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INSTRUCTIONS FROM VARIES SCHOOLS PROCEDURES * JAPANESE SCHOLARSHIP --

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2		Instructions for Filing out Summary Blank for Foreign School Studies

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File

HUNTER COLLEGE OF THE CITY OF NEW YORK
Office of Admissions

Instructions for filling out summary blank for foreign school studies

A. General Instructions

1. Purpose:

This form, carefully filled out, and/or any separate or additional report should present a complete chronological survey of your education in schools or other institutions of learning, and of the examinations passed and/or diplomas received.

If your training in schools, etc. was irregular or interrupted by events of war or otherwise, add such information on a separate sheet. (Studies in concentration camps, or while underground, etc.)

2. Credentials:

a. Originals - Credentials (certificates, diplomas) regarding school attendance, achievements, examinations passed, graduation, etc. must be submitted in the originals, if possible. If no original credentials can be obtained, present notarized or otherwise legally authorized copies. A PHOTOSTAT OF EACH ORIGINAL CREDENTIAL IS REQUIRED. The originals will be returned to you while the photostats will be kept on file in this office.

b. Translation - Credentials in a language other than English must be accompanied by translations. Unless you are advised to the contrary, your own translations will be accepted.

c. What kinds of credentials are essential? - The diploma, or the final certificate which you obtained upon finishing or leaving school, is necessary. If this final certificate specifies the subjects taken, the grades obtained and the period of your attendance, NO OTHER certificates (semester or annual school reports) are needed. If the diploma does not contain the above information, the annual reports indicating the subjects taken should be submitted. If, for instance, you were graduated from secondary school and your diploma (certificate of maturity, qualifying you for university study) contains the above information, do not submit annual school reports. If you left school before graduation and the final certificate does not state how long you attended this school, submit the annual reports. The same rule applies to the final certificates obtained from occupational, semi-professional or professional schools. (See below)

d. Lack of credentials - If you cannot submit the required credentials, you are required to affirm your statement regarding your educational background through an affidavit. This affidavit should also state the reason why the credentials are not available and the efforts you made to obtain duplicates. Furthermore, you are required to procure an affidavit from someone who is able to testify, on the basis of his own knowledge, that you attended the respective schools and obtained the diploma, etc., reported. If only one or two of your credentials are missing, an affidavit by another person may not be necessary. Thus, for instance, a credential certifying admission as a matriculated student to a university is, as a rule, considered sufficient proof of graduation from secondary school.

e. Practical experience - No college credit is given for activities such as nursing, teaching, employment in home economics, etc. You may submit a list of such activities. No photostats of your credentials regarding such activities are needed. However, in case of government service, e.g. as an interpreter, it may be advisable to have your credential on file.

(Please see over)

HUNTER COLLEGE OF THE CITY OF NEW YORK
Office of Admissions

Instructions for filling out summary blank
for foreign school studies - (cont.)

B. Specific Instructions

1. Elementary school: (Give name and location)

If you attended elementary school for more than 5 years, and a foreign language was one of the subjects taught to you there, make a short statement to this effect.

2. Secondary schools: (Give name and Location)

a. Regular secondary schools in which only academic subjects are taught, and occupational and professional schools are to be listed separately under II, A and/or B of summary blank. Under II, B of summary blank list such schools as home economics, commercial nursing, kindergarten teacher or teacher-training schools, music academies, etc. If professional schools have the same entrance requirements as the universities of the countries in which the professional schools are located, they should be listed under III of summary blank.

b. If you attended several secondary schools, number them and list in chronological sequence. If, for instance, you changed from your first regular secondary school (to be listed in summary blank under II,A, and numbered as No. 1) to an occupational school, list it under II,B and number it No,2. If you then returned to a regular secondary school, list this again under II,A and number it No.3.

c. If the name of the school does not indicate its character, explain briefly. If the school was conducted in a language other than the language of the country where the school was located, indicate this fact.

d. In the column "attended from.....,to....." specify e.g. Easter(Spring) 1946-1947 or Fall 1946-1947. If you did not attend throughout the regular school year, indicate the month you began and the month you left e.g. Easter 1946-July 1946.

e. The diploma received upon graduation from secondary school sometimes specifies the privileges to which it entitles the recipient, e.g., to enter the university as a matriculated student. Sometimes no such specific statement is contained in the diploma, or sometimes a reference is made to a statute of the country. The question under II,C,2 of summary blank is intended to clarify this issue. In case of doubt

secondary school (to be listed in summary blank under II,A, and numbered as No. 1) to an occupational school, list it under II,B and number it No,2. If you then returned to a regular secondary school, list this again under II,A and number it No.3.

c. If the name of the school does not indicate its character, explain briefly. If the school was conducted in a language other than the language of the country where the school was located, indicate this fact.

d. In the column "attended from.....,to....." specify e.g. Easter(Spring) 1946-1947 or Fall 1946-1947. If you did not attend throughout the regular school year, indicate the month you began and the month you left e.g. Easter 1946-July 1946.

e. The diploma received upon graduation from secondary school sometimes specifies the privileges to which it entitles the recipient, e.g., to enter the university as a matriculated student. Sometimes no such specific statement is contained in the diploma, or sometimes a reference is made to a statute of the country. The question under II,C,2 of summary blank is intended to clarify this issue. In case of doubt, you may have to procure a statement regarding the rights conferred by the diploma in question from the consulate or the embassy of the country in which the institution is located.

