

# Registration Guidelines for SOKENDAI Freshman Course (Second Semester 2026)

## 1. Summary of SOKENDAI Freshman Course

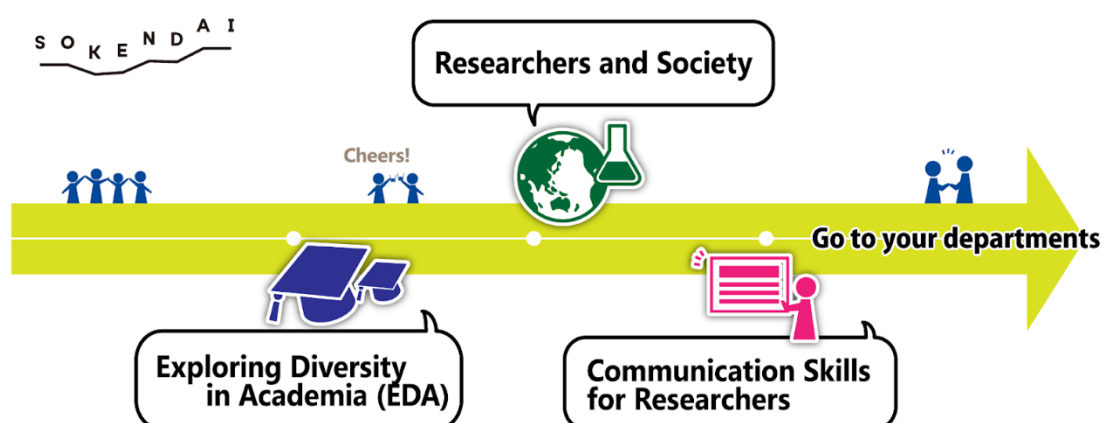
The Freshman Course is a four-day intensive course for newly enrolled students of SOKENDAI.

This course has two objectives:

- (1) To acquire basic knowledge and skills required for all researchers.
- (2) To understand SOKENDAI's broad range of intellectual fields and create a network beyond your research field.

This course consists of three sections: "Exploring Diversity in Academia (EDA)," "Researchers and Society," and "Communication Skills for Researchers."

For the class details, please check the FC website (<https://freshman.soken.ac.jp>).



| Exploring Diversity in Academia (EDA)                                                                                                                                                                                                                                                                   | Researchers and Society                                                                              | Communication Skills for Researchers                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You will learn about the diversity and commonality of research activities conducted at each inter-university research institute. You will also imagine your research life at SOKENDAI, which is about to begin. In addition, you will interact with students and faculty members from different fields. | You will learn about the responsibilities of researchers in society through discussion and lectures. | This class is offered on demand. You will learn "writing" and "presentation" skills necessary for researchers. You can choose between lectures in Japanese or English. |

## 【Class Scenes of SOKENDAI Freshman Course】



The following rules apply:

**(1) For all SOKENDAI students: Elective**

**(2) Requirements and Credits**

|                                  |                                                                                                                                                                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Credits                | 2 Credits (Students must attend all sessions/classes, submit all the required assignments, and actively participate in the class.)                                                                                                       |
| Grading                          | Contribution to the class and the submitted assignments (refer to the course syllabus)<br>*Use of Generative AI: <a href="https://www.soken.ac.jp/en/news/2023/20230512_2.html">https://www.soken.ac.jp/en/news/2023/20230512_2.html</a> |
| Language*                        | English, except for "Communication Skills for Researchers" (English/Japanese elective)<br>The ability to carry out discussions in English is a must.                                                                                     |
| Targeted Year                    | Newly enrolled and currently enrolled students (1 <sup>st</sup> - to 5 <sup>th</sup> -year students)                                                                                                                                     |
| Textbooks and Suggested Readings | Distributed in class                                                                                                                                                                                                                     |

\* If you prefer to take the course in Japanese, please register for the course in April 2027.

