To: Otemon Gakuin University

**【only part-time lecturers】Request For Letter of Appointment**

Filing date: / /

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| --- | --- | --- | --- | --- |
| Belonging  (please choose one of the following ) | Faculty of  Letters / International Studies Psychology /Sociology /Law/Economics / Management /  Regional Development Studies / Science and Engineering / Institute of General Education | | | |
| Graduate School of  Business Administration and Economics / Psychology / Contemporary Culture and Society | | | |
| Name |  | Male  Female | Date of birth | / / |

**If you have a full-time job, please fill in below correctly since the letter of request will be sent.**

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| --- | --- | --- | --- |
| Place of employment |  | Official title etc. | Faculty of:  Department of: |
| Professor / Associate Professor / Lecturer /  Assistant Professor / Other（　　　　　） |
| The recipient | (Official title)  (Name) | | |
| The delivery address | ① If you would like to receive Letter as a PDF, please fill in below your mail-address.  (Mail： )  ② If you would like to receive Letter as a paper, please fill in below your postcode and address.  (〒 ) | | |
| Form | ① If you would like to specify a form, please fill in below a URL or send the form by email.  (URL )  If you don’t specify, I’ll provide it. | | |
| Comments Section |  | | |

If you would like to contact us, please email us at the following email address: jinji@otemon.ac.jp