◎ NOTES:
Please make sure to fill out the resume carefully without errors or omissions, referring to certificates or if necessary confirming details directly with institutes and where you are/were employed. Fraudulent information in your application discovered after your employment may result in punitive dismissal.
Employees shall be dismissed if they are sentenced to imprisonment or more severe penalties (excluding suspended sentences).
The University of Tokyo will determine compensation on the basis of the descriptions on your resume. If any incorrect statements are discovered after you are employed, the University may claim refund of compensations paid to date retroactive to the date of employment.
You will be considered by the University to have graduated from or completed a degree program, etc. by the expected dates entered on your resume. If this is not the case, please immediately inform the personnel at the relevant department.

[Common to All Forms]
1. Electronically input every required item on the form, and print out on A4 sheets. In unavoidable circumstances handwriting in black or blue ink may be permitted.
2. Do not change the document formatting, including margins, positions of lines, print range and so on, except for character sizes.
3. If you need more column(s) to complete your resume, duplicate the relevant spreadsheet and fill in only the applicable column.
4. Sign Form No.2 by hand and then submit Forms No.1 and No.2 together. If there are two or more pages for Form No.2, sign only the last page of the form.

[Form No.1]
(1) **Box for Photo Attachment**
Attach a clear ID photograph taken in the six months prior to submitting the résumé. You may use either a black-and-white or a color full-faced photograph showing your face, upper body and uncovered head. The size of the photo shall be 3.5 to 4.0 cm by 3.0 to 3.5 cm. You may paste a digital graphic image directly in the Box for Photo Attachment in the Excel sheet before printing out the résumé.

(2) **Name**
1. Type your name exactly as identified on your family register. Enter your family name on the left side, and your first name on the right side.
2. If you are not a Japanese national, please type your name as stated on your residence card. If you do not yet possess a residence card, please type your name as identified on your passport including your family name, first name and middle names in the Latin alphabet.

(3) **Date of Birth**
If you type your date of birth directly into the Excel sheet, your age at the end of the academic year when you submit the resume (i.e. your age as of the first March 31 after the date when you submit the resume). will be calculated automatically when you enter the date of résumé creation. If you are filling this resume by hand, also calculate and fill in your age at the end of the academic year.

(4) **High School**
1. In the Month/Year column, enter the month and the year when you graduated or withdrew from school (expected date of graduation or withdrawal). (Your age as of the first March 31 after the date when you have graduated your high school will show automatically in the gray section)
2. In the Name of School column, type the school name and program name.
3. In the Final Status column, choose and enter an applicable status from the dropdown list or from the list below.
4. If you studied at a foreign school, type the school name followed by the country name in parentheses.

(5) **University(undergraduate level), Junior College, College of Technology, Vocational Technical School**
1. The term College of Technology includes special training colleges and miscellaneous schools as defined by Articles 124 and 134 of the School Education Law.
2. In the Name of Institution column, type the names of your School, Faculty, (Undergraduate) Department, and Program in full. For a foreign school, type the school name and other information followed by the country name in parentheses.
3. In the Final Status column, choose an applicable status from the dropdown menu or the list below.
4. If a university program is divided into a first division and a second division, enter details of both.
5. In the Evening Course/Correspondence Course column, if the program is an evening or a correspondence course, type "Evening Course" or "Correspondence Course."
6. If you have graduated from more than one university or undergraduate school, or transferred to another university or undergraduate school, type in the details of all institutions and undergraduate schools attended.
7. If you have entered or transferred to a new school, enter the name of each school followed by (entered in _th year) or (transferred in _th year).
8. If you have taken a leave absence from school, begin a new line after the name of the school and note the period as (absent from (date) to (date)).

(6) **Graduate School**
1. In the Name of Institution column, type the names of your University, Department, Major, and Program in full. For a foreign school, type the university name etc. followed by the country name in parentheses.
2. In the Final Status column, choose an applicable status from the dropdown menu or the list below.
3. In the Total Credits Earned column, only enter the number of total credits if you have left or will leave the program.
4. If you have finished more than one graduate school program, or transferred to another university or graduate school, type in details of all schools and programs attended.
5. If you have entered or transferred to a new school, type the name of the school followed by (entered in _th year) or (transferred in _th year).
6. If you have taken a leave absence from school, begin a new line after the name of the school and note the period as (absent from (date) to (date)).

○Final Status Category
Graduated / Expected to Graduate */ Completed / Expected to Complete* / Withdrawn / Expected to Withdraw */ Withdrawn with Full Credits / Expected to Withdraw with Full Credits* / Transferred / Expelled / In School

"Expected***" will be considered as "Graduated," "Completed," "Withdrawn" or "Withdrawn with Full Credits" from the date of employment.

