

Sample

Applicant Basic Information Sheet

(For Foreign Nationals)

Photo
(4cm x 3cm)
Attach an ID
photo.
Plain background;
printed digital
image acceptable.

Date (YYYY/MM/DD)
2026/11/1
Print Name (by hand)
John SMITH

Position Applied For	Full-time Faculty		
Name	Family Name	Given Name	Middle Name
	Smith	John	
Name in Katakana	スミス	ジョン	
Date of Birth (YYYY/MM/DD)	1980/1/17	Age *Age as of the date of entry	45
Sex (As entered on family register) *Optional	Male	Nationality *Other than Japan	United Kingdom
Status of Residence	Professor	Period of Stay Expiration Date (YYYY/MM/DD)	YYYY/MM/DD
Current Address	(zip code : 101-8301) 1-1 Kanda-surugadai, Chiyoda-ku, Tokyo, JAPAN		
Home Phone	03-3296-XXXX	Mobile Phone	090-XXXX-XXXX
Email Address	xxxx@xxxx.ne.jp		

[Print Name (by hand) : John SMITH]

Resume (Form for Foreign Nationals)

		Date (YYYY/MM/DD)	2026/11/1
Name in Katakana	スミス ジョン	Date of Birth (YYYY/MM/DD)	1980/1/17
Name	Smith John	Age *Age as of the date of entry	45

[Educational Background (High School, University, Graduate School etc.)]

*Please list your educational background starting from the level equivalent to high school in Japan.

Institution / School, Faculty, Department, Major, Country	Period of Enrollment (YYYY/MM – YYYY/MM)	Status (Graduated / Completed / Withdrew, etc.)
England High School	1995/4 ~ 1998/3	Graduated
B.A. England University School of Public Affairs, UK	1998/4 ~ 2002/3	Graduated
M.A., Meiji University Graduate School of Law, Japan	2004/4 ~ 2006/3	Graduated
J.D., Meiji University School of Law, Japan	2006/4 ~ 2009/3	Graduated
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[Academic Degrees]

* For doctoral degrees awarded in Japan, please indicate after the degree name whether the degree was earned by completion of a doctoral program or awarded based on a dissertation.

Degree (Master's / Doctoral / Professional)	Degree-granting Institution, Country	Date Awarded (YYYY/MM/DD)
M.A. in Law	Meiji University Graduate School of Law, Japan	2006/3/26
J.D.	Meiji University School of Law, Japan	2009/3/26

[Title of Doctoral Dissertation]

*If you hold a doctoral degree, please provide the title of your dissertation.

None

[Languages in Which You Can Teach] * Multiple entries allowed.

English, Japanese

[Print Name (by hand) : John SMITH]

[Work Experience]

*If you have any work experience at Meiji University (including as a TA, etc.), be sure to include it.

*If you are applying for a full-time faculty position (including assistant professors) or specially appointed faculty position (Type. 1), be sure to include any periods of unemployment.

Period of Employment (YYYY/MM – YYYY/MM)	Institution / Organization, Affiliation / Department, Position Title, Employment Status (Full-time / Part-time), Qualifications, etc.	For work experience at Meiji University, enter "o".
2002/4 ~ 2003/8	English Teacher, Meiji University High School	○
2003/9 ~ 2004/3	Unemployed	
2007/4 ~ 2009/3	Research Associate, Meiji University School of Law	○
2009/4 ~ 2011/3	Research Fellowship, Japan Society for the Promotion of Science	
2011/4 ~ 2015/3	Senior Assistant Professor, Meiji University School of Law	○
2012/4 ~ Present	Lecturer (part-time), XX University School of Law	
2015/4 ~ Present	Associate Professor, Meiji University School of Law	○
2017/4 ~ 2018/3	Visiting Professor, England University	
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Status at your Present Workplace

(For those engaged in teaching) Institution, faculty / department/division, type of appointment, rank / position, subjects taught,
administrative posts, duties, etc.

(For those in non-teaching positions) Institution / organization, affiliation, position, duties, etc.

Associate Professor, Meiji University School of Law Meiji University School of Law (Subject) ○○○○I/II, ○○○○A/B, ○○○○I/II Meiji University Graduate School of Law (Subject) ○○○○I/II, ○○○○A/B, ○○○○I/II (Title) 2014/4~2016/3 Member of Student Affairs Committee 2019/4~Present Associate Dean, Meiji University School of Law Lecturer (part-time), XX University School of Law (Subject) ○○○○I/II

【Record of Awards, Punishments, or Disciplinary Actions】

*Please list awards related to your professional work in the achievements section.

Applicable	Date (YYYY/MM)	Details
Yes		
/		
None		