## 2. Schedule for SOKENDAI Freshman Course (Second Semester 2026)

**DATE: Tuesday, October 6 – Friday, October 9, 2026**

| Date                          | Time                                                                                                                                                                                                                                                              | Session                                                                                                  |                                             | Venue* <sup>1</sup>                                 |                  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------|------------------|
| Oct. 6<br>(Tue)               | 11:15                                                                                                                                                                                                                                                             | Assemble at the East Exit, JR Zushi Station, for those who take the SOKENDAI chartered bus* <sup>2</sup> |                                             | JR Zushi Station                                    |                  |
|                               | 11:30                                                                                                                                                                                                                                                             | Bus leaving for SOKENDAI                                                                                 |                                             |                                                     |                  |
|                               | 12:00 – 13:00                                                                                                                                                                                                                                                     | Registration for Freshman Course                                                                         |                                             |                                                     |                  |
|                               | 13:00 - 14:50                                                                                                                                                                                                                                                     | Orientation,<br>Lecture on Mental Health,<br>Entrance Ceremony                                           | 14:00-15:00<br>Registration at LOFOS Shonan | SOKENDAI<br>Hayama Campus                           |                  |
|                               | 14:50 – 15:30                                                                                                                                                                                                                                                     | Move to LOFOS Shonan                                                                                     |                                             |                                                     |                  |
|                               | <b>15:30 - 17:00</b>                                                                                                                                                                                                                                              | <b>Exploring Diversity in Academia (EDA)</b>                                                             |                                             |                                                     |                  |
|                               | 17:00 - 17:15                                                                                                                                                                                                                                                     | Administrative Information                                                                               |                                             |                                                     |                  |
|                               | <b>17:30 - 19:00</b>                                                                                                                                                                                                                                              | <b>Reception</b>                                                                                         |                                             |                                                     |                  |
| Oct. 7<br>(Wed)               | <b>9:00 – 11:00</b>                                                                                                                                                                                                                                               | <b>Exploring Diversity in Academia (EDA)</b>                                                             |                                             | LOFOS Shonan                                        |                  |
|                               | <b>11:10 - 12:10</b>                                                                                                                                                                                                                                              |                                                                                                          |                                             |                                                     |                  |
|                               | 12:10 - 13:10<br>Lunch Break                                                                                                                                                                                                                                      |                                                                                                          |                                             |                                                     |                  |
|                               | <b>13:10 - 14:40</b>                                                                                                                                                                                                                                              |                                                                                                          |                                             |                                                     |                  |
|                               | <b>14:50 – 16:20</b>                                                                                                                                                                                                                                              | <b>Researchers and Society [2]: “Social History of Research”</b>                                         |                                             |                                                     |                  |
|                               | <b>16:30 – 16:50</b>                                                                                                                                                                                                                                              | <b>Photo Session</b>                                                                                     |                                             |                                                     |                  |
| Oct. 8<br>(Thu)               | <b>9:00 - 10:30</b>                                                                                                                                                                                                                                               | <b>Researchers and Society [3]:<br/>“Seeing Your Research from Different Perspectives”</b>               |                                             |                                                     |                  |
|                               | <b>10:40 - 12:10</b>                                                                                                                                                                                                                                              |                                                                                                          |                                             |                                                     |                  |
|                               | 12:10 - 13:10<br>Lunch Break                                                                                                                                                                                                                                      |                                                                                                          |                                             |                                                     |                  |
|                               | <b>13:10 - 14:40</b>                                                                                                                                                                                                                                              |                                                                                                          |                                             |                                                     |                  |
|                               | <b>15:00</b>                                                                                                                                                                                                                                                      | Chartered bus leaving for JR Zushi Station                                                               |                                             |                                                     | LOFOS Shonan     |
|                               | <b>15:30</b>                                                                                                                                                                                                                                                      | Arriving at JR Zushi Station                                                                             |                                             |                                                     | JR Zushi Station |
| Oct. 9* <sup>3</sup><br>(Fri) | <b>“Communication Skills for Researchers”</b> (Writing & Presentation)<br>[English or Japanese elective]* <sup>4</sup><br><b>“Researchers and Society [1]”</b> : Research Integrity<br><b>※The deadline for the on-demand class assignments is Nov. 30 (Mon).</b> |                                                                                                          |                                             | On-Demand*<br>*Available to watch by Nov. 30 (Mon). |                  |

\*1: Please refer to the location map in Attachment 1 on page 8.

\*2: If you're not taking the chartered bus, please make your own way to the registration.

\*3: October 9 is designated the day for intensive on-demand classes; however, if taking on-demand classes that day is difficult, you have until November 30 to watch the classes and complete the assignments by then.

\*4: Please take the class in either English or Japanese.

[NOTE] The above schedule is subject to change without notice.

### 3. How to Register

( 1 ) Please register from the following site: <https://forms.gle/Bf8unKkCoBBV4tNB9>



- **Registration Deadline:** **Noon, Thursday, September 17, 2026**※  
※ The registration site will be closed at noon.

➤ Related link:

- ✧ SOKENDAI Event Website: <https://www.soken.ac.jp/en/event/2026/20260821.html>
- ✧ Freshman Course Special Website: <https://freshman.soken.ac.jp>

#### ( 2 ) Document to be submitted: “Local Remittance Registration Application”

For those who have registered for the course, please submit the “Local Remittance Registration Application Form” for receiving the travel expense subsidy by uploading the electronic file to the following site:

\* The electronic form is available on the above SOKENDAI Website: <https://www.soken.ac.jp/en/event/2026/20260821.html>

\* When uploading, please include your name in Roman letters at the beginning of the file name.

- <https://forms.gle/John3Qa2Qbc9pZyg6>  
➤ **Submission Due Date: Thursday, September 17, 2026**



[Please note]

1. Those who have already submitted the form to SOKENDAI for the student travel expense subsidy do not need to submit the form again.
2. Integrative Evolutionary Science Program students do not need to submit the form.
3. To ensure the accuracy of the bank account information, international students are also required to submit a copy of their bankbook or cash card that shows the basic account details and the account holder's name in katakana (For online bank accounts, please provide a screenshot or similar document showing this information).
4. In the 'Present Address' section of the form, please enter the address where you will be residing from October. If you don't know your new address, please submit the form once you have it.
5. If you are unable to open a bank account by the submission deadline, please submit the form promptly after opening your account.

#### **[About CANCELLATION]**

- If you cancel your participation after the application deadline without a valid reason or without prior notice, a cancellation fee for accommodation may be charged.
- Cancellation of lunch and dinner after the application deadline will incur cancellation fees depending on the date the cancellation is made. In such cases, cancellation fees will be charged to you regardless of the reason. Details of the cancellation fees will be informed when you notify us of the cancellation.

**[SOKENDAI Privacy Policy]** Please refer to the site below.

[https://www.soken.ac.jp/en/outline/pr/aboutsite/privacy\\_policy/](https://www.soken.ac.jp/en/outline/pr/aboutsite/privacy_policy/)

### 4. Things to do after Registration before the Freshman Course starts

**Step 1:** On or about October 1, we will send an email to all FC participants with a password to log in to the "Information" page on the FC website (<https://freshman.soken.ac.jp>) for students only.

The following information will be available for students on the "Information" page.

