate	Please submit the transcript of the TOEFL or other external English language certification test, if available.

*Letters of recommendation are shared directly between MIS and your child's current school. Please submit the format in either the MIS or the current school's format.

4. Application

① **School Tour Application**

Please use our website tour form or contact form to request a school tour. A representative will contact you to arrange a date.

② **School Tour**

We will explain the MIS curriculum, program content, teachers, and plans, while hearing about your child's situation and other details.

③ **Submission of Application Form**

Please fill out and submit the Application Form if you are interested in enrolling.

④ **Payment of Admission Fee**

The office will send you an invoice for the Admission Fee (¥11,000).

⑤ **Submission of recommendation letters and report cards**

Please request a letter of recommendation and report cards from your current school to MIS. Please let us know if you need a template for recommendation letters. These will be sent directly from the current school to MIS.



5. Admission Examination

① Screening and Interview

Tracktest	
Language	English
Specifics	This is an assessment to check students' English proficiency.

Student Interview	
Language	English (or Japanese)
Specifics	20 minutes parents interview

Parents Interview	
Language	English (or Japanese)
Specifics	30 minutes parents interview

② Screening Criteria

Comprehensive evaluation based on submitted documents (Application Form, recommendation letters, report cards, etc.), screening, and interview.

③ Announcement of acceptance

Notification of acceptance will be sent by e-mail. We will not be able to respond to any inquiries regarding the content or results of the examination.

6. Admission Procedures

① Admission Documents

Please fill out the admission documents.

② Pre-entrance interview and orientation

We will set up a meeting to discuss how we can work together as a team for your child's future development. Please submit the completed admission documents on the day of the meeting.

③ Enrollment

Before the first day of school, please make sure that you have all the necessary belongings and other items. All fees must be paid by the deadline set prior to the first day of school. If payment cannot be confirmed, we will not be able to accept your child until we receive confirmation.



7. Payments

Application

Application Fee	¥11,000	By due date
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Enrollment

Term 1	¥550,400	Please check your invoice.
MIS Registration Fee	¥50,000	Payment only at the time of enrollment
Primary Registration Fee	¥165,000	
Facility Fee	¥132,000	Annual payment
Maintenance Fee	¥46,200	
Learning Bundles	Actual expense	

After Enrollment

Term 1	¥550,400	Payment by semester
Term 2	¥628,320	
Term 3	¥566,280	
Facility Fee	¥132,000	Annual payment
Maintenance Fee	¥46,200	
Learning Bundles	Actual expense	

*All prices include tax. *Non-refundable