f. In the list of subjects taken under II,E of summary blank, such subjects as arithmetic, singing, physical education, home economics in the lower grades of the school, are to be omitted.
List the languages which you studied in accordance with the amount of training you received in each of them. As a rule, you will have to list your native language and/or the language in which the school was conducted, first.
Specify the mathematical subject, such as plane geometry, algebra, trigonometry, solid geometry, spherical geometry, etc.
List the courses in science under the title they were given in the school, e.g. botany, zoology, physics, chemistry, general earth science. In the column stating the weekly hours of instruction, indicate how many of these hours were laboratory work. (Laboratory work is to be distinguished from demonstration by the teacher.)

IMPORTANT

PLEASE BE SURE TO FILL OUT SUMMARY FORM ACCURATELY. IT IS TO YOUR ADVANTAGE NOT TO OVERSTATE YOUR PREPARATION. IF A DECISION MADE BY THE ADMISSIONS AND ADVANCED STANDING COMMITTEES HAS TO BE REVERSED BECAUSE OF A MISSTATEMENT ON YOUR PART, SERIOUS CONSEQUENCES MAY RESULT.

Sign the summary blank in places indicated.

HH/EHG - JH/hml
March 15, 1949

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File

FULBRIGHT SCHOLARSHIP INFORMATION

The three screening agencies for the Fulbright Program are the Institue of International Education, 2 West 45th Street, New York 19, N. Y., which receives applications from graduate students; the Conference Board of Associated Research Councils, 2101 Constitution Avenue, Washington 25, D. C., which receives applications from professors, specialists and advanced research scholars; and the U. S. Office of Education, International Relations Division, (Federal Security Agency), Washington 25, D. C., which receives applications for teaching in national primary and secondary schools abroad.

The following questions are those most frequently asked by American students contemplating applying for United States Government grant to study abroad under the Fulbright Act, with answers supplied by the Institute of International Education in the News Bulletin, March 1, 1949, pages 20-21.

1. How to apply

Question: How do I apply for a scholarship under the Fulbright Act for study abroad?
Answer: Write to the Institute of International Education (Fulbright Division) stating your qualifications, field of study, and country of choice.

2. Qualifications

Question: What qualifications must I have?
Answer: The three basic qualifications are: American citizenship, a college degree or its equivalent, and knowledge of the language of the country sufficient to carry on your proposed study or research.

3. Basis of Selection

Question: What is the basis of selection?
Answer: Selection is made on the basis of the candidate's personal qualifications, academic record, andon the value of the study or project.

4. Competition

Question: Are these scholarships competitive?
Answer: Yes. The competition will be based upon an examination of the candidate's application. No formal "examination" will be held.

5. For Graduates

Question: Is an undergraduate eligible?
Answer: At present, awards are given only to candidates holding a Bachelor's degree or its equivalent by the time the award is accepted.

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6. Who is Eligible?

Question: Are these scholarships open to all qualified U. S. Citizens?
Answer: Yes. Where qualifications are equal, veterans receive preference, but lack of veteran status does not disqualify. Women and married students are also eligible.

7. No Geographical Limitation

Question: Are these scholarships limited by regional or state allocation?
Answer: No, any qualified American citizen at home or abroad may apply.

8. When to Apply

Question: May I apply at any time and for any country?
Answer: You may file a preliminary application card at any time for any country listed but application blanks will be sent out only on announcement of the opening of a competition for that country. You will be notified when the competition opens for scholarships in the country of your choice.

9. Second Choice

Question: May I enter more than one competition?
Answer: Yes, although multiple applications suggest lack of focus and specific interest.

10. Field of Study

Question: Are there any limitations as to fields in which I may study?
Answer: No, except where an announcement of a competition so specifies. Of course there would be no point in applying for study in a specific field in a country where such study could not appropriately be undertaken.

11. Institutions Abroad

Question: How do I gain admission to an educational institution abroad?
Answer: You may indicate in your application the institution of your preference. Students who have been awarded grants will be assisted by the Commission abroad in obtaining admission to a foreign educational institution.

12. Terms of Award

Question: What are the terms of award?
Answer: Awards are made entirely in the currencies of the participating countries, and ordinarily cover transportation, tuition, books or equipment, and maintenance for one academic year.

13. Amount of Maintenance

Question: How much is the maintenance allowance?
Answer: This varies according to the cost of living in each participating country. It is sufficient to meet normal living expenses of a family, but when the student is accompanied by dependents the maintenance grant will be somewhat higher. Transportation of dependents is the financial responsibility of the student.

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14. G. I. Benefits

Question: May a veteran receive benefits under Public Laws 246 and 584 concurrently?

Anwer: Yes. However, a veteran may choose to postpone his G.I. benefits until his return, and depend upon Fulbright funds exclusively for normal expenses.

15. Partial Grants

Question: May I apply for a partial grant to supplement funds derived from other sources?

Answer: Yes, where scholarships or benefits are available from other sources, a partial grant may be made for travel, maintenance or other expenses to supplement such funds. Awards of supplementary funds, however, will be made on a basis of competition of applicants for full scholarships.