- Schedule of classes and sessions
- Information on each session and the faculty member in charge
- Download links for each session's materials
- Important notice for taking the On-demand classes

**Step 2: Pre-assignment** Submit “an episode with unexpected social impacts.”

In the “Seeing Your Research from Different Perspectives” session on October 8, we will work on and discuss critical issues and cases within your research field that may have some degree of significant social impact and influence.

Submit the following items to describe the episode\* via the FC “Information” website. The submission deadline is October 5.

1. When did it happen?
2. What people (or things) are involved?
3. Please show two perspectives on the episode (perspectives #1 and #2).
4. Notes to summarize the main points of your episode.

\* What is the “Episode”?

- A “true” story that can be found in your research field (e.g., you can search on the internet or ask your colleagues) and/or based on your research experience.
- Such episodes/cases (with unexpected social impacts) that are well-known within your research field, but may not be so familiar to researchers in other fields and/or the general public.
- If you cannot find any, it is also fine to prepare an episode in related research fields (preferably close to your research field).

[Example of the Episode]

Episode: “Starlink” satellites launched by Space X American aerospace company.

1. When: Since 2019 (first Starlink launch)
2. Related people or things: Satellites, people all over the world, astronomers
3. Perspective #1: Benefits of low-cost, high-performance satellite Internet access service  
Perspective #2: Serious light pollution problem for ground-based observation by astronomers
4. Notes: Improvements in communication technology by Starlink satellites have made it possible to connect to high-speed Internet from anywhere in the world. However, the satellites reflect enough sunlight at night which causes a serious problem for sensitive telescopes.

All participants are expected to present this pre-assignment episode to the class in the “Seeing Your Research from Different Perspectives” session on October 8. Then, you will need your laptop and a presentation software (e.g., PowerPoint) to make a presentation file about this episode during the class. If you have any questions regarding the above matters, please contact The Center for Education Planning and Development (cepd\_edu@ml.soken.ac.jp).

## 5. Registration for Freshman Course on Tuesday, October 6

Registration will open at the following periods and venues. Please register during either (1) or (2), depending on your arrival time in Hayama.

| Period             | Venue                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------|
| (1) 12:00 - 13:00  | Main Building Lobby (1 <sup>st</sup> Fl.), <u>SOKENDAI Hayama Campus</u><br>(See Attachment 2 on page 9) |
| (2) 14:00 - 15:00* | In front of the Lecturing Conference Room, <u>LOFOS Shonan</u><br>(See Attachment 3 on page 10)          |

\* If you are to register at LOFOS Shonan, you need not stop by the SOKENDAI Hayama Campus; you may go straight to LOFOS Shonan.

## 6. Items to bring

Please bring a laptop to edit presentation files and stationery.

## 7. Accommodation and Lecture Venue for the Freshman Course Participants

**LOFOS Shonan:** 1560-44 Kamiyamaguchi, Hayama-machi, Miura-gun, Kanagawa  
(<http://www.gakuin.gr.jp/hotel/>) (Japanese site only)  
A five-minute walk from the SOKENDAI Hayama campus.  
(Please refer to the map in Attachment 1 on page 8 for its location.)

- SOKENDAI will bear the accommodation costs for the nights of Tuesday, October 6, and Wednesday, October 7, including breakfast on the following morning.
- Participants should cover their own lunch and dinner costs, except for the reception on October 6, which SOKENDAI covers.
- Participants will be accommodated in standard rooms with one single bed or two single beds for single occupancy. No requests for room preferences are acceptable.

## 8. Reception on Tuesday, October 6 (17:30 – 19:00)

The reception is scheduled from 17:30 to 19:00 on Tuesday, October 6, at LOFOS Shonan as part of the official event of the course. All participants are requested to attend the reception (the reception is free of charge).

## 9. Meals (Lunch and Dinner)

Since there is only one convenience store (FamilyMart) within walking distance of LOFOS Shonan, SOKENDAI will arrange lunch and dinner at LOFOS Shonan for those who wish to order, at the prices listed in the table below. If you would like to order meals, please sign up for lunch and/or dinner on the registration form. Payment for the meals must be made at registration on Tuesday, October 6. Please prepare the exact amount in cash.

|        | Dates                          | Price                       | Remarks                                                                                                                                                                                                                                            |
|--------|--------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lunch  | Oct. 7 (Wed.)<br>Oct. 8 (Thu.) | @JPY1,600<br>(Tax included) | Certain dietary restrictions, such as allergies or vegetarian preference, can be accommodated. However, strict dietary requirements, such as halal meals, may not be available. Please indicate any dietary restrictions on the Registration Form. |
| Dinner | Oct. 7 (Wed.)                  | @JPY2,100<br>(Tax included) |                                                                                                                                                                                                                                                    |

### 【NOTE】

- Cancellation after the registration deadline may result in a charge for the full cost of the meals you ordered, regardless of the reason, depending on when the cancellation is made.
- Any orders on the spot cannot be accommodated.
- Since there are no lunch arrangements on Tuesday, October 6, please prepare your own.

## 10. Chartered Bus Services between JR Zushi Station and SOKENDAI Hayama / LOFOS Shonan

SOKENDAI will arrange a free chartered bus for Freshman Course participants as outlined below. Those who wish to use this service, please sign up for the bus service on the Registration Form. (Students who are not participating in the Freshman Course may also use this service.)

### (1) October 6 (Tue): JR Zushi Station => SOKENDAI Hayama Campus

The bus will arrive at Hayama campus in time for the orientation before the entrance ceremony.

