

Required Documents for OCR

The OCR application procedure and required documents may vary depending on the company you apply. All the details are included in the recruitment announcements, so please make sure to check thoroughly before applying

Types of documents:

1) APU designated handwritten form rirekisho (A3 sized)

This is the most popular type of rirekisho used for OCR. The basic rule is: **write in Japanese (must be handwritten, not typed), and attach an actual photo.** This type of rirekisho can be purchased at COOP.

2) APU designated typable form rirekisho (A4 sized x 2)

It is a typable form of rirekisho in data. You can download from the Career Office homepage. The basic rule is: **write in Japanese (typed), attach your photo in data, print two pages in A4 (single-sided), no scratch paper (white paper only), color copied, and no staples.**

You can save a great deal of time compare to the handwritten type. However, please note that you cannot submit it in data (via email), it must be a hard copy.

※The APU designated A4 size form of rirekisho (1-page type) which you can purchase at COOP can only be used for internship applications, NOT for OCR.

APU designated typable form of rirekisho downloaded at:

<http://www.apu.ac.jp/careers/page/content0081.html/>

3) Company designated form of rirekisho/ entry sheet

When companies provide their own form of rirekisho/entry sheet, it will be attached for you to download in Campusmate. The form and size may vary depending on companies you apply, so please make sure to check the details when preparing.

4) Others (submitting Web entry sheet, etc)

You may be asked to submit your entry sheet online, and take SPI exams after creating "mypage" on company websites or registering through information job sites.