16. Short-Term Grants

Question: May I apply for a short-term grant for example to enable me to take a summer school course or attend a conference in a foreign country?

Answer: No. grants are not made for attendance at summer schools, international conferences, or for other projects of shorter duration than a full academic year. The terms of the Fulbright Act require affiliation with an educational institution.

17. Split Study

Question: May I study in more than one country on one award?

Answer: No, a scholarship under the Fulbright Program is awarded for study in a particular country.

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STUDY ABROAD,

During 1950-51, the Fulbright Act is expected to provide opportunities for over 650 Americans to undertake graduate study, teaching, or reseach work abroad. Foreign citizens in the same number will have a change to study in the United States.

A total of 21,751 opportunities for foreign study, observation and research are reported in the second edition of UNESCO's international handbook, "Study Abroad." The cooperation of more than fifty countries made possible the book now on sale from the Columbia University Press, 2960 Broadway, New York, at $1.25.

Among the 75 countries and territories reported, United States is credited with 5,096 awards, three out of five of which are made by private institutions and two out of five by government agencies. These proportions are reversed for the total volume.

The volume contains also a survey ofthe teacher exchange program participated in by 3,000 teachers in eighteen countries. Over 180 national and international organizations sponsor educational exhhanges of young people.

Nearly half of the awards are in unspecified fields, permitting candidates a wide choice of study. Of the ppecial categories, "engineering and technology" lead with 4,421 opportunities; education has 1,492, closely followed by the medical sciences with 1,148. The social sciences have 796 scholarships, other sciences 275. There are 51 chances for press and radio study. A supplement to "Study Abroad" will be issued this spring, and will contain information ofopportunities for study available under the Fulbright and Smith-Mundt Acts, and information of opportunities of study tours, travel, seminars, for vacation study.

Universities of the World Outside U.S.A. describes more than two thousand institutbons in 82 cou tries. Published at $12.00 by the American Council on Education, 744 Jackson Place, Washington 6, D.C., it is a companion volume to American Universities and Colleges ($8.00), and American Junior Colleges ($6.50). Some seven hundred universities are described in 250 to 1,500 word articles.

The reports on the institutions are arranged by countries alphabetically, the national introductions comprising the most complete handbook of comparative education now available.

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6		Procedures and Requirements For Japanese Traveling to the United States as Students
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9	5 Sept '50	Estimate From 400 to 500 Japanese Students will Benefit in 1951 from U.S. Government All-Expense Scholarships

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Information and Education Section

5 September 1950

PRESS RELEASE

ESTIMATE FROM 400 TO 500 JAPANESE STUDENTS WILL BENEFIT IN 1951 FROM U.S. GOVERNMENT ALL-EXPENSE SCHOLARSHIPS

From 400 to 500 more Japanese students will benefit in 1951 from United States Government all-expense scholarships for a year of study in American universities and colleges, Lt. Col. D. R. Nugent, USMC, Chief of SCAP's Civil Information and Education Section, announced today.

Scholarship applications, for which the Education Ministry is publicizing the regulations, will be accepted form September 18 through September 30, and eligible applicants will receive written and oral examinations in English and personal interviews. The Japanese selection committee hopes to announce on December 2 the successful students, who will leave for the United States in 1951.

The new program is a continuation and expansion of those under which 50 university instructors of teachers and 285 graduate students already have been sent to the United States on one-year scholarships to acquire ideas and skills essential to their country's rehabilitation.

"I believe it worthy of note," Colonel Nugent commented, "that the United States Government, despite the added burden on it of the United Nations campaign in Korea and the building up of resistance to communist aggression throughout the world, has seen fit to increase the number of Japanese students it is inviting to the United States for useful education.

"This implies confidence in the ability of Japanese students to benefit from such assistance. I trust that the Japanese press and radio will make this opportunity known fully to qualified individuals and that from them will be selected men and women worthy of this heavy investment in educating them for greater social usefulness."

Eligibility under the new program has been extended to include an older age-group and also all graduates of semmon gakko and higher normal schools.

Following are the eligibility requirements:

1. Applicants must be Japanese citizens.

2. Applicants must be less than 41 years of age on 1 July 1951. (Includes those born on and after 2 July 1910)

3. Applicants must be graduates of universities (old or new system), or higher educational institutions of semmon gakko level. (Excluded are graduates of old normal schools, youth normal schools, and

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short course universities--tanki daigaku. Graduates of higher normal schools are eligible.)

4. Applicants must be in excellent health.

5. Applicants must be able to read, write, speak and understand English.

Preference will be given by the selection committee to those applicants whose educational background, field of endeavor, intellectual capacity and prospects for the future indicate that they are capable of making a significant contribution to Japanese society after their return. Consideration will be given to obtaining a representative geographical distribution of students, but geographical representation will not be a determining factor.

Only persons taking the examination this year will be considered for placement during the 1951-52 academic year. Persons who took the CIE English Test last fall must take the examination this year if they desire to be considered in the new program.

Persons selected under this program will be expected to share the results of their training and observation with other Japanese and put to the best possible use in Japan the things they have learned in the United States, but they are under no future contractual obligation to the Japanese or United States governments as a result of their selection.

