

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

1. Overall

- Fill out in black or blue ink. **Do not use an erasable pen.** (Applications written with erasable ink will be considered to be 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

- In the field, “Examination Subjects” under “Global Studies,” check one box and fill in the name of the examination subject you wish to take.
- If you expect to graduate from the TUFS Master’s Program in March 2018, check the box marked “TUFS Master’s Student.”
- 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 contact information where we can definitely reach you. Applicants who reside outside Japan need to designate a representative who resides in Japan and must 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*) visa, specify the type of visa you are currently on in the “Type of Visa, Other type of visa” field.
- 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 graduate school 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.
- 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 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 name you have written on your Application Form.