

Instructions for completing Resume

I. Expression of years

Please use the Western calendar (Not Japanese era names) when you fill in dates.

II. Name

Please write the pronunciation of your name in Japanese characters katakana as this is necessary for registration systems.

III. Educational Background

1. Please start your education history with your high school year. If you have been enrolled in a doctoral course of a graduate school, choose the classification of your status when you left the course from among (1) Graduation, (2) Withdrawal from the course with Completion of Course Requirements or (3) Dropped out, and write the date that you left.
2. Please write the exact names of any Master's or higher degrees you have earned, the name of the university and your majors.

IV. Professional Background, Teaching Experience

1. Please clearly write the name of the university or research institution you work at on fulltime basis as well as the department and your position (Example: XX University, XX Faculty, XX Department, Professor)
2. Please write the names of all institutions you have worked at on a full-time basis before joining your current workplace and your status at those institutions.
3. Regarding any part-time lecturing work, you can choose to note only the positions you held at times you did not also have a full-time job. If you have worked for Chiba University as a part-time lecturer, please also mention this.

V. Others

1. Please write contact information of an academic referee who knows you well.
2. Any personal information provided to Chiba University will be used only in cases of emergency or for the university's operations.