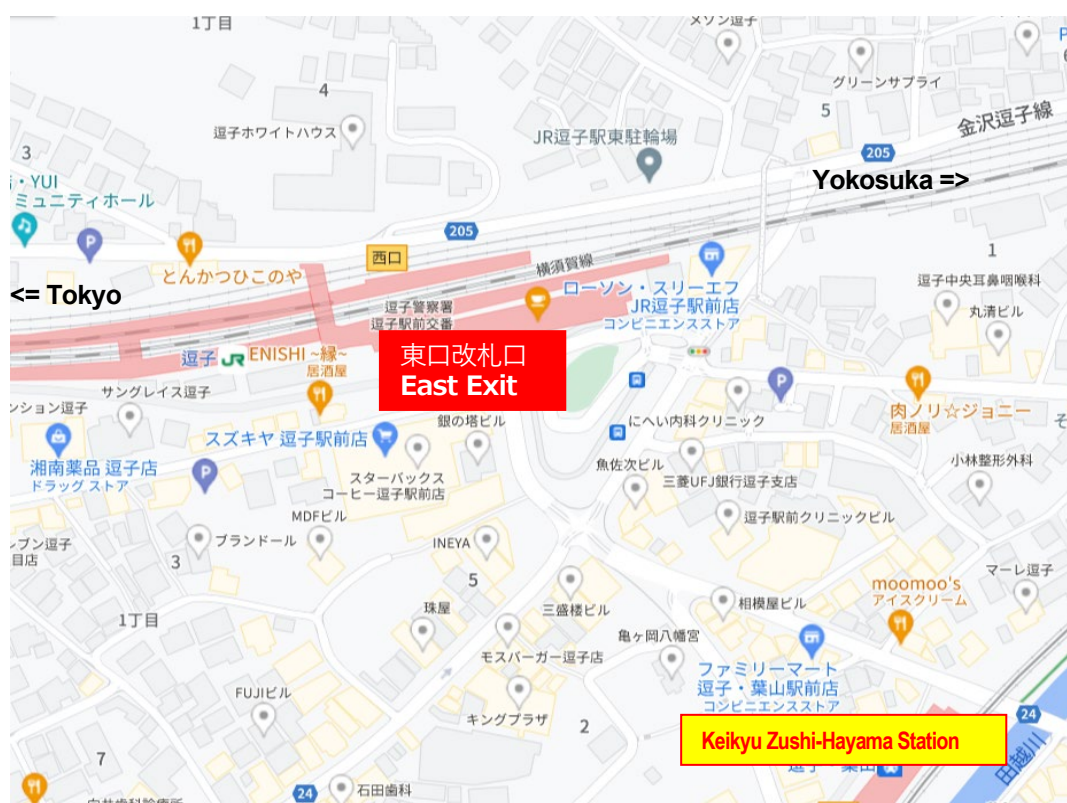
- The bus will depart on time, so please be punctual. If you are late, please make your own way to the Hayama campus by public transportation.
- Please refer to the following URL for access to the JR Zushi Station: <https://www.soken.ac.jp/en/access/>

#### ■ Meeting Date & Time: 11:15 am on October 6 (Tue)

- The bus will leave the station at 11:30 am SHARP.
- It takes approx. thirty minutes to reach the SOKENDAI Hayama campus.

#### ■ Meeting Point: **At the East Exit at JR Zushi Station** (please see the map below)

- SOKENDAI staff will meet you at the station to guide you to the bus boarding area.
- JR Zushi Station is a five-minute walk from Keikyu Zushi-Hayama Station.



### (2) October 8 (Thu): LOFOS Shonan => JR Zushi Station

SOKENDAI will charter the buses from LOFOS Shonan to JR Zushi Station after the Freshman Course finishes on Thursday, October 8. No sign-up is needed for this bus ride.

## 11. Public Transportation to SOKENDAI Hayama Campus or LOFOS Shonan

For those who wish to take public transportation to SOKENDAI Hayama Campus or LOFOS Shonan, please refer to the following URL sites: <https://www.soken.ac.jp/en/access/>

Please get off the bus at "Shonan Kokusaimura Center Mae" to SOKENDAI Hayama Campus or LOFOS Shonan (Refer to the map in Attachment 1 on page 8).



## 12. Student Travel Expense Subsidies

SOKENDAI will provide subsidies for all or part of the travel expenses, primarily covering travel between the student's institute and the SOKENDAI Hayama campus for those who attend the Freshman Course in accordance with SOKENDAI regulations. The subsidies will be transferred to the student's bank account upon confirmation of attendance at all course sessions. Please note that it may take two months for the subsidies to be processed and credited into your bank account.

Please note the following:

- (1) A chartered bus ride is not counted for subsidies.
- (2) The subsidies do not apply to those who only attend the entrance ceremony.
- (3) The subsidies do not apply to the Integrative Evolutionary Science Program students.
- (4) Student Travel Expense Subsidies will be processed collectively by the Hayama HQ, so individual participants do not need to submit an application themselves.
- (5) If travel by JR involves a one-way distance of 100 km or more, the student discount fare will be applied.
  - Current students should request issuance of a "student discount certificate" in advance from your program office.
  - New students will be subject to the regular fare for the outbound trip and the student discount fare for the return trip. (The "student discount certificate" for the return trip will be issued in bulk by the Hayama HQ and distributed at the registration on Tuesday, October 6.)

## 13. Prayer Rooms

Rooms for prayers are available at the following periods and venues. If you wish to use the prayer room, please ask the SOKENDAI staff. Please check the venues in the attached map.

| Time Period                 | Venue                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------|
| Oct. 6 (Tue) 12:00 – 13:00  | 1 <sup>st</sup> Floor, Annex Bldg., Hayama Campus, SOKENDAI<br>(See Attachment 2 on page 9) |
| Oct. 8 (Thu) 08:45 – 14:40* | LOFOS Shonan (See Attachment 3 on page 10)                                                  |

\* During the Freshman Course, please conduct your prayers in your own room. After check-out on October 8, you may use the room at Lofos Shonan mentioned above (this room is not designated exclusively for prayer).