The Institute of International Education, New York City, has the responsibility for placement in suitable universities and colleges of all students who are selected. After consideration of each student's educational background, field of endeavor and future intentions, all of which will be indicated on forms which each student has filled out, his or her application will be sent by the Institute to educational institutions offering courses best suited to the individual's needs.

Acceptance of an application is left to the discretion of each institution approached. Many American universities and colleges are under the pressure of such heavy enrollments that they are unable to take more students, especially for special courses in which facilities are limited. Thus the Institute, though confident that it can place each Japanese student in a school that will provide what he or she requires, is unable to guarantee that applicants will be enrolled in schools of their own preference. The Institute, United States Government agencies, and schools will not reply to correspondence concerning placement.

The written English examination will be given on 14 October 1950 in eight cities located in the various regions of Japan. Applicants who obtain satisfactory grades on the written examinations will be given an oral English examination and personal interview by the selection committee in Tokyo 11 to 14 November. Announcement of the final selections will be made by 2 December 1950.

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SPONSORSHIP OF ALIENS FOR ENTRY INTO THE UNITED STATES

A person who desires to sponsor the admission of an alien into the United States should supply an affidavit in duplicate setting forth the sponsor's financial ability and willingness to contribute to the alien's support. Both copies must be sworn to, before a Notary Public in the United States or before an American consular officer abroad. There is no prescribed form for such affidavits and the following example is given merely for the information and convenience of sponsors:

Affidavit of Support

I, ---, being duly sworn, depose and say:

1. That I am a native of --- and --- years of age, and have been a legal resident of the United States for the past --- years. My present residence is at --- (give full address) and my permanent mailing address is ---;

2. That I am an American citizen by birth and have always maintained my citizenship. (If sponsor has been naturalized, give instead date and place of naturalization and number of naturalization certificate. If not a citizen, give date and place of legal entry into the United States for permanent residence and date and place of making declaration of intention.);

3. That I am --- (state whether single, married, widowed, or divorced. If married, this affidavit should either be in joint-affidavit form or the following phrase should be added to this paragraph: "and that my wife has read and concurs in this affidavit, as evidenced by her signature hereinafter subscribed");

4. That the following are the only persons dependent in any way upon me for support: --- (give full name of each, age, relationship to you and, if only partially dependent, the degree of your responsibility);

5. (Here give full details concerning your employment or business, specifying annual earnings or income at least to the extent necessary to indicate your ability to fulfil the obligation assumed by this affidavit.);

6. (Here give full details concerning your net worth, specifying to the extent necessary: amount of cash, when and where deposited; value of real estate owned and, if encumbered, to what extent; value of personal property, investments, life insurance, etc.);

7. That I am the --- (state relationship, whether of blood, friendship, business or other nature) of --- (give full name of person being sponsored), who now resides at --- (give full address) and desires to enter the United States for permanent residence (if not for permanent residence, state exact purpose for which entry into the United States is desired and the approximate length of stay);

8. (Here state exact terms of guarantee. If for permanent residence: "That I hereby solemnly swear that I will receive and care for him and will at no time allow him to become a charge of the United States, or of any State, territory or subdivision thereof". If for temporary stay: "That I guarantee, without reservation, his maintenance and welfare, including defrayment of all incidental expenses, requisite travel and medical expenses incurred

(over)

by him while in the United States, and I further guarantee his departure from the United States before the expiration of his authorized stay". If sponsor does not assume full responsibility, the wording of the foregoing phrases should be altered to show exactly and in detail the extent of the sponsor's obligation.);

9. (If guarantee includes payment of passage: "That I can and will pay the cost of his transportation and incidental expenses from --- to ---, his final destination in the United States". Unless the alien is coming for permanent residence, the following phrase should be added: "and I further guarantee the payment of his transportation from the United States to --- upon the completion of his stay in the United States".);

10. That I freely incur the obligations involved in this affidavit because --- (state reasons in detail);

11. That I have given similar affidavits of support on behalf of the following named persons during the past five years: ---

12. That I make this affidavit for the purpose of inducing United States consular and immigration authorities to issue him a visa and admit him into the United States.

(Signature of sponsor)

Subscribed and sworn to before me this --- day of ---.

(Signature & seal of Notary or Consul)

* * * * *

In addition to two copies of an affidavit of support, the sponsor must also supply evidence, likewise in duplicate, of his financial ability as claimed in the affidavit. An affidavit without such evidence attached is not acceptable. Such evidence may consist of documents such as the following:

1. Affidavits from an officer of a bank giving date upon which sponsor's account was opened, itemized statement of deposits for past year, and the present balance.

2. Affidavits from employer showing nature of sponsor's employment, annual salary, how long employed, and whether employment is temporary or permanent.

3. Reports of a commercial rating concern regarding sponsor or his business.

4. Certified copies of the latest income tax return.

5. Other evidences of net worth as claimed in the affidavit.

The affidavits and all evidence of financial ability should be sent in duplicate directly to the alien, who will present same to the nearest American Consulate. When the visa is granted, one set of the documents will be returned to the alien for presentation to the Immigration authorities at his port of arrival in the United States.

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AMERICAN CONSULAR SERVICE
Tokyo Bank Building (South Entrance)
24 Kyo-machi, Kobe, Japan.

