

Procedures for Preparing and Entering Application Documents

Form 1

1. Photo: Paste the photo from the waist up bare headed. It should be taken within three months in either black and white or color.
2. Academic background: Enter all the academic background since graduating from high-school if you graduated from a university or equivalent technical college. If you not, enter the final academic background.
3. If you have not received doctoral degree, enter “Completed doctoral program without a degree”.
4. If you enrolled as full-time students, enter those in the column of “Academic background”. If you are (were) an auditor or a research student, enter those in the column of “Employment history”.
5. Enter any degrees or qualifications you have in the column of “Degree, titles and qualifications.” Enter a registration number if you have any.
6. Enter all the qualification you have required in counties other than Japan and correctly along with explanations of those qualifications.
7. If you have studied abroad as a student, enter it in the column of “Academic background”. If as a student, enter in the column of “Employment history”.
8. Enter all the work experience you have in the column of “Employment history” along with titles. If, in the past, you were recognized as a qualified instructor in an examination by a teachers’ organization of the Council for University Chartering and School Juridical Person (including the former University Establishment Council) in Japan, enter whether the qualification was for a full-time/additional/concurrent post and the subjects you were qualified to teach (if for a graduate school, indicate the result of evaluation [○合・合・可]) in the “Title, Position, etc.” space.
9. Enter the period of each employment history expressly in the column of “Employment history.” When entering information about your current employment, enter “Continuing to the present time” in the “Period” space.
10. Enter the period of self-employed, housewife, unemployed in the column of “Employment history.”
11. If you have employment history of university faculty, please enter lecture title in charge in ().
12. If you have employment history related to lecture in our recruitment please write in detail.
13. If you are awarded, please enter title of major awards, if not enter “no.”
14. If you are not Japanese, you can enter application in your native language, however please attach translation in Japanese.

Form 2

1. Refer to an entry sample.
2. For each achievement, divide into six categories in the bellow and assign a number to each item to indicate order in terms of month and year (past → present) and enter those in the column of “Research achievements”. Do not need to follow an entry sample exactly as long as all the requirements are fulfilled.
 - (1) Academic journal (refereed)
 - (2) Peer-reviewed international conference proceedings

- (3) Non-refereed international conference proceedings
- (4) Commentaries and review articles
- (5) Conference presentations, etc. (in the last 5 years)
- (6) Others

3 Attach a certification if you have any papers accepted but not published yet. Do not include any papers not accepted yet.

Form 3

- 1 Refer to an entry sample. If you have instructed graduate students, enter experiences along with number of students and periods you have instructed.
- 2 Enter any activities related to your research fields in the column of “Academic Society Activities” and “Activities in society”.