## 14. Contact Information

- Office for SOKENDAI Freshman Course: E-mail: [freshman@ml.soken.ac.jp](mailto:freshman@ml.soken.ac.jp), Tel: 046-858-1647/1583
- The Center for Education Planning and Development (CEPD): E-mail: [cepd\\_edu@ml.soken.ac.jp](mailto:cepd_edu@ml.soken.ac.jp)  
(inquiries about on-demand classes)

### [Attachment]

Attachment 1: Map around the SOKENDAI Hayama Campus

Attachment 2: SOKENDAI Hayama Campus Map

Attachment 3: LOFOS Shonan Map

Form: "Local Remittance Registration Application" (Form and Entry Example)\*

\* The electronic version of the attached "Local Remittance Registration Application" is available on the Freshman Course website below. Please download and use it.

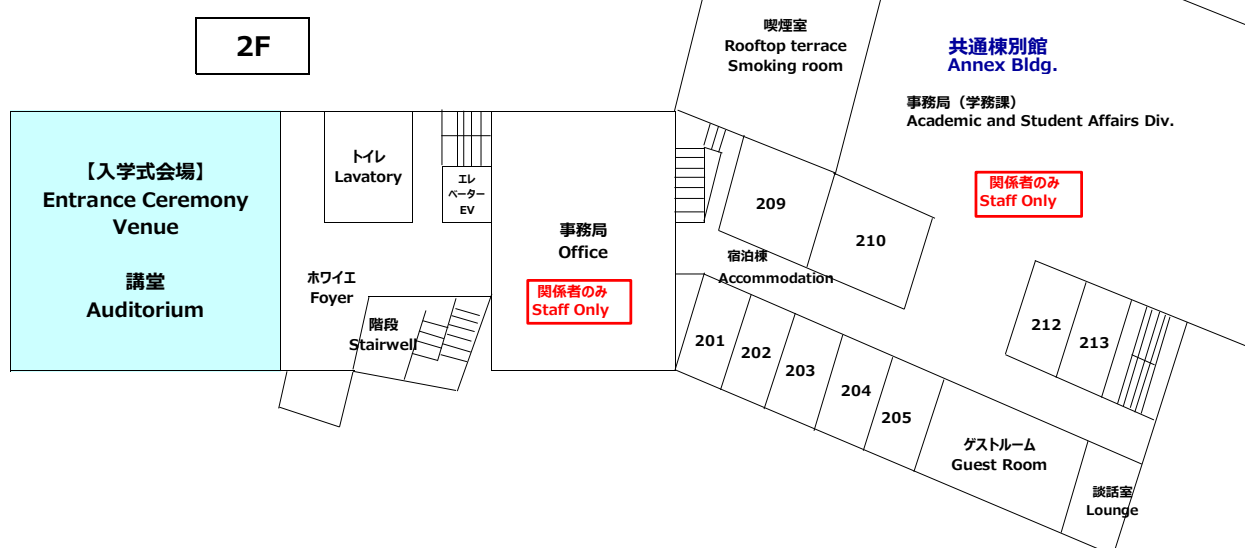
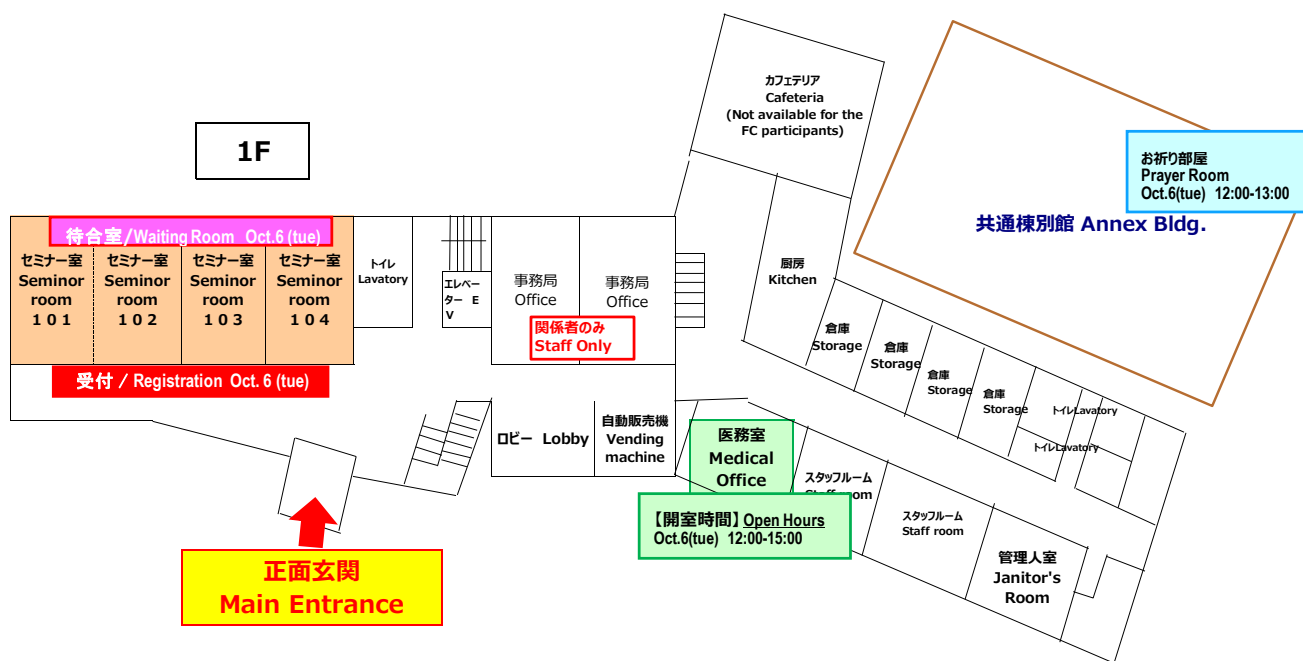
Freshman Course Website: => <https://www.soken.ac.jp/en/event/2026/20260821.html>

