



3. Vocational Technical School, Junior College, College of Technology, University, and Graduate School

- (1) Vocational technical schools mean special training colleges prescribed in Article 124 of the School Education Act or miscellaneous schools prescribed in Article 134 of the same Act.
- (2) In the “Name of institution” column, enter the name in its entirety of your school, postgraduate course, school (of university)/faculty, department, major/program, etc. In the case of an overseas institution, specify the country concerned in parentheses after the name of such institution.
- (3) Select an applicable item from the following final status list and enter such item in the “Final Status” column.
- (4) If you have graduated from more than one university or school (of university)/faculty, or have transferred from one institution to another, provide details of such background.
- (5) If you have transferred from one institution to another or enrolled after graduating from another institution, write “(transferred as a xx- year student)” or “(enrolled after graduating from another institution as a xx-year student)” after the relevant institution’s name.
- (6) If you have taken a leave of absence, write “(absent from mmm/dd/yyyy to mmm/dd/yyyy)” on a new line after the relevant institution’s name.
- (7) If you are currently enrolled in a graduate school, etc, write “(currently enrolled; since mmm/dd/yyyy)”.

Graduated / Graduation Expected / Completed / Completion Expected / Withdrew / Withdrawal Expected / Withdrawal without completing all credits / withdrawal with all but dissertation / Withdrew with all credits earned / Withdrawal with all credits earned Expected / Withdrew with research guidance approval / Withdrawal with research guidance approval Expected / Institution transfer / School (of university)/faculty transfer / Department transfer / Expulsion / Enrollment
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4. Academic Degree

Select an applicable item from the following list of degree types and enter such item in the “Academic title/Major field” column, along with the date you were awarded the degree, and the nomenclature of the degree (your major field pertaining to the degree).

If you were awarded a professional degree, indicate, in the “Academic title/Major field” column, “Professional degree”, along with the nomenclature of the degree.

If none of the items in the list is applicable, indicate, in the “Academic title/Major field” column, “Other” and the nomenclature of the degree.

-ology) xx University  
03/25/2001 Doctoral degree (xx-ology) xx University  
03/01/2006 Professional degree (Juris Doctor) xx University

Master's degree / Doctoral degree / MS (Master of Science) / MA (Master of Arts) / Ph.D (Doctor of Philosophy) / Professional degree
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[Sheet No.2]

5. Work Experience (Employment History etc.)

- (1) Enter all background other than the academic details provided in Sheet No.1.
- (2) If your organizations, job titles, job/research descriptions or employment statuses have changed, provide such information for each change.
- (3) If the commencement and termination of employment occurred in the same month, enter such month for both events.  
In the case of a job you are going to resign from, enter the expected year/month of resignation.

part-time job workers, commissioned workers, part-time employees, and contract employees, etc.) or part-time workers, etc.

6. In addition to the awards and criminal penalties if you have received disciplinary action or suspension due to sexual violence, including sexual harassment, against students in the past, be sure to write down the details of the action and the specific reasons for it. Please note that if there is a false statement regarding the history of disciplinary action, the applicant may be subject to cancellation of employment or disciplinary action.
7. **Remarks**  
Describe in the “Remarks” column any other matters that you consider should be particularly noted.
8. **Signature**  
Make sure that the entries you made in Sheets No.1 and No.2 of the Résumé form do not contain any errors, and then affix a handwritten signature.