

# Graduate's Card

## Basic personal information

- Before filling out items below, please see the reverse side ("In filling in this card, please note the following matters").
- As your contact information is important in preparing documents for graduate visits, please completely fill in the relevant column.
- Please use a ball-point pen when filling in this card.
- As this card is computerized, please don't use erasable ball-point pens.

Affiliation	Bachelor's / Master's / Doctoral / Professional Degree Course /Correspondence Course						Faculty / Graduate School		Department / Major		
	Student Identification Card No.						[Family name]		[First name]		

If you have already earned a different degree at Hosei University (but not at other universities), please write that degree (in case of multiple degrees, please write one with the latest acquisition year).

Graduating in March, _____	Bachelor's / Master's / Doctoral / Professional Degree Course / Correspondence Course	Faculty / Graduate School	Department / Major
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Contact information after graduation	[Address]		
	[Telephone number] ( )	[Mobile number] ( )	
	[E-mail address] @		
	[Country name]		

## Career choice after graduation

- \*Please check or circle an applicable one and write necessary information.
- \*Please fill in below if you have already started working.

<input type="checkbox"/> Advancement to a higher-level school	Graduate school	University	Correspondence education	Professional school	Studying overseas (graduate school)
	Studying overseas (university)		Studying overseas (language school)		Studying overseas (other schools)
	Other	Returning to your country and going on to graduate school			
	<input type="checkbox"/> Advancing to higher-level school while working or upon getting a job <small>*If you are applicable to either one in the left, please write both the school name and the place of employment (affiliation).</small>				
	University / Graduate School		Faculty / Graduate School		Department / Major

[Name of school or major other than university or graduate school]

<input type="checkbox"/> Employment	Company or association Public or education services	Employment pattern	Full-time	Entrepreneur	Self-employed	Contact or contingent worker (one year or longer)	
		Affiliation	[Name]			[Address of main office]	
		How did you applied for the job?	Voluntarily applied	Recommended by school	<small>*Recommended by a science and engineering school / designated by the company / through the matching system</small>		Other
		Job type <small>*Please choose one.</small>	Secretarial jobs	Comprehensive work / sales Quasi-comprehensive work / specified comprehensive work Clerical work / General work (including association staff members) Executive of association			
			Technical jobs	Technical, comprehensive work / development work (machinery, electric, chemical or others) Production process worker (machinery, electric, chemical or others) Construction / civil engineering / surveying Agriculture, forestry and fishery Designer SE / PG / telecommunication Driver Pilot			
			Professional jobs	Cram school teacher Show business (musician, entertainer, etc.) Judicial /administrative scrivener Certified public accountant Licensed tax accountant Correspondent / editor Announcer Professional athlete Social worker Councilor Instructor Other profession			
			Sales jobs	Store clerk Insurance sales clerk			
			Service jobs	CA Special ground work Welfare / nursing care Barber / aesthetician Restaurant / cooking			
		Security services	Security guard				
		Other than those described above					

<input type="checkbox"/> Other	Employment pattern	Full-time	Part-time (part-time instructor, assistant, etc., one year or longer)	Part-time (part-time instructor, assistant, etc., within one year)	
	Place of work	[Name]			[Address]
	Civil service	National government employee	National government employee, comprehensive work (category: university graduate, university degree / liberal arts, Master's / doctoral degree, judicial) National government employee, general work Court official, comprehensive work (law / economics, human science) Court official, general work National tax specialist Labor standard inspector Self-defense officer Marine safety officer Other professionals *For example, employees of the Secretariat of the House of Representatives (comprehensive work)		
		Local government employee	[Prefecture] Senior clerk Senior engineer Specialist Other _____ [Municipality] Senior clerk Senior engineer Specialist Other _____ Police officer Firefighter Other _____		
	Teacher	<input type="checkbox"/> Public school teacher <input type="checkbox"/> Private school teacher	[Type of school] Junior high school Senior high school Other _____ [Subject] Japanese Mathematics English Geography, history and Civics Social studies Science Health and physical education Other _____		