# 総研大葉山キャンパス 周辺マップ / Map around SOKENDAI Hayama Campus

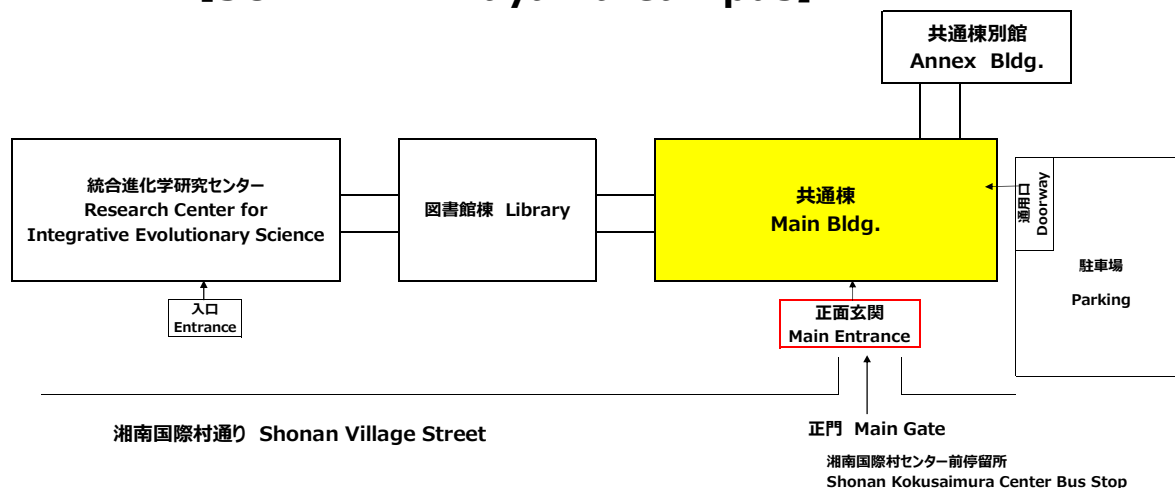




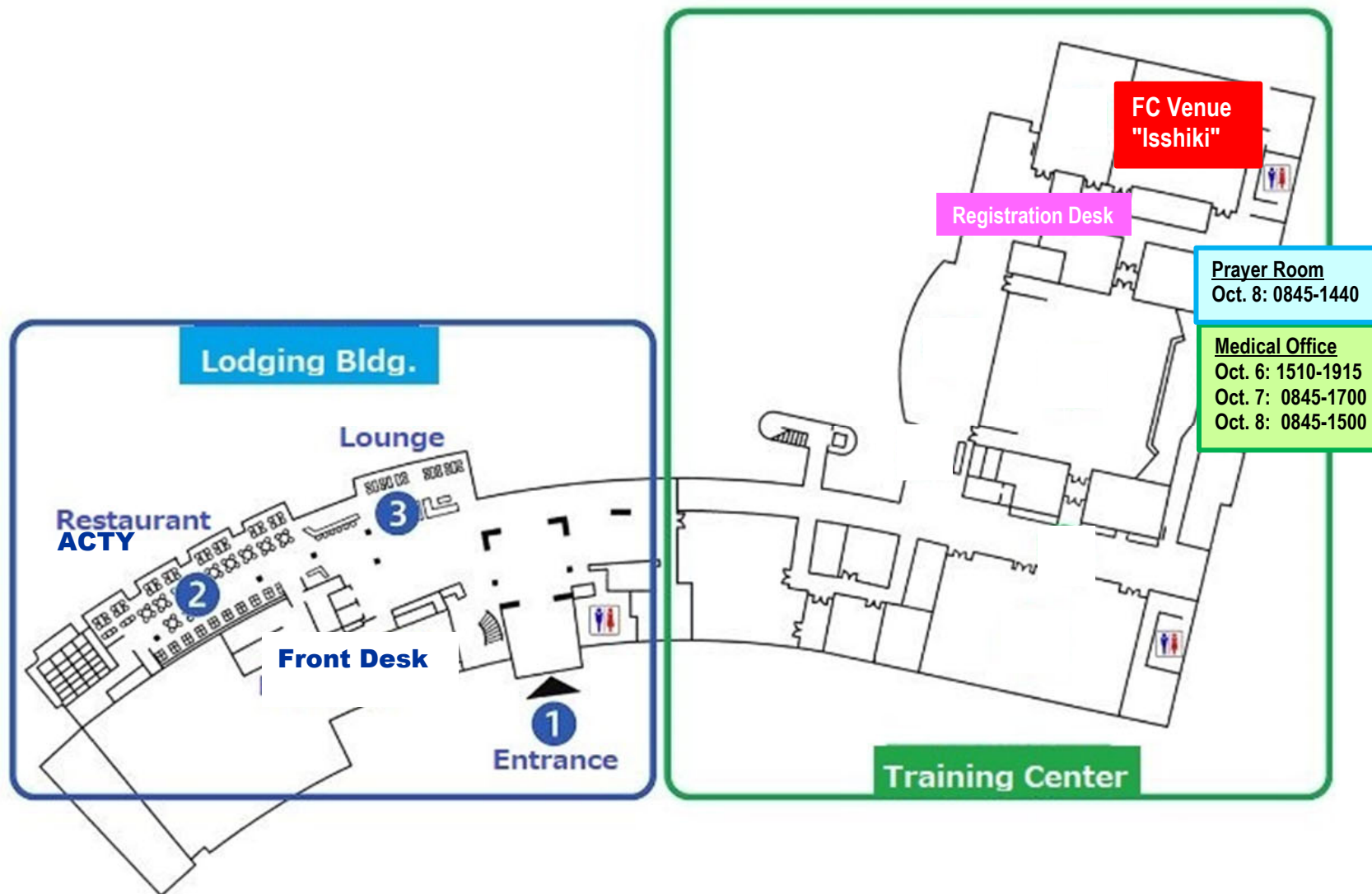
# 総研大葉山キャンパスマップ / SOKENDAI Hayama Campus Map



