

## How to fill out “APPLICATION FOR CERTIFICATE OF ELIGIBILITY”

- Please fill out the sheets, “For applicant, part 1 ” and “For applicant, part 2” in the application file by following the 《INSTRUCTIONS》 below. Please use Kanji in sections where you can.
- Please provide accurate information as this application will be submitted to the immigration bureau. You will be asked to correct and resubmit it if any incomplete sections or errors are found.
- Please do not change the size of cells for entries. If letters do not fit in the cell, please change the font size.
- Please type into the Excel application form directly and attach it to an e-mail for submission.
- As the application will be submitted as data, you do not need to attach your photo. Please submit your photo with other application documents by mail.  
 \*The photo must be: 4×3cm in size; Taken within the last 6 months of the application; No hat; With no (white) background. Please write your name (both in Kanji and alphabet) on the back of the photo. A photo which does not meet the above requirements will not be accepted.
- Please submit by: **December 7<sup>th</sup>, 2018**
- Method of submission: **Submission as data** ※Please e-mail the file as an attachment.

### 《INSTRUCTIONS》

1. Nationality・Region	Type nationality/region. E.g.) China
2. Date of birth	Type correctly as shown in your passport.
3. Name	Type your name in English as shown in your passport and also in Kanji.
4. Sex	Circle one that applies to you.
5. Place of birth	Type country, prefecture (province), city/town/village of your birth. E.g.) 中華人民共和國 江蘇省 蘇州市
6. Marital Status	Circle one that applies to you.
7. Occupation	Type your occupation in China.
8. Home town/city	Type your address in China including prefecture (province), city, street and house number. E.g.) 中国 江蘇省 蘇州市 ○○○ XXX 号
9. Address in Japan	
10. Passport (1)Number (2)Date of Expiration	Type correctly as shown in your passport.
11. Purpose of entry	Select I.”Professor”.
12. Date of entry	Type “April 1, 2019.” See*1
13. Port of entry	Type intended port of entry into Japan. E.g.) Kansai International Airport, Narita International Airport *TGU staff will pick you up at Kansai Int’l Airport upon your arrival.
14. Intended length of stay	Type “One year.”
15. Accompanying persons	Circle one that applies to you. See *2
16. Intended place to apply for visa	Type both country and city. In principle, a place of Japanese embassy (consulate) that handles an area of your residence. E.g.) 中国 上海
17. Past entry into/departure from Japan	Circle one that applies to you. If you circle “Yes”, type number

	of times and the latest entry history as shown in your passport.
<b>18. Criminal record</b>	Circle one that applies to you. If you circle "Yes", provide the details in ( ).
<b>19. Departure by deportation/departure order</b>	Circle one that applies to you. If you circle "Yes", type number of times and the latest departure by deportation.
<b>20. Family in Japan</b>	If you have a family member living in Japan at the time of the application, list it in the table. Type "None" in the table if you don't.
<b>21. Place of Work</b> (1) Name (2)Address (3)Telephone No.	
<b>22. Education</b> (1) Name of school	Check one that applies to you and type name of school and country.
(2) Date of graduation	Type date of graduation from the above (1) school.
<b>23. Major field of study</b>	Check one that applies to you.
<b>24. Employment history</b>	Please type your employment history in chronological order.
<b>25. Teacher's certificate</b>	Circle one that applies to you.
<b>26. Teaching experience of the subject that the applicant is planning to teach</b>	Type the years of your teaching experience of the subject you are planning to teach.
<b>27. Total period of receiving the foreign language education in case that the applicant is planning to teach the foreign language</b>	Type the years of foreign language education you have received if you are planning to teach the foreign language.
<b>28. Applicant, legal representative, or the authorized representative</b>	
<b>Signature of the applicant (representative)</b>	

《NOTE》

\*Date of entry (Item No.12) – the recommended arrival date is to be announced later, after school year calendar for 2019 is confirmed. Please type April 1, 2019 at this time.

\*Accompanying persons (Item No.15) – an accommodation provided by TGU has an occupancy capacity for more than two people. However, please note that TGU has no obligation or responsibility for any costs and necessary procedures (visa application, child school enrollment, etc.) related to accompanying persons during their stay in Japan, including traveling to/from Japan.

\*Employment history (Item No. 24) – Please fill in your employment history in chronological order (from old to latest). Please provide: the name of company, year & month you joined/left the company.

<Example>

Date of joining the company		Date of leaving the company		Place of employment	Date of joining the company		Date of leaving the company		Place of employment
Year	Month	Year	Month		Year	Month	Year	Month	
2000	9	2005	3	〇〇大学漢語教育学院 (中国)	2010	9	2015	8	ABC English Academy (USA)
2005	4	2007	3	XXX University (Japan)	2015	9			蘇州大学海外教育学院 (中国)
2007	4	2010	8	△△△University (Australia)					

If you have any questions, please feel free to contact us at [kouryu-center@tezuka-gu.ac.jp](mailto:kouryu-center@tezuka-gu.ac.jp).