Guideline for Completing Form Waseda University Curriculum Vitae

◆ In principle, please fill out Waseda University Curriculum Vitae on a computer, and handle the form with care.

1. Notation of years

Please use Western calendar years for all dates.

2. Name

(1) Signatures and seals are not necessary.

(2) If you are a Japanese citizen, write down your name exactly as it appears on your family register.
When writing your name in alphabetic characters, copy your name exactly as it appears on your passport.

(Example) Whether to use "OHNO" or "ONO" as the alphabetic spelling for "大野" should depend on how it is spelled on the passport.

(3) How to write your name if you only have a name of a nationality other than Japan

・In the "Name" field, write down your last name in *kanji* characters or English.
*If writing your name in English, copy your name in alphabetic characters exactly as it appears on your passport.
*At Waseda University, it is not possible to register characters such as Á Â À Å Ã Ä.
Write down your last name in the "Last name" field, and your first name and middle name in the "First name" field. If abbreviating your middle name, please use a period [.].

・Write down your name in *katakana* characters in parentheses.

(4) If using a last name that differs from your last name on your family register (maiden name or nickname), write down your name in the form of "Nickname (Real name)."

3. Gender

Write down your gender, but you do not necessarily have to fill this out. Even if it is not filled out, it will not be disadvantageous against you in the screening process.

If you are officially hired, the gender information from your family register will become necessary for employment management. This information will be confirmed based on your residence certificate, copy of passport, copy of residence card, etc. that you will submit at the time of employment.

4. Affix photo

Affix a photo to your CV. If submitting CVs in both English and Japanese (copy of English version), affix a photo to your Japanese CV.

5. Nationality

Please write down your nationality.

6. Status of residence

Write down the effective status of residence as of when assuming your new post at Waseda University, as well as the corresponding period of stay. For status of residence that requires permission to engage in activity other than that permitted under the status of residence, indicate whether you have permission to engage in activity other than permitted under the status of residence.

*If you will be applying for status of residence after your appointment is decided on, leave this field blank.

7. Educational Background

(1) Write down your entire educational background without any omissions, starting with high school entrance.

(2) Write down the dates of entrance, graduation/completion, etc. accurately.
In principle, it is not possible to assume a new post at Waseda University while you are registered as a student at the University. If you are registered as a student at the University when creating your CV, write down the date of your graduation/completion/withdrawal.

(3) Write down the date (include month and day) of conferment of your doctoral degree.

8. Work Experience

(1) Write down "starting (employment) dates" and "completion (resignation) dates" accurately, without any omissions.
If you are to resign a post due to assuming a new post at the University, make sure to write down the planned date of resignation from your current post in the "Planned completion (resignation) date" field.

(2) Write down any work experience at Waseda University starting on or after April 1, 2013 that you may have accurately, including part-time employment as a TA, RA, etc.

(3) If you have experience as a lecturer at a university or school, indicate clearly whether you were or were a full-time lecturer or part-time lecturer.

(4) If you have experience working at a corporation, research institute, etc., clearly indicate your job title and job description, etc.

(5) If you have already resigned, write down the accurate date of your resignation.

(6) For "Current post", if you are working at multiple universities, schools, research institutes, etc., please write down your representative current post. If your resignation is already planned, make sure to write down the planned date of resignation in the "Planned completion (resignation) date" field for the current post.
If your current post is a full-time job, and you are to be employed by the University for a full-time position, it is necessary for you to have resigned from your current post as of the time of appointment at the University.

(7) If you have gained a Research Fellowship for Young Scientists of Japan Society for the Promotion of Science, write down all of your experience.

(8) At Waseda University, it is prohibited for research associates to hold a concurrent position outside of the University. However, taking into consideration the circumstances that it is easier for a research associate to become employed as a faculty member of another university after retiring as a research

associate if they have experience as a part-time lecturer, a concurrent position outside of the university will be acknowledged only under the following requirements.

- The contents of your duty do not hinder your main work as a research associate of Waseda University, and do not discredit the quality of the University from a social perspective.
- There is no risk of a special stake in your main work arising.
- Your class instruction time is 4 hours per week or less.
- The Faculty Committee, Management Committee of the Research Institute or Center, Theater Museum or Museum Consultation Committee deems the circumstances as being appropriate.

Accordingly,

- If you are already engaged as a part-time lecturer at another university, etc. at the time of your employment as a research associate, write down the job name in the Work Experience field.
- If resigning before assuming your post as a research associate, clearly indicate your planned resignation date.
- If you will continue your post as a part-time lecturer at another university even after assuming your position as a research associate, clearly indicate your class instruction time per week. Please notify your applicable Office promptly after assuming your position as a research associate.

  (Example) Part-time lecturer at ○○ University (resignation planned for March 31, 2019)
  Part-time lecturer at ○○ University (2 hours of instruction per week)

9. Field of specialization

Select one from the attachment List of Fields of Specializations and write it down.

10. Research area

Describe concretely.

If you are a businessperson, fill this out in a format such as “Practical business related to ○○.”

11. Languages used

If you use multiple languages, please list them.