## 【SOKENDAI Hayama Campus】



# ロフォス湘南マップ / LOFOS Shonan Map



|       |  |
|-------|--|
| 申請部局  |  |
| 申請者氏名 |  |

|       |  |
|-------|--|
| 債主コード |  |
| 登録日   |  |

口座振込依頼書  
Local Remittance Registration Application

※フレッシュマンコース受講者のみ提出してください。  
※For Freshman Course participants ONLY

|            |   |   |
|------------|---|---|
| 年          | 月 | 日 |
| yyyy/mm/dd |   |   |

総合研究大学院大学長 殿  
To the President of SOKENDAI (The Graduate University for Advanced Studies)

|                          |        |                          |               |
|--------------------------|--------|--------------------------|---------------|
| <input type="checkbox"/> | 新規/New | <input type="checkbox"/> | 変更/Change ( ) |
|--------------------------|--------|--------------------------|---------------|

|                               |   |  |  |
|-------------------------------|---|--|--|
| 学籍番号 (Student ID No.)         |   |  |  |
| 所属コース(Program)/専攻(Department) |   |  |  |
| フリガナ                          |   |  |  |
| 氏 名(Full name)                |   |  |  |
| 〒 (Zip code)                  | — |  |  |
| フリガナ                          |   |  |  |
| 自宅住所 (Present address)        |   |  |  |

貴学から支給される給与・謝金・旅費等については、下記口座へ振り込んで下さるようお願いいたします。  
I hereby request that you deposit all the expenses pertaining to compensation and travel expenses covered by SOKENDAI (The Graduate University for Advanced Studies) to be reimbursed into the account provided below.

|                                             |                                               |                                               |                                                |                          |                          |                          |
|---------------------------------------------|-----------------------------------------------|-----------------------------------------------|------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 振<br>込<br>先                                 | 金融機関等の名称<br>(Name of the banking institution) | 銀行<br>Bank                                    | 信金<br>Shinkin Bank                             | 農協<br>JA Bank            | 信組<br>Credit Union       | 労金<br>Labour Bank        |
|                                             |                                               | <input type="checkbox"/>                      | <input type="checkbox"/>                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                             |                                               | 支店<br>Branch                                  |                                                |                          |                          |                          |
|                                             | 預金種別<br>(Account type)                        | <input type="checkbox"/> 普通預金/Savings account | <input type="checkbox"/> 当座預金/Checking account |                          |                          |                          |
|                                             | 口座名義<br>(Name of the account holder)          | フリガナ                                          |                                                |                          |                          |                          |
| 口座番号<br>(Account No.)                       | (右詰めで記入)<br>Please fill out right justified   |                                               |                                                |                          |                          |                          |
| 支払通知書郵送<br>の希望の有無<br>(Payment Notification) | <input type="checkbox"/> 希望する/Yes             | <input type="checkbox"/> 希望しない/No             |                                                |                          |                          |                          |

※ ゆうちょ銀行ご利用の際には振込用の店名・預金種目・口座番号が必要です。(現在のゆうちょ銀行口座番号(記号・番号)のままでは振り込むことができません。)下記URLより、ご確認の上ご記入下さるようお願いいたします。

Those who wish to transfer the expenses to the Japan Post Bank account is required to fill in Branch name, Type of Deposit and Account Number. Please note that your account number is not enough information to transfer to the Japan Post Bank. For further information, please refer to their Website (Japanese only), or request them an English instruction.

URL: [http://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj\\_sk\\_fm\\_kz\\_1.html](http://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj_sk_fm_kz_1.html)

【個人情報の取扱いについて/ Handling of Personal Information】

提出いただいた氏名、住所、振込先口座等の個人情報については、支給する旅費・謝金等の支払い業務を行うためのみに利用します。

We will use the personal information (name, address and bank account information) provided by you only in the reimbursement and payment process (travel expense(s), honorarium, salary, etc.) and for no other purposes.

|       |  |
|-------|--|
| 申請部局  |  |
| 申請者氏名 |  |

**太枠内の事項を漏れなく記入またはチェック(レ) してください。  
Please fill in the items in the bold frame.**

## 口座振込依頼書

### Local Remittance Registration Application

総合研究大学院大学長 殿

To the President of SOKENDAI (The Graduate University for Advanced Studies)

|                                     |        |                          |           |
|-------------------------------------|--------|--------------------------|-----------|
| <input checked="" type="checkbox"/> | 新規/New | <input type="checkbox"/> | 変更/Change |
|-------------------------------------|--------|--------------------------|-----------|

