

# How to fill in the Curriculum Vitae

## □ **Attention**

When filling in the Curriculum Vitae, please make sure to cross-check your entries with information on relevant certificates as well as have your current institution confirm the form before submission to ensure that there is no missing or false information. If it is discovered that you severely misrepresented your personal or work history, you could be relieved from duty or be subject to strict disciplinary action.

Further, your salary will be based on the information provided in the Curriculum Vitae. Therefore, if it is discovered that there were errors in the information provided, you might be required to reimburse the salaries you received since the start of your employment.

- Regarding provisional entries in personal or work history, they will be treated as definite by the start of employment. If you were unable to finish education programs, obtain certificates, or accomplish some of the items you listed by the start of employment, immediately notify the person in charge of human resources at your intended workplace.

## 1 **【Common items】**

Generally, you are supposed to enter the information in the soft copy of the form and print it out on A4 paper (both-sided). However, if due to some unavoidable circumstances you cannot do that, you may fill in the printed (both-sided) form by hand in black or blue ink.

Please make sure to send the soft copy via E-mail as well.

## 2 **「Attach Picture Here」 section**

Please submit a clear picture taken within the past 3 months (B&W/Color are both acceptable, upper body facing forward, no head coverings, size: height 3.5 - 4.0 cm × width 3.0 - 3.5 cm) by directly attaching the image file to the form.

## 3 **「Name」 section**

- (1) Please write your name as listed on your family register and make sure to include the Katakana version as well.

Also, if you have Japanese nationality, please include the Roman letter version of your name. (according to the Hepburn system)

- (2) If you hold the nationality of another country, please write your name as written on your residence card.

However, if you are filling out the form before having received the residence card, fill in your name as listed on your passport in alphabet in the following order: last name, first name, middle name. Nonetheless, enter your name in Kanji if you hold

Chinese citizenship, and Kanji or Katakana if you hold Korean citizenship.

- (3) If you have changed your last name, make sure to indicate the date of change and your maiden name, including the Katakana version.

#### 4 「Date of Birth」 section

Please indicate your age as of the last day of the fiscal year (age as of March 31 after the submission of the form).

#### 5 「Nationality」, 「Status of residence」, 「Period of Stay (expiration date)」 section

If you hold the nationality of a country other than Japan, please indicate your nationality, (expected) status of residence, and period of stay (expiration date). However, if you hold a permanent resident status, you do not have to fill in the period of stay.

#### 6 「High School, Technical College, Junior College, University, Graduate School, Vocational or Professional School, etc.」 section

- (1) In the [Name of School] column, please provide information on your educational background starting from high school. Fill in the names of your school, department, graduate school, major, program etc., without omission.
- (2) In the [Type of Completion] column, please select the applicable item out of the following: Graduation, Plan to Graduate, Completion, Plan to Complete, Withdrawal, Plan to Withdraw, ABD (All But Dissertation) Completion, Plan for ABD Completion, School Transfer, Dept. Transfer, Grad. School Transfer, Expulsion, Current Student.
- (3) If you have received degrees from several universities, departments, graduate schools, or have transferred, make sure to list all relevant institutions under your educational background.
- (4) If you transferred from a different school or department, write (transferred during ○ year of study) or (transferred in AY ○ ) in parentheses after the name of the school etc.
- (5) If you took a leave of absence, write the relevant period in parentheses after the name of the school etc. as (Leave of absence from YYYY/MM/DD to YYYY/MM/DD).
- (6) Under the [Evening or Distance Education] column, select the applicable option.
- (7) Under the [Units Received] column, list the number of units you obtained only if you withdrew from the undergraduate or graduate school program in question.
- (8) Vocational or professional schools are all schools stipulated under Article 82(2) and Article 83 of the School Education Act.
- (9) If you attended a school overseas, write the name of the country in parentheses after the name of the school etc.

#### 7 「Degree」 section

In the degree section, please indicate which of the below degrees you have obtained along with the date. Further, if you haven't obtained the degree yet but are due to obtain it by the employment start date, please write **(prospective)** after the name of the awarding school/institution.

However, regarding bachelor degrees, do not write degrees other than those listed below.

**Degree Category List**

M.S.(Master of Science),

M.A.(Master of Arts), Ph.D. (Doctor of Philosophy)

8 **「Licenses/Tests/Qualifications」 section**

List all helpful licenses, tests, and/or qualification you possess including the date you obtained them, the accrediting institution, registration number etc.

9 **「Remarks」 section**

If you have anything else to add, please do so in this section.

10 **「Other periods (Including Work History)」 section**

- (1) Please list items from your personal or work history that are not included in your academic background.
- (2) Make sure to include the institution name, your affiliation (department etc.), job title and description for each item. Do so even if you were temporarily transferred or have worked as a temporary staff by writing (temporary transfer from ○○/temporarily dispatched from ○○) after the name of the affiliated institution.
- (3) If the start/end day is within the same month, please write the same month under the starting and end date of employment. Also, regarding the employment end date, please include the date of prospective resignation/retirement.
- (4) If you were a non-degree research student, or a credited auditor, indicate the university and department under the "Name of the Affiliated Institution" as well as student classification at the time. Do not fill in anything under the "Job Title" column and write the amount of weekly research/class hours under the "Job Description" column. (Do not fill in the "Regular Full or Part-time" column.)
- (5) If you have worked for a private company, list also the name of the department and section under the "Name of Affiliated Institution." If you worked for a research institute, list the name of the laboratory etc. Write all the information accurately and without omission.

(6) Under the "Job Title" column, list the official title/rank at the institution in question.

(7) Under the "Work Situation" section, choose whether the position was full or part-time and indicate the number of work hours per week (not including overtime).

11 If you have not been sentenced to imprisonment (excluding concurrent suspensions of sentences), check the box. You have to fill in this section by hand.

12 If it is discovered that you severely misrepresented your personal or work history on this form, you could be relieved from duty or be subject to strict disciplinary action. Further, your salary will be based on the information provided in the Curriculum Vitae. Therefore, if it is discovered that there were errors in the information provided, you might be required to reimburse the salaries you received since the start of your employment. If you agree with these conditions, please check the box . You have to fill in this section by hand.

13 **「Signature」 section**

After printing out the form, sign it by hand.