

Points to be considered to fill in the Form No.2

(1) Academic Record

1. In the 'Academic Record' section, write down all the educational institutions after high school level with the names of earned degrees and diplomas. If you have completed PhD program coursework without a degree, write it down as such.
2. As for degrees, write the area of study and the title of your dissertation for the degree.
3. Write any qualifications you may have (for example, teachers or medical or pharmacists license), if you have any.
4. Write down your experiences of studying at foreign universities or institutions (outside your native country) as a student.
5. If you have studying experiences at any foreign universities or institutions, specify the institution name and country.

(2) Work Experience

1. In the 'Work Experience' section, write down all the jobs, including independent business, housework, and jobless periods, and clarify the titles and positions.
2. Write down exact work periods for each professional record and, as for the present job, write down 'To the present.'
3. Write down all the records of studying, researching and teaching at foreign countries as a researcher.
4. Write down the names of the subjects or classes that you taught when you write the work experiences at each university or college.

(3) Activities in Academic Associations and in Society

1. In the 'Present Academic Associations' section, write down the names of the professional and/or academic associations you belong to at present.
2. Write down the names of the associations that relate to your present research interests and areas.
3. If you have received any awards from the associations, write down the reasons or contents for receiving them.

(4) Awards and Punishments

Write down awards from academic societies or publishers and punishments concerning jobs, teaching activities, and dishonest receipt of research funds and so on.

(5) Work Situation

If you have a full-time position at a university, write down your title and the subjects you are teaching at present with the name of the department. If you are teaching at universities part-time/adjunct faculty, write down the title of the subjects and the name of the department and the university with teaching hours, of either 30 or 60 hours, counting one class as two-hour class.

If you do not presently have a full-time position at a university, describe your present job situation and contents as well as possible.

**Please change the size of the cells for your convenience.