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| 学籍番号 (Student ID No.)         | 20240000                                          |
| 所属コース(Program)/専攻(Department) | 〇〇コース / 〇〇 専攻                                     |
| フリガナ                          | ソウケン タロウ                                          |
| 氏 名 (Full name)               | 総研 太郎 / TARO SOKEN                                |
| 〒 (Zip code)                  | 240 - 0193                                        |
| フリガナ                          | カナガワケンミウラゲンハヤママチアザマカド                             |
| 自宅住所 (Present address)        | 神奈川県三浦郡葉山町字間門1560 / 1560 Makado, Hayama, Kanagawa |

貴学から支給される給与・謝金・旅費等については、下記口座へ振り込んで下さるようお願いします。  
I hereby request that you deposit all the expenses pertaining to compensation and travel expenses covered by SOKENDAI (The Graduate University for Advanced Studies) to be reimbursed into the account provided below.

|                                         |                                               |                                                          |                                                |                                              |                    |                   |
|-----------------------------------------|-----------------------------------------------|----------------------------------------------------------|------------------------------------------------|----------------------------------------------|--------------------|-------------------|
| 振込先                                     | 金融機関等の名称<br>(Name of the banking institution) | 銀行<br>Bank                                               | 信金<br>Shinkin Bank                             | 農協<br>JA Bank                                | 信組<br>Credit Union | 労金<br>Labour Bank |
|                                         | 預金種別<br>(Account type)                        | <input checked="" type="checkbox"/> 普通預金/Savings account | <input type="checkbox"/> 当座預金/Checking account |                                              |                    |                   |
|                                         | 口座名義<br>(Name of the account holder)          | フリガナ ソウケン タロウ<br>総研 太郎                                   |                                                |                                              |                    |                   |
|                                         | 口座番号<br>(Account No.)                         | (右詰めで記入)<br>Please fill out right justified              |                                                |                                              |                    |                   |
| 支払通知書郵送の希望の有無<br>(Payment Notification) |                                               | <input type="checkbox"/> 希望する/Yes                        |                                                | <input checked="" type="checkbox"/> 希望しない/No |                    |                   |

※ ゆうちょ銀行ご利用の際には振込用の店名・預金種目・口座番号が必要です。(現在のゆうちょ銀行口座番号(記号・番号)のままで振込みすることができません。)下記URLより、ご確認の上ご記入下さるようお願いします。

Those who wish to transfer the expenses to the Japan Post Bank account is required to fill in Branch name, Type of Deposit and Account Number. Please note that your account number is not enough information to transfer to the Japan Post Bank. For further information, please refer to their Website (Japanese only), or request them an English instruction.

URL: [http://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/ki\\_sk\\_fm\\_kz\\_1.html](http://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/ki_sk_fm_kz_1.html)

#### 【個人情報の取扱いについて/ Handling of Personal Information】

提出いただいた氏名、住所、振込先口座等の個人情報については、支給する旅費・謝金等の支払い業務を行うためのみに利用します。

We will use the personal information (name, address and bank account information) provided by you only in the reimbursement and payment process (travel expense(s), honorarium, salary, etc.) and for no other

留学生の方は、「口座振込依頼書」に加えて、口座情報（カタカナの口座名含む）がわかる通帳またはキャッシュカードの写し、無通帳口座の場合はそれらがわかるスクリーンショット等を提出してください。

Iru#qhwuqdwirgqdwvqgqw/#q#lqggwqgq#k#h#-Orfd#Jhp lwdqfh#Uhj lwdwqg#  
Dssdfdwqg#rup /#h#dvdh#xcep l#h#frs |#h#rxu#edqnerrrn#u#d#k#dug#k#rz lqj#|rxu#  
dfirxq#lqirp d#qg#lqfoxglj#k#h#lfrxqwgqdp h#q#l#dwdndqd, #l#r#lfrxqw#l# l#rxw#h#  
edqnerrrn/#h#dvdh#urygh#h#fuhgvrw#r#h#u#grf#p hqdwqg#kdw#dudj#k#rzv#h#l#  
lqirp d#qg#l

変更の場合は、( ) 内に変更箇所を記入してください。(例：所属、住所、振込先等)  
When "Change" is selected, please fill in the changed items.

(Sample: Affiliation organization, Address, Bank Account)

在学生のみ記入してください(新入生は記入不要です)。  
For the currently enrolled students ONLY.

新入生は4月以降住む住所を記載してください。

For new students, please write the address from April.

銀行コード(4桁数字)と支店コード(3桁数字)を記入してください。

※ゆうちょ銀行口座の場合は不要  
Please fill in Bank code (4 digits) & Branch code (3 digits)  
\*Please do not fill in when your account is Japan Post Bank account.

本学からの支払内容を記載した「支払通知書」が必要な方は「希望する」を選択してください。支払日毎に通知します。  
Choose "Yes" if you would like to receive a payment notification by mail (Only in Japanese).

**【Sample】**

振込 (他の金融機関口座への送金)

振込用の店名・預金種目・口座番号の記載例

ゆうちょ銀行の記号・番号  
ご入金・ご出金・ゆうちょ銀行口座間の振替は、これまでどおりこの記号・番号をご使用ください。

11960 1234561

ユウセイ タロウ 様

ゆうちょ銀行口座の支店名・預金種別・口座番号は、通帳のこの箇所のもを記入してください。  
Please fill in this information when your account is Japan Post Bank account.

振込用の店名・預金種目・口座番号  
他の金融機関から振込を受ける際は、こちらの店名・預金種目・口座番号をお振込人さまにお知らせください。(窓口に通帳をお持ちいただいた際に、この部分を記載いたします。)

この口座を他金融機関からの振込の受取口座として利用される際は、次の内容をご指定ください  
【店名】一九八 (読み イチキュウハチ)  
【番号】198【預金種目】普通預金【口座番号】0123456

支店名 / Branch

口座番号 / Account No.

預金種別 / Account type