

**Japan Association of International Relations**  
**Guidelines for Filling Out the Membership Application Form**

If you wish to become a member of the Association, read these guidelines before you fill out the membership application form. Keep this brochure in a safe place as you may need it after you have become a member.

**A. Written Application**

1. Applicants are required to fill out all the provided spaces without omission, and to submit the form after signing and sealing it. If you are an overseas applicant and do not have a seal, affix your signature.

2. Each application requires the signatures and seals of two members of the Association. If you are a graduate student, you will need a recommendation (with signature and seal) from your academic advisor. If your advisor is a member of the Association, you will need only one further recommendation by a member of the Association to fulfill the requirements for membership. On the other hand, if your advisor is not a member, you will need recommendations from two members in addition to that of your advisor.

3. In the "Home Address" space, fill in your residential address or the most convenient address for postal delivery and telephone communication. The address included here will appear on the Membership List of the Association.

4. When filling in the "Affiliation" space, make sure to include your "Affiliation" and "Job Title." If you are a graduate student, write the name of your course of study in the "Job Title" space. 5. Include as much detail as possible in the "Field of Study/Research Theme" space. Also, in the "F/S Code" space, refer to the Table of Field of Study Codes below and enter the codes (three at most) that best describe your specialization.

6. Make sure to fill in the "Entry Year" space. Note that the Association's fiscal year begins on April 1 and ends on March 31.

7. Before submitting your membership application, check to make sure that you have filled out all the items without omission. If any of the requisite information such as "Name," "Date of Birth," "Home

Address," "Affiliation/Job Title," "Final Degree," "Field of Study/Research Theme," "Recent Publications," "Desired Fiscal Year of Entry," "Reference," or Recommendation of Academic "Advisor" is left blank, your application may be rejected or delayed.

#### **B. Submission of Membership Application and Procedures for Admission**

1. Submit your membership application to the Association's secretariat, at the address below, by post. You can also submit it directly to the reception booth set up at each annual meeting of the Association.

2. Applicants will be notified of acceptance after the application is examined and approved at the Board of Directors meeting (held in March, June, September and December of each year). If you submit your application during an annual meeting, it will be examined at the meeting of the Board of Directors after the annual meeting. (These procedures are stipulated in the Act of Endowment and Membership Rules of the Japan Association of International Relations.)

3. Make an inquiry with the Association's secretariat, at the address below, if the notice of approval of your application does not arrive. Please feel free to inquire with the Association's secretariat if you have any questions regarding your admission.

#### **C. After Approval of Your Application**

1. Once your application is approved, you are requested to pay the prescribed annual membership fee immediately. In principle, the membership fee should be paid individually and not as a collective payment by a group or institution. Copies of the Association's journals, *Kokusaiseiji* (quarterly, in Japanese) and *International Relations of Asia-Pacific* (three times a year, in English, online journal), are sent free of charge only to those members who have paid their membership fees for the year of the publication.

2. Notify the Association's secretariat of the following as soon as possible.

(1) Change in your name, address or affiliation, or transfer lasting more than a year;

(2) Change in your membership status from graduate student to regular

membership;

(3) Notice of withdrawal (nonpayment of membership fee for 3 consecutive years will be regarded as a withdrawal).

3. Graduate students should send a copy of proof of graduate student status (student ID card, student registration certificate, etc.) to nacos★jair.com (please replace "★" with "@"), at the time of the payment of the membership fee. Setting a password for the copy is recommended.

#### **D. Type of Membership**

Type of overseas membership is as follows.

Type of Membership (Overseas)	Membership Fee
General	JPY 15,000
Graduate Student (Proof of graduate status is required)	JPY 11,000
Senior A (over 70 years old)	JPY 11,000
Senior B (over 70 years old), without subscription of International Relations and IRAP, the program of JAIR annual conference and eligibility to submit papers for our conferences)	Free
Family (another application is required)	JPY 11,000

Send your membership application form to:

Secretariat, Japan Association of International Relations  
2nd floor, Center for International Joint Research, Kodaira  
International Campus, Hitotsubashi University, 1-29-1,  
Gakuennishimachi, Kodaira-shi, Tokyo 187-0045, Japan.

E-mail: jair-sec★jair.or.jp (Replace "★" with "@")

### **Table of Field of Study (F/S) Codes**

Refer to the code table below when filling out the application form. If no item perfectly matches your study field, choose those (up to three) that best describe it.