American Consular Service
Room 234, Mitsui Honkan,
Muromachi, Nihonbashi,
Chuo-ku, Tokyo.

MEMORANDUM

Subject: Travel of Japanese to the United States as Students

Section 4(e) of the United States Immigration Act of 1924 provision for the issuance of visas to persons who are bona fide students at least 15 years of age and who seek to enter the United States solely for the purpose of study at an accredited institution of learning approved by the Attorney General of the United States.

Persons desiring to make application for student visa under the foregoing provision of the Immigration Act are requested to comply strictly with the procedures outlined below.

Step I - Application for Japanese passport

The applicant should appear at the Japanse Foreign Office, Nissan Building, Tokyo, or at one of its local liaison offices, in order to make application for a Japanese passport. The following items should be presented in connection with a passport application:

1. Letter of admission to school, in duplicate.
2. Documentary evidence, in duplicate, that adequate financial arrangements have been made to cover entire cost of round-trip travel, tuition, and maintenance while in the United States.
3. Koseki Shohon, in single copy.
4. Two passport-style photographs.
5. Personal history statement in triplicate.
6. Health certificate.

Step II - Preliminary application for visa

The applicant should appear in person at this office for an interview and English language examination, at which time he should present the following documents:

1. Letter of admission to school in duplicate. A list of approved schools is maintained in this office, and may be consulted at any time.
2. Documentary evidence, in duplicate, that adequate financial arrangements have been made to cover the entire cost of his travel to and from the United States, his tuition, and all living and incidental expenses while in the United States. Such evidence will usually consist of one or more of the following items:

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a. Affidavits of support executed by at least two individuals or by a bona fide institution or organization. Such affidavits must include a guarantee that the individual will depart from the United States upon the completion of his studies. Affidavits executed by individuals should include full information concerning the sponsor's income, resources, obligations, and expenses, and must be supported by corroboratory evidence to show that the sponsor has sufficient financial resources to fulfill the obligation he undertakes in his affidavit. Such corroboratory evidence may be in the form of letters from employers, official letters from banks regarding a depositor's account, certified income tax returns, reports of a commercial credit rating firm concerning the sponsor's business, or other evidence of financial responsibility which the sponsor may desire to submit.

b. Evidence of grants of scholarships. Such evidence should specifically state the amount and duration of the scholarship.

c. If it will be necessary for the student to accept employment in the United States, he may do so, provided such employments will not interfere with his pursuance of a full course of study in day classes. Affidavits from prospective employers in the United States should contain specific details concerning the nature and hours of work, and the remuneration therefor.

3. Two certified extract copies of Family Register (Koseki Shohon), with two English translations thereof, showing date and place of birth:

4. Two copies of certificate from local Japanese demobilization authorities, together with two English translations thereof, showing whether applicant has had military service. In the event that applicant has had military service, the certificate should give full details concerning such service.

Step III - Medical examination

Upon giving preliminary approval to a visa application, this office will provide the applicant with medical forms and a list of local physicians who are authorized to examine him for the purpose of determining his admissibility to the United States under the medical provisions of the immigration laws. Completed reports of the medical examination will be returned by the physician direct to this office.

Step IV - Formal application

Upon receipt of his passport from the Japanese Ministry for Foreign Affairs, the applicant should write to or telephone this office (~~26-7461~~) for an appointment to complete necessary visa procedures. At the time of his appointment he should present the following items:

(4-4063)

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1. Three passport-style photographs (approximately two inches square, unmounted, printed on thin paper on light background, and showing full front view of face).

2. Prescribed visa fees amounting to $10.00, which may be paid in local currency at the legal rate of exchange.

3. Japanese passport.

Applicants are strongly urged not to appear at this office for formal visa application without prior appointment. The pressure of scheduled visa applications will frequently make it impossible to process unscheduled applications, and may result in considerable expense and inconvenience for the applicant.

Step V - Travel arrangements

It will be the responsibility of the applicant and his sponsor to make all necessary arrangements for transportation. It should be noted that all transportation companies require that payment of fare be made in United States currency. Most companies are able to make provision for sponsors to deposit the necessary fares and incidental expenses with their offices in the United States, whereupon instructions will be sent to their local Japan offices to issue the necessary steamer or plane tickets to the prospective traveller.

Additional steps

In addition to making all necessary transportation arrangements, all persons leaving Japan are required to take the following steps:

1. Receive small-pox vaccination and typhoid innoculations from one of the physicians appearing on the official list of approved physicians.

2. Obtain medical clearance from an approved physician within 48 hours of departure from Japan.

3. Make necessary arrangements for clearance with customs and immigration at the port of embarkation. Further information on this subject can be obtained from the transportation company.

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DWOverton/EGSeidensticker:mk
February 27, 1950 - 300 copies

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PROCEDURES AND REQUIREMENTS FOR JAPANESE TRAVELING
TO THE UNITED STATES AS STUDENTS

1. When consistent with the objectives of the Occupation, consideration will be given to approval of travel of Japanese desiring to proceed to the Unites as students if they fulfil the following:

a. That the applicant is at least 15 years of age.

b. That he has been accepted for a full course of study in day classes by a school which has been approved by the United States Attorney General.

c. That he has sufficient scholastic preparation and sufficient knowledge of the English language to enable his to undertake his proposed course of study, or that the student has been accepted for a definite course of English language study, in day classes, equivalent to a regular prescribed course.

d. That he has no memtal or physical defect or disease that would seriously interfere with his proposed course of study.

e. That adequate financial arrangements have been made to cover the entire cost of his transportation to and from the United States and all expenses in the United States. (Note that in no case is it possible for yen to be exchanges for United States dollars and that it would therefore be necessary that these arrangements be made by someone in the United States or someone else having legal access to United States currency.)

