

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. Since May 2002, graduate student membership has been extended to Master's students in the midst of coursework.
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), 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.) at the time of the payment of the membership fee.

Send your membership application form to:

Secretariat, Japan Association of International Relations
Faculty Building 3, Hitotsubashi University, 2-1 Naka, Kunitachi, Tokyo,
186-8601 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 / Couple	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) Sex O. Male 1. Female
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			*		*
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
/ /	/ /	/ /	/ /	/ /	