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 the correct information nearby.
   - Read the admission information carefully before filling out the forms.

2. Application Form
   - There are two application forms, one for Global Studies and one for Japan Studies, so do not make a mistake.
   - In the field, "Examination Subjects" under "Global Studies," check one box and fill in the name of the examination subject you wish to take. Furthermore, choose one subject either "Language Subject "or "Area Subject" for "Examination Subject."
   - If you are expected to graduate from the TUFS Master's Program in March 2025, 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.
   - Research theme should be simple without a sentence and contain less than 50 Japanese characters. Do not write your specific research content , but "Research theme ".
   - By referring to information such as [Researchers List] on the TUFS website, applicants should choose one research advisors who are in charge of programs for which they will apply.

     Researchers List
   - Applicants for Japan Studies must fill in "Name of Preferred Research advisor".
     ※It is not necessary to obtain the prior consent of the faculty member in advance when entering the name of the desired academic advisor. Please note that you may not necessarily be able to receive guidance from the faculty member you have indicated in the form.
   - 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.
   - Please write your E-mail address carefully and accurately. In particular, make it clear that the difference between numbers and letters, and the difference between - (hyphen) and _ (underscore) can be clearly distinguished. Please note that inaccurate address may prevent you from receiving important information.
   - 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. However, applicants who reside outside Japan do not need to fill out the 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 or are students should circle "Not working/Working part-time" in the "Employment status at the time of application" field.
   - Applicants residing outside of Japan must check the appropriate section regarding selection method.
   - Fill out the back page (Resume).
   - If there is a discrepancy between "Officially Required Years for Graduation" and "Year and Month of School Entrance and Graduation," submit your reason on a sheet of paper.
   - If you need more space to list your information, write on a separate sheet of paper (size A4: 210mm x 297mm) 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. If you reside outside Japan, be sure to tell it to your representative.

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.