2. Persons who fulfil all of the above conditions and who desire to make application for a passport and a visa to enter the United States as students should strictly comply with the following procedure:

Step 1. Preliminary Procedure. If applicant considers himself qualified to fulfil the foregoing conditions, he should appear at room No. 603, Radio Tokyo Building, Tokyo, (Civil Information and Education Section, GHQ, SCAP) at any time except Wednesday and Saturday afternoons, Sundays, and holidays. It will be necessary that he bring with him the following documents:

a. Two signed copies (or one original and one certified true copy) of a letter of admission to the school to which he is destined.

b. Documentary evidence that adequate financial arrangements have been made to cover the entire cost of his travel to and from the United States his tuition and all living and incidental expenses while

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in the United States. This evidence must be submitted in duplicate and may consist of items such as the following:

*** (1) Affidavit of support executed by the sponsoring individual, institution or organization. Such affidavit must include a guarantee that the applicant will depart from the United States and return to Japan upon completion of his studies. Affidavite executed by individuals should also include, to the extent deemed necessary, information regarding the sponsor's income, resources, obligations, and expenses: the plans and arrangements made for the applicant's support; and personal data concerning the sponsor (permanent address, nationality status, number of persons dependent upon him for support, etc.). The affidavit must be supported by sufficient corroboratory evidence (likewise in duplicate) to establish that the sponsor has sufficient financial resources to fultil the obligation undertaken, This evidence may be in the form of certified copies of the latest income tax returns; affidavits from an employer showing the employee's salary and the length and permanency of employment; reports of a commercial rating concern regarding an individual or his business; affidavits from an officer of a bank regarding a depositor's account, showing the date the account was opened, the present balance, and its accumulation by small or lump-sum deposits, (The requirements for affidavits executed by well-known and reputable organizations and institutions may be modified in accordance with individual circumstances, but must include the guarantee concerning the applicant's departure from the United States and must clearly state the exact nature and extent of the obligation assumed.) More detailed information concerning the form of affidavits of support may be obtained if necessary, by the applicant from the American Consular Service, Yokohama, or by the sponsor in the United States from the nearest office of the United States Immigration and Naturalization Service.

(2) Evidence of grants of scholarships should also be in duplicate and should be specific concerning the amount and duration of the scholarship.

(3) If it will be necessary for a student to accept employment in the United States he may do so provided the employment will not interfere with his pursuance of a full course of studies in day classes. Arrangements for such employment must be made prior to submitting his application

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as during his stay in the United States he will be permitted to accept only such employment as specified in his visa or may be later, specifically and exceptionally, authorized. Affidavits from prospective employers in the United States should be presented in duplicate and should include specific details concerning the nature and hours of work and remuneration therefor.

*** Under new regulations, unless your sponsor in the United States is an institution or organization, two individuals must execute affidavits in your behalf.

(4) There should be included in the affidavit of support, or in a separate statement made by the applicant and/or sponsor, an estimate showing his annual expenses in specific detail and indicating the sources of income from which sufficient funds will be obtained to meet such expenses.

c.c. Two certified extracts from his family register (Koseki-shohon), with two English translations thereof, showing his place and date of birth.

d. Two copies, with English translations, of a certificate of personal status (Mibun-shomeisho) showing whether applicant has ever been arrested or imprisoned or has had military service and giving full details concerning any such arrest, imprisonment or military service.

e. One passport style photograph.

f. A personal history statement in triplicate, giving full curriculum vitae and including names, occupations, and present address of all members of applicant's immediate family (parents, spouse, children, brothers and sisters). Forms for this purpose may be obtained from Room 323, Nissan Building, Tokyo, (Japanese Foreign Office). These forms must be certified by the Foreign Office.

Step 2. Applicant will be notified, by letter, concerning time and place to which he would report for interview.

Step 3. When informed that his application has been approved, the applicant should apply in person or by letter to the Japanese Government Foreign Office, Tokyo, for his passport (for which one passport style photograph is required) and to the American Consular Service, 6 Yamashita-cho, Yokohama (or to the American Consular Service, Tokyo Bank Building, should initiate any necessary action to assure that the sum of ten dollars ($10.00) in Military Payment Certificate, bank draft or money order, at that office at the time he executes his final visa application. He should also make inquiry of the commercial carrier with which arrangements

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have been made for transportation concerning the current inoculation requirements for departure from Japan.

Step 4. Upon receipt of his passport and completion of his medical examination (the report of which will be forwarded directly by the examining physician to the American Consular Service), he should report in person to the American Consular Service, Yokohama (or Kobe), to complete his application for a visa bringing with him at that time three passport style photographs, approximately 2 inches square, unmounted, printed on thin paper on a light background and showing full front view of face.