(7) Academic Degree
In the Academic Degree column, choose and enter an applicable degree from the list below and the date when you earned the degree. In the Major Field column, type the name of your academic degree major.

For Professional Degrees, choose "Professional Degree" in the Academic Degree column, and enter the description of the degree and your major in the Major Field column. If you expect to be awarded a degree before the date of your employment, type "(expected)" following the name of the university issuing the degree certificate.

If you find no applicable degree in the list, choose "Other" in the Academic Degree column, and enter the title of the degree and your major in the Major Field column.

Do NOT enter information of your academic bachelor's degree in the Academic Degree column unless the degree is awarded by the National Institution for Academic Degree and University Evaluation.

e.g.) March 1980: Master's degree in _____, _____ University
 October 2001: Doctorate in _____, _____ University
 March 2006: Professional degree (Juris Doctor), _____University

○List of Academic Degrees
M.S. (Master of Science) / M.A. (Master of Arts) / Other Master's degree / Ph.D. (Doctor of Philosophy) / Professional Degree / Other Doctorate / Bachelor's Degree Awarded by the National Institution for Academic Degrees and University Evaluation (including the old National Institution for Academic Degrees)

(8) License, Examination, Qualification etc. (Licenses listed below)
Enter title(s) of license(s) which you hold from the list below and the date when you were licensed or qualified.

(9) License, Examination, Qualification etc. (Licenses other than listed below)
Type title(s) of license(s), examination(s), qualification(s) other than those listed below and which are relevant. Also enter date(s) and relevant authorizing body.

(10) Remarks
Include any other information which you consider necessary.

○List of Licenses
[License]
Medical License
Veterinary License
Dental License
Public Health Nurse License
Obstetric Nurse License
Staff Nurse License
Assistant Nurse License
Pharmaceutical Chemist License
Clinical Radiological Technologist License
Radiographer License

Clinical Laboratory Technologist License
Health Laboratory Technologist License
Physical Therapist License
Occupational Therapist License
Orthoptist License
Dental Hygienist License
Dental Technician License
Licenses for Japanese Traditional Massage, Massage, Finger Pressure
Moxacautery License
Acupuncture License
Teaching Certificate
Cook License
National Registered Dietitian License
Dietitian License
Clinical Engineer License
Prosthetist License
Boiler Engineer License
Driver's License (if you are to be employed as a driver)
Architect License
Judo-Orthopaedist License

[Examination]
Passed career examination of National Universities in Japan
Passed high school equivalency exam
Passed second-stage bar examination

[Qualification]
Librarian
Attorney and Counselor at Law
Chartered Patent Agent
Chartered Accountant
Tax Accountant

[Form No.2]
(11) Work Experience (Employment History, etc.)
1. Enter any background employment information other than that included in your academic history as entered in Form No.1.
2. If you have changed employment, enter the name of organization(s) where you were employed, job title, job/research description, and employment status. If the organization locates outside of Japan, also enter the country where it locates. In the event that you were subcontracted to another organization or worked on a temporary basis, enter that organization's details followed by (subcontracted or dispatched by _____).
3. Enter your career details in chronological order.
4. In the event that you started and left a job in a same month, enter the same month for both the commencement and end dates. For the end of the working period, enter that organization's details of when you left or expect to leave the job.
5. If in a private company or organization, enter the name in full of your section, department, division etc. in the Organization column. If employed at a private research institute etc., enter the name in full of the laboratory etc.
6. In the Job Title column, enter an official job title or position appointed by the organization to which you belonged.
7. In the Employment Status column, type "Regular Employee" if you were so contracted. If not, enter the contract working hours per week not including overtime even if the working hours amount to the same as that of regular employees.
Non-regular employees means employees under contract for a certain period of time (daily, temporary, seasonal, contract employees etc.) and part-time employees, etc.
8. If you were a research student, auditing student, special auditing student specially registered student, special graduate research student, or foreign student (hereinafter referred to as "Research Student"), enter the school/organization in the Organization column (if a university also enter the faculty name, or if a research institute also enter the research group name and your status (Leave the "Job Title" section blank). Enter hours worked per week in the Employment Status column.

e.g.) In the Organization column:
Research Student, Faculty of _____, _____ University

9. For a career history in the Japan Society for the Promotion of Science, type "Japan Society for the Promotion of Science" with the name of your host research institute in the Organization column. In the Country (if other than Japan) column, enter the country of the research institute.

*Those who will take up employment at the University of Tokyo and continue to be engaged in other employment besides their position at the University are required to receive permission in accordance with the University of Tokyo Rules on Concurrent Employment of Faculty Members and Administrative Staff before taking up employment at the University.

*This document is a translation from the authoritative Japanese version.