

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. For the membership application, the signatures and seals of two members of the Association are required. In the case of graduate students, a recommendation from their academic advisor (signature and seal) is required. If the academic advisor is a member of the Association, the application requirements are met with the recommendation of one other member. However, if the academic advisor is not a member, the recommendations of two other members are required.

While the signatures and seals of the recommenders and academic advisors are generally required, if it is difficult to obtain them due to certain circumstances, please follow the procedure below. First, with the consent of the recommenders and academic advisors, the applicant should fill in their names and affiliations in the recommender/academic advisor section of the application form and mail it to the Hitotsubashi office. Upon receipt, the Hitotsubashi office will request the email addresses of the recommenders and academic advisors from the applicant. Once the consent of the recommenders and academic advisors is confirmed, the membership application will be accepted without their signatures and seals.

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. Please note that the Association's journals, *Kokusaiseiji* (three times a year, in Japanese) is distributed free of charge only to members who have paid the annual membership fee for the respective year. Additionally, members are also granted free access to *International Relations of Asia-Pacific* (three times a year, in English, online journal).

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 <i>International Relations</i> and <i>IRAP</i> , 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	(YYYY)	(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
/ /	/ /	/ /	/ /	/ /	