NOTE: The foregoing procedure applies only to the applicants who will be regular students accepted for a full course of study in day classes in an accredited school, college, academy, seminary or university. Persons who will study only part time, at the same time being otherwise employed, such as teaching fellows, research assistants, etc., should first consult the American Consular Service, Yokohama, to determine their probable status under the United States Immigration Laws.

Most reputable colleges and universities in the United States have received the approval of the Attorney General. In case of doubt with regard to any particular school, a complet list of such schools may be consulted at the American Consular Service, Yokohama.

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N. B.
Simplified formof documentary requirements for student visas (attached) to reduce reading for you

SPONSOR'S RESPONSIBILITIES

A. Affidavit of support including:

a. Statement that student will return to Japan on completion.

b. Signature of at least 2 persons.

c. Complete info on sponsors' financial situation--income, resources, obligations, etc.

d. Personal data on sponsor--nationality, dependents etc.

e. Affadavits must state exact extent of obligation assumed by sponsor, i.e., "the entire cost of travel to and from the U.S., (tuition if any), and all living and incidental expenses while in the U.S."

B. Corroboratory evidence; accompanies affidavit:

a. Certified copy of your latest income tax return.

b. Statement from employer showing your salary, length and permanence of employment.

c. Statement from commercial rating concern.

d. Affidavit from your bank--length of account? Present balance? Small or lump-sum deposits? etc.

e. In general, the affidavit and corroboratory evidence must include the guarantee concerning the applicants' departure from the states and must clearly state the exact nature and extent of the obligation assumed.

C. Expense account; may be included in sponsors' affidavit or separately:

a. Estimate of annual expenses in specific detail.

b. Indication of all sources of income for (a)

THEREFORE YOU NEED THREE DIFFERENT SETS OF PAPERS, A, B, AND C. GET AT LEAST THREE COPIES OF EACH.

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DOCUMENTARY REQUIREMENTS FOR STUDENT VISAS

1. Two signed copies (or one original and one certified true copy) of a letter of admission to the school to which destined.

2. Documentary evidence that adequate financial arrangements have been made to cover the entire cost of travel to and from the United States, tuition, and all living and incidental expenses while in the United States. This evidence must be submitted in duplicate and may consist of items such as the following:

(a) Affidavit of support executed by the sponsoring individual, institution, or organization. Such affidavit must include a guarantee that the applicant will depart from the United States and return to Japan upon completion of his studies. Affidavits executed by individuals should be signed by at least two persons, and should also include, to the extent deemed necessary, information regarding the sponsors' income, resources, obligations, and expenses; the plans and arrangements made for the applicant's support; and personal data concerning the sponsor (permanent address, nationality status, number of persons dependent upon him for support, etc). The affidavit must be supported by sufficient corroboratory evidence (likewise in duplicate) to establish that the sponsor has sufficient financial resources to fulfill the obligation undertaken. This evidence may be in the form of certified copies of the latest income tax returns; affidavits from an employer showing the employee's salary and the length and permanency of employment; reports of a commercial rating concern regarding an individual or his business; affidavits from an officer of a bank regarding a depositor's account, showing the date the account was opened, the present balance, and its accumulation by small or lump-sum deposits. (The requirements for affidavits executed by well-known and reputable organizations and institutions may be modified in accordance with individual circumstances, but must include the guarantee concerning the applicant's departure from the United States and must clearly state the exact nature and extent of the obligation assumed.) More detailed information concerning the form of affidavits of support may be obtained if necessary by the applicant from the American Consular Service, Yokohama, or by the sponsor in the United States from the nearest office of the United States Immigration and Naturalization Service.

(b) Evidence of grants of scholarships should also be in duplicate and should be specific concerning the amount and duration of the scholarships.

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(c) If it will be necessary for a student to accept employment in the United States, he may do o provided the employment will not interfere with his purs ance of a full course of studies in day classes. Arrangements fo such employment must be made prior to submitting his application, as during his stay in the United States he will be permitted to accept only such employment as specified in his visa or may be later, specifically and exceptionally, authorized. Affidavits ffom prospective employers in the United States should be presented in duplicate andshould include specific details concerning the nature and hours of work and remuneration therefor.

(d) There should be included in the afffdavit of support, or in a separate statement made by the applicant and/or sponsor, an estimate showing his annual expense in specific detail and indicating the sources of income from which sufficient funds will be obtained to meet such expenses.

3. Two certified extracts from family register (Kosekishohon), with two English translations thereof, showing place and date of birth.

4. Two copies, with two English translations, of a certificate from local Japanese authorities showing whether applicant has ever been arrested or imprisoned or has had military service, and giving full details concerning any such arrest, imprisonment, or military service.

5. Six passport-style photographs.

6. A personal history statement in triplicate, giving full curriculum vitae. This statement should be prepared in accordance with form provided by the Japanese Foreign Office (room 323, NISSAN BUILDING, Tokyo).

