

Precautions for Filling out the Application Form, Address Labels, Examination Admission Card, and Photograph Card

1. Overall

- Fill out the form using black or blue ink. **Do not use an erasable pen.** (Applications written with erasable ink will be considered blank).
- If you made a mistake, cross out the error and stamp your seal or write in your initials over it. Write in the correct information nearby.
- Read the admission information carefully before filling out the forms.

2. Application Form

- **The Special Selection for Adults is available only for those who meet the eligibility requirements, have at least three years of work experience at the time of application, and are 27 years old or older as of March 31, 2019. The Special Selection for Adults is not available for the Japan Studies Fall Entrance Examination.**
- Applicants for Japan Studies do not need to choose Examination Subjects.
- Write your name in *katakana* in the “Name in *Katakana*” field. Write your name in *kanji* (or in Roman block letters if you do not have a name in *kanji*) in the “Name in *Kanji* or English” field.
- For “Current Address” and “Contact Information,” be sure to provide a contact information where we can definitely reach you. Applicants who reside outside of Japan must designate a representative who resides in Japan and write the representative’s information in the “Contact Information” field.
- If your nationality is not Japanese and your type of visa is not a student (*ryugaku*), specify the type of visa you currently have in the “Type of Visa, Other type of visa” fields.
- Year, Month, Day in the “Eligibility” field must be the date written on your Certificate of (Expected) Graduation. If you are expected to graduate from a university but the graduation date is not provided on your Certificate of Expected Graduation, write the last day of the month in which you expect to graduate. Adjust “学部,” “学科,” “課程” to Department, School, and so forth as needed.
- Applicants who have a part-time job should circle “Not working/Working part-time” in the “Employment status at the time of application” field.
- Fill out the back page (Resume).
- If there is a gap between the Officially Required Years for Graduation and the years you actually attended school from entrance to graduation in Primary Education, Lower and Upper Secondary Education, and for a bachelor’s degree in the “Academic Background” field, explain the reason on a separate sheet of paper and attach it to the Application Form. *Year and Month of School Entrance and Graduation must match the year and month indicated on your certificates.
- **If you need more space to list your information, write on a separate sheet of paper and attach it to the Application Form.**

3. Address labels

- It has been reported that mail may not be delivered if the name on your mailbox is different from the name written on the address label. Be sure to match the names.

4. Examination Admission Card and Photograph Card

- “Name in *Kanji* or English” must be the same as the one you have written on your Application Form.