

When changing schools

Inform currently attending school of the date of your change of address (moving).

Change of address within Kawaguchi City

Two Accompanying Notices of Change of Address (Transfer Notice • Announcement of School Admission) are issued upon your Moving-out notification.

- 1, Please submit “Accompanying Notice of Change of Address (Transfer Notice)” to the school your child is attending. Then the school will give you necessary documents for changing of schools.
- 2, Please submit “Accompanying Notice of Change of Address (Announcement of School Admission)” and necessary documents for changing of schools issued by the previous school to a new school.

Change of addresses from Kawaguchi City to other city

Please submit “Accompanying Notice of Change of Address” issued upon your Moving-out notification to the school your child is attending. Then the school will give you necessary documents for changing of schools. Submit them to a new school.

Change of addresses from other city to Kawaguchi City

Please make Moving-in notification first, then submit “Accompanying Notice of Change of Address (Announcement of School Admission)” and necessary documents for changing of schools issued by the previous school to a new school.

From overseas to Kawaguchi City

Please come to Education Desk, School Affairs Division with your child. Make sure to bring the child’s passport. School Affairs Division will have an interview with you first, then arrange an interview with a new school.

Entering National / Private Schools

Please submit or send “Certificate of School Enrollment” or a “Copy of Student’s Pocket Book” issued by a National • Private School to Education Desk, School Affairs Division.

In case you have problems in Japanese, recommend you bring someone who understands Japanese.