

Instructions on Filling out the Electronic Pledge and Other Important Notes

Introduction

The pledge needs to be signed by both the applicant and the applicant's guarantor(※). Please read the instructions below and complete the online pledge by the submission deadline.

※The person who signs the pledge as your guarantor should be the same person who you indicated as your guarantor (guardian) in the survey.

Program Applicant

①

Haruki Deguchi
President
Kansai Asia Pacific University

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. I also understand that I am solely responsible for any actions outside the period of the participants' departure from Japan until their re-entry to Japan notified to APCU in advance. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries' (Japan, participant's home country, host country) embassies and government agencies).

To be completed by the applicant

Date * (Year) 2021 (Month) * (Day) *

Student Name * _____ ※Please use "Draw" to enter name. (Please do not use "Type").

Program Name _____ (host institution: _____)

College of College (APM / APS)

Year * _____ (Other)

Student ID Number * _____

Address * _____ ※Please do not exceed 100 Japanese characters.

※ Please make sure the address you entered is correct before submitting.

To be completed by the applicant's guarantor

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and agree to take responsibility for any situations which may arise as a result of the applicant's failure to observe and carry out all of the aforementioned requirements. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date (Year) 2021 (Month) (Day)

Fill in all the required information and click on the Student Name column.

②

Day Sign

Type Draw

Draw your signature

Sign Here

Enter your name Close Apply

① Occupation *
③ Name of Institution *
④ Job Title *
④ Email * Enter your email address
Please enter your institutional email address if available.
⑦ Phone *

Signature * Click here to sign
Date * (YYYY/MM/DD)

Click on the "Draw" icon.

※The default setting is "Type".

Do not sign the pledge with the "Type" setting.

Make sure to select "Draw" to sign the pledge.

③

Sign your signature.

※If you are using a tablet or smartphone, you can sign it by touching the screen. If you are using a computer, you will need to sign it with a mouse.

④

Confirm your signature and full name on the bottom left tab, and click “Apply”.

⑤

Haruka Deguchi
President
Ritsumeikan Asia Pacific University

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, the attached "Requirements for Program Participants" and pledge to observe and carry out said requirements to the best of my ability. I also understand that I am solely responsible for any actions outside the period of the participants' departure from Japan until their re-entry to Japan notified to APU in advance. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related courses' (Japan, participant's home country, host country) embassies and government agencies).

To be completed by the applicant

Date (Year) 2021 (Month) 6 (Day) 12

Student Name Haruka Deguchi ※ Please use "Draw" to enter name. (Please do not use "Type").

Program Name Field Study (host institution: ABC University)

College of College (* APM / ○ APS)

Year (○ 1 / ○ 2 / * 3 / ○ 4 / ○ Other)

Student ID Number 123456

Address 〒 874-0472 ※ Please do not forget to fill in your zip code
1-1, Juronjibaru, Beppu-shi, Oita-ken, Japan
※ Please make sure the address you entered is correct before submitting.

Address 〒 _____ ※ Please do not forget to fill in your zip code

※ Please make sure the address you entered is correct before submitting.

Telephone Number _____

Relationship with the student _____

[We cannot accept the Pledge in any of the following cases.]

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the applicant and guarantor use the same stamp.
- If any writing on this form, including the stamp section, is deemed to be a copy.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor-entry sections.
- If this form is submitted without the required stamps or signatures.
- If any of the information provided is deemed false.

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

Click to Sign

After confirming that you have inputted your information and signed your signature correctly, click on the "Click to Sign" button at the bottom of the screen.



⑥

Assign the next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2

First name	Last name	Email address
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>	<input type="text" value="Enter email address"/>

+ Add Message

Cancel Next

[We cannot accept the Pledge in any of the following cases.]

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.

Next, input the information for your guarantor. Under "Participant 2"

※ Make sure you input the following information correctly:

- * Last name
- * First name
- * Email address

Assign the next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2

First name	Last name	Email address
<input type="text" value="Tom"/>	<input type="text" value="Smith"/>	<input type="text" value="ats@apu.ac.jp"/>

+ Add Message

Optional message for participant

- Delete Message

Cancel Next

Back Space

[Important]

An error may appear like in 

In this case, it is because there is a space at the beginning of the field. Press backspace to remove the extra space.

7

Assign the next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

Participant 2

First name: Last name: Email address:

[+ Add Message](#)

After confirming your guarantor's information have been filled out correctly. Click "Next".

※Under "Add message", please indicate that you are requesting the guarantor to sign the page.

8

Enter Your Information

Please enter your email and then click to sign this document.

Fill in your e-mail address (e-mail address of the applicant), and click "Click to sign".

Enter Your Information

Please enter your email and then click to sign this document.

[Important]
After filling in your e-mail address, the "Click to sign" button may not appear. In this case, it is because there is a space at the beginning of the field. Press backspace to remove the extra space.

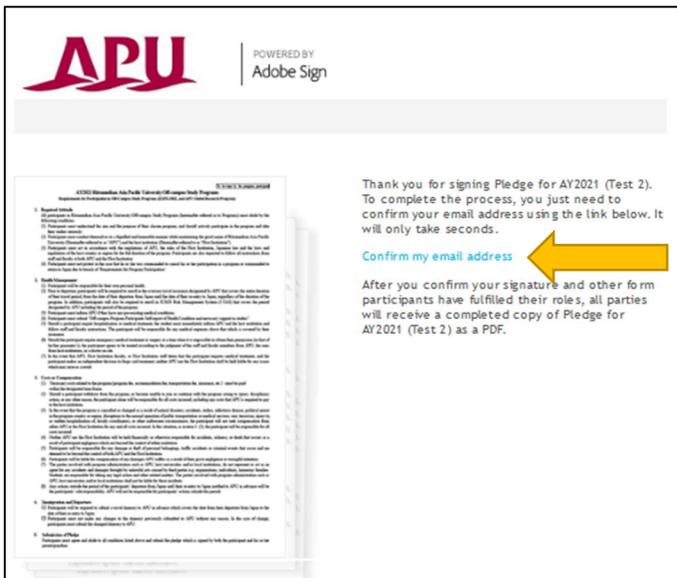
Back Space

9



※When this screen appears, Adobe Sign will automatically send an e-mail to the e-mail address you entered above. Please check your inbox.

10



Open the mail in your inbox and click on “Confirm my email address”

※If you don't do this, the electronic pledge will not be sent to the second signee (guarantor).

11



This completes the procedure for signing.
 ※ If this screen appears, it means that you (the applicant) has completed the signing procedure, an e-mail will be sent to the second signee (guarantor) to request their signature.

Please ask the second signee (your guarantor) to follow the same procedures to sign the electronic pledge.