

July 12, 2021

## **Information About the Required Documents for VISITING SCHOLAR**

All of the following documents should be submitted by the applicants to:

Manager for Planning and Coordination/ International Affairs,  
Kumamoto Office, Tokai University Kyushu Campuses,  
9-1-1 Toroku, Higashi-ku, Kumamoto-shi, Kumamoto 862-8652 Japan

All documents must be type-written in either English or Japanese.

Submitted applications which do not contain all of the required documents will be automatically rejected. Tokai University Kyushu Campuses will not be responsible for costs incurred in submitting applications, and reserves the right to request additional documents if necessary.

1. A completed application form, attach a 4cm x 5cm size photograph with the name and affiliation of the applicant written on the reverse sides.
2. A List of Principal Publications  
This should include full details of the publication: when and where published, co-authors' name (where applicable), size and number of pages, etc. Please indicate in red the title of any publications on the list which are submitted as requested in item "3".
3. Reprint(s) of what the applicant considers to be own most important publication(s) (either in Japanese or in English) or, if unavailable, a brief abstract either in Japanese or in English written by the applicant.
4. Curriculum vitae
5. A Letter of Recommendation  
This should be written by the applicant's supervisor testifying to academic ability and achievements, and confirming the availability of study leave covering the period of stay at Tokai University Kyushu Campuses.