

Japanese-American-German FoS Symposium (FY2023)  
Guidelines for Preparing Documents

1. Points common to all forms

- Make entries after checking the “points to note” in each form.
- Do not alter the format of the forms. Submit only specified documents.
- Be sure to write names in exactly the same way on all forms. When using alphabetic letters, write first and last name in a way that distinguishes which is which, by for example writing the last name in capital letters. To help the reviewers properly grasp last names, please put Japanese *hiragana* in “Name spelled in *hiragana*”.

2. About Form 1 【filled out by applicant’s institution】

- Make entries in Japanese.
- For institution codes, please refer to the Institution Code List at <https://www-kokusai.jsps.go.jp/jsps1/kikanList.do> (*this site is in Japanese only*)
- In the “機関長職・氏名” space, the university head indicates the university president, not the president of the university corporation.

3. About Form 2 【filled out by applicant】

- Please follow the instruction on the form.
- For institution codes, please refer to the Institution Code List at <https://www-kokusai.jsps.go.jp/jsps1/kikanList.do> (*this site is in Japanese only*)

4. About Form 3 【filled out by applicant】

- In principle, make entries in Japanese. ③ to ⑤ may be written in English.
- Example for entering “③ Short CV 3.”  
March 2008, Doctorate (Engineering) Received from XX University
- Filling in “③ Short CV 4.” Enter your employment chronology.  
More steps may be added on the form.  
Example for entering “③ Short CV 4.”  
April 2009, XX University, XX research department, assistant professor  
April 2013, XX University, XX research department, associate professor (current)

5. About Form 4 【filled out by recommender】

- The form can be filled out in English.