Code: Field of Study

- 100: Theory of International Relations (including Political Thought)
- 101: International Organization (including the United Nations)
- 102: International Norms
- 103: Global Governance
- 104: Regional Organization and Regionalism
- 105: International Political Economy
- 106: Interdependence
- 107: World Systems Theory (including Dependency Theory)
- 108: International Development (including Development Assistance and Foreign Aid)
- 109: Foreign Policy Decision-Making and Diplomacy
- 110: International Security Studies (including Strategic Studies)
- 111: International Conflict
- 112: Peace Research
- 113: Quantitative Analysis
- 114: Rational Choice (including Game Theory)
- 115: Simulation
- 116: Constructivism
  
- 200: Area Studies
- 201: Asia-Pacific Studies
- 202: Japan Studies
- 203: East Asia Studies
- 204: Southeast Asia Studies
- 205: South Asia Studies
- 206: Oceania Studies
- 207: West Asia and Middle East Studies
- 208: Africa Studies
- 209: Greater Europe Studies (including EU Studies)
- 210: Western Europe Studies
- 211: Central and Eastern Europe Studies

212: Nordic Studies  
213: Russia and CIS Studies (including the former Soviet Union)  
214: North America Studies  
215: Latin America Studies

300: Diplomatic History/History of International Relations  
301: Japanese Diplomatic History (including History of Japan-United States Relations, History of Japan-Russia Relations, etc.)  
302: International History of East Asia/East Asian Diplomatic History  
303: International History of Southeast Asia/Southeast Asian Diplomatic History  
304: International History of Oceania/Oceania Diplomatic History  
305: International History of West Asia and the Middle East/West Asian and Middle East Diplomatic History  
306: International History of Africa/African Diplomatic History  
307: International History of Europe/European Diplomatic History  
308: International History of Russia and CIS/Russian and CIS Diplomatic History (including that of the former Soviet Union)  
309: American Diplomatic History or Diplomatic History of the Americas

400: New Issue-Areas/New Issues/Interdisciplinary Studies  
401: Transnational Relations  
402: International Exchange  
403: International Migration (including Immigration and Refugees)  
404: Race and Ethnicity  
405: Gender  
406: Global Environmental Studies  
407: Globalization  
408: Civil Society and NGOs  
409: Human Rights  
410: Human Security  
411: Democracy and Democratization  
421: Peace Building

## JAIR Membership Application Form

(Please read the guidelines for filling out the application form before you start)

Date: (YYYY) / (MM) / (DD)

Member type	Regular / Student / Family	Entry year	FY	(YYYY) (April 1–March 31)	
	Family name		Given name & Middle name		
Alphabet					
Katakata					
Kanji (if any)			(Sealed or Signed)		
Date of birth	1 9		(YY)	(MM)	(DD)
Postal Address	1. Affiliation    2. Home		Choose one address for postal delivery		

The following is to be used for member lists. In you wish any particular item to be confidential, check

Name of affiliation	<input type="checkbox"/>				
	<input type="checkbox"/> (Job title )				
Address of Affiliation	<input type="checkbox"/> 〒    —				
	<input type="checkbox"/> TEL :		(Ext :    or direct)		<input type="checkbox"/> FAX :
	<input type="checkbox"/> E-mail :				
Home address	<input type="checkbox"/> 〒    —				
	<input type="checkbox"/> TEL :		<input type="checkbox"/> FAX :		
	<input type="checkbox"/> E-mail :				

Final degree	School name :				
	Year of graduation : (YYYY) (MM) (DD) Graduated/Completed/Terminated				
Field of Study/Research Theme					
F/S Code			*		*    Please refer to the table of Field of Study codes
Recent publications※	(In case of graduate students, you may list a senior thesis or Master's thesis or your research prospectus)				
Reference 1	Name : (Sealed)			Affiliation :	
Reference 2	Name : (Sealed)			Affiliation :	

The following is required for students only.

Advisor	Name :	Affiliation :
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**[Agreement to offer private information]** JAIR undertakes to protect the personal information provided by applicants and use that information only for the association's administrative matters, distribution of membership lists to members, and announcement of JAIR-sponsored events. Also, we may offer some information to our members for facilitating research and association management. JAIR delegates part of its administrative work to a partner company, which may utilize members' personal information necessary for its work. \*Please do not write below

受付日	仮承認	承認	入金確認日	原簿登録日	会員番号
/ /	/ /	/ /	/ /	/ /	