Part-time job Continuing job-hunting activities after graduation Not yet determined Returning to your home country Preparing for further schooling
Other _____ Preparing for civil service exam Preparing for government service exam
(name of exam: ) Preparing for certification exam (name of exam: )

## Provision of information

1. May we offer some of your information other than your name to high school you graduated from? *Specific information to offer: Your faculty, department and career after graduation	Yes	No
2. May we use your information in graduate visit documents to be offered to job-hunting students up to five years after your graduation? <small>* Specific information to offer: Your name, gender, graduation year, faculty and department, place of offered job (place of employment), telephone number, mobile number and e-mail address          *Career Center offers your information based on an application form to those who have submitted that form to see graduates' personal information (please note that we do not disclose all the items of your information simultaneously).</small>	Yes	No

# About the submission of the Graduate's Card

Congratulations on your graduation

Please fill out the Graduate's Card on the reverse side and submit it with your Student Identification Card when receiving your diploma.

The University will use the submitted information for a statistical report to the Ministry of Education, Culture, Sports, Science and Technology, and for the University's public relations magazine "Hosei" that informs recent University news. Your information will also be used for the creation of graduates' data.

These data help strengthen relationships between the University and graduates and facilitate communication among graduates.

\*We pay careful attention to the treatment of graduates' personal information and prevent data leakage by all means. We rigorously treat graduates' data under Private Information Protection Law that has been in full force since April 2005.

We are not making nor selling any name list.

## ■ In filling in this card, please note the following matters:

1. Irrespective of address change, we request all the graduates fill out and submit this card.
2. As this card will be computerized, please accurately write in each column in the printed style.
3. For "Contact information after graduation," Please write the address and contact information of your parents if your address has not yet been determined or is expected to change within one year.  
\* If you live abroad, please fill in the "Contact information after graduation" column in English or Chinese characters including country name without fail. Please also provide your complete e-mail address.
4. For "Career choice after graduation," please check or circle an applicable one.
5. "Association staff members" in the secretarial work column mean those engaging in an association as described below (excerpt):  
Incorporated organization, incorporated administrative agency, public-service corporation, educational corporation, foundation, chamber of commerce and industry, medical corporation, agricultural cooperative (JA), co-op, social welfare corporation, incorporated non-profit organization, etc.

## ■ About the purpose of use of personal information related to Hosei graduates

The University uses your name, address and other personal information items provided in the Graduate's Card, etc. for the following purposes:

- ① To deliver the University's public relations magazine, event information and questionnaires
- ② To send direct mail to introduce lectures, etc. from the University or subsidiaries
- ③ To manage graduate database and create statistic data, etc.
- ④ To confirm and inform about qualification to use the library
- ⑤ To send fund-raising documents
- ⑥ To promote Hosei Orange CAMPUS card and offer service to its members
- ⑦ To jointly use the information with the general incorporated organization Hosei University Graduates' Association and its partner organizations
- ⑧ To respond to request for data provision from the University Supporters Association.
- ⑨ To respond to request for data provision from graduates (as individuals) (limited to request based on an adequate reason)
- ⑩ To manage employment-related information
- ⑪ To respond to inquiries from companies, etc. for the graduation verification of candidates (including potential candidates) in elections.
- ⑫ To legitimately respond to request for data provision from public offices
- ⑬ To run an article on famous graduates (including those who once belonged to the University) in the University's public relations magazine or papers

\*Upon receiving request for data disclosure from third parties, we rigorously treat such request based on the University's Guidelines for Disclosure of Personal Information and, when we disclose such data, we try to minimize disclosure items. We also pay the closest attention to prevent unfair use of graduates' information by checking identification documents, etc.

### [Inquiries]

When your address, place of work or surnames have changed, or if you have inquiries on the protection of personal information, please contact the Alumni and Parent Relations Office of Hosei University:

Alumni and Parent Relations Office

Tel: 03-3264-9230 Fax: 03-3264-9616 E-mail: [koyu@hosei.ac.jp](mailto:koyu@hosei.ac.jp)