Instruction for filling out the application forms

**Common to all forms**

・All forms must be written in Japanese or English.

・Fill in the forms in chronological order (oldest to newest).

・Application forms should not be stapled together so that we can make their copies.

**(Form 1)Curriculum vitae**

【Education】

・Fill in your academic background starting from undergraduate education.

【Academic Degree】

・Fill in your academic degree (bachelor, master and doctor).

【Professional Experience】

・If you have a period of unemployment, explain the gap.

【Overseas Training etc.】

・You can fill in your overseas training courses if they are related to your research.

**(Form 2) List of achievements**

・Put the serial numbers on items in each category.

・List all authors’ names, translators’ names or presenters’ names, and underline your name.

・If you write about sharing writings in “Books”, specify which section you contributed.

・If you write about translated books, indicate it.

・You cannot include publications under submission.

・If you write publications in press, indicate it and attach the certifying document.

・You cannot include conference abstracts.

・Put the mark \* on the number of your publications covered in the Science Citation Index Expanded (SCI) / the Social Sciences Citation Index (SSCI) / the Arts & Humanities Citation Index (A&HCI) / Emerging Sources Citation Index (ESCI).・Choose 3 major publications representing your achievements in the last 10 years from “Books”, “Reviews” and “Original Papers (refereed)” , and circle the listed numbers.

・Attach reprints or photocopies of the above 3 major publications with the same numbers as the ones on the Form 2 on the upper right corner of their first page.

・When you write the publications that have Impact Factors, add the values referring to “2015 Journal Citation Reports” by Thomson Reuters. (e.g. IF: 5.33 … rounding off to two decimal places)

・When you write Times Cited, add the values referring to ”Web of Science” by Thomson Reuters.

・Regarding the conference presentations, fill in the invited lectures in international conferences. You can write symposiums, workshops and others if you were principal presenter. (General presentations are excluded.)

**(Form 3) Summary of 3 major publications**

Write a summary of the above 3 major publications in either Japanese (approximately 2000 characters), or English (approximately 1000 words).

**(Form 4) Aspirations for education and research**

Write your aspirations for education and research in either Japanese (approximately 2000 characters), or English (approximately 1000 words).

 (Form 3)

Summary of 3 major publications

　　　　　　　　　　　　　　　　　　　　　　　　　　Name

(Form 4)

Aspirations for education and research

　　　　　　　　　　　　　　　　　　　　　　　　　　Name