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. [illegible]

- C O P Y -

(1)

MEMORANDUM:

SUBJECT: Procedures and Requirements for Japanese Traveling to the United States as Temporary Visitors

1. When consistent with the objectives of the Occupation, consideration will be given to the approval of travel of Japanese desiring to proceed to the United States for temporary visits to attend conferences or conventions of a religious or cultural nature, to visit religious or cultural organizations or institutions, to receive special training of a nature which does not permit their classification as students, such as medical interns, student nurses, candidates for religious orders, teaching fellows, etc., or for other approved purposes, if they fulfill the following conditions:

a. That the applicant has received an invitation from the appropriate organization or institution, or it is otherwise evident that his attendance or visit is desired.

b. That, if the applicant is to have a student status of some kind, he has been admitted to the school or institution.

c. That the applicant has no mental or physical defect or disease that would constitute grounds for his exclusion under the United States Immigration Laws.

d. That adequate financial arrangements have been made to cover the entire cost of his transportation to and from the United States, and all expenses in the United States. (Note that in no case is it possible for yen to be exchanged for United States currency, and that it would therefore be necessary that these arrangements be made by someone in the United States, or by someone else having legal access to United States currency.)

2. Persons who fulfill all of the above conditions and who desire to make application for a passport and a visa to enter the United States for a temporary visit should strictly comply with the following procedures:

Step 1. Transmit a letter addressed to General Headquarters, Supreme Commander for the Allied Powers, APO 500, setting forth the reasons why the applicant considers himself qualified to fulfill the foregoing conditions, and inclosing the following documents:

a. Two signed copies (or one original and one certified true copy) of the communication containing the invitation which he has received or which indicates that his attendance or visit is desired, or of the letter of admission to the school or institution that he proposes to attend.

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b. Documentary evidence that adequate financial arrangements have been made to cover the entire cost of his travel to and from the United States, and all living and other expenses while in the United States, This evidence must be submitted in duplicate and may consist of items such as the following:

(1) Affidavit of support executed by the sponsoring individual, institution or organization. Such affidavit must include a guarantee that the applicant will depart from the United States and return to Japan upon completion of his visit. Affidavits executed by individuals should also include, to the extent deemed necessary, information regarding the sponsor's income, resources, obligations, and expenses; the plans and arrangements made for the applicant's support; and personal data concerning the sponsor(permanent address, nationality status, number of persons dependent upon him for support, etc.). The affidavit must be supported by sufficient corroboratory evidence (likewise in duplicate) to establish that the sponsor has sufficient financial resources to fulfill the obligation undertaken. This evidence may be in the form of certified copies of the latest income tax returns; affidavits from an employer showing the employee's salary and the length and permanency of employment; reports of a commercial rating concern regarding an individual or his business; affidavits from an officer of a bank regarding a depositor's account, showing the date the account was opened, the present balance, and its accumulation by small or lump-sum deposits. (The requirements for affidavits executed by well-known and reputable organizations and institutions may be modified in accordance with individual circumstances, but must include the guarantee concerning the applicant's departure from the United States and must clearly state the exact nature and extent of the obligation assumed.) More detailed information concerning the form of affidavits of support may be obtained if necessary, by the applicant from the American Consular Service, Yokohama, or by the sponsor in the United States from the nearest office of the United States Immigration and Naturalization Service.

(2) Evidence in duplicate that the round trip fare to the United States has been paid or firm arrangements therefor have been completed.

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(3) If the individual is to accept employment of any kind, or receive in the United States remuneration of any kind, written evidence in duplicate thereof should be presented. Such evidence should set forth in specific detail the exact nature of any such arrangements or remuneration.

(4) In cases of any possible doubt concerning the sufficiency of the support that will be available to the applicant, there should be included in the affidavit of support, or in a separate statement made by the applicant and/or sponsor, an estimate showing his expenses in specific detail, and indicating each of the sources of income from which sufficient funds will be obtained to meet such expenses.

c. A personal history statement in duplicate, giving full curriculum vitae and including names, occupations, and present address of all members of applicant's immediate family (parents, spouse, children, brothers, and sisters).

d. Two copies, with English translations, of a certificate of personal status (Mibun-shomeisho) showing whether applicant has ever been arrested or imprisoned, or has had military service, and giving full details concerning any such arrest, imprisonment or military service.

e. One passport type photograph.

Step 2. Applicant will be notified by letter concerning time and place to which he should report for interview.

Step 3. When informed that his application has been approved, the applicant should apply in person or by letter to the Japanese Government Foreign Office, Tokyo, for his passport (for which one passport type photograph is required). At the same time he should initiate any necessary action to assure that the sum of ten dollars ($10.00) in Military Payment Certificates, bank draft or money order, payable to the "American Consul, Yokohama," will be made available by his sponsor at that office at the time he executes his final visa application. He should also make inquiry of the commercial carrier with which arrangements have been made for transportation concerning the current inoculation requirements for departure from Japan.

Step 4. Upon receipt of his passport, he should report in person with his passport to the American Consular Service, 6 Yamashita-cho, Yokohama, to complete his application for a visa, also bringing with him at that time three passport style photographs, approximately 2 inches square, unmounted, printed on thin paper on a light background and showing full front view of face.

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(2) - C O P Y -

MEMORANDUM:

SUBJECT: Procedures and Requirements for Japanese Traveling via the United States to Other Countries

1. When consistent with the objectives of the Occupation, consideration will be given to the approval of travel of Japanese desiring to proceed via the United States to countries other than the United States, if they fulfill the following conditions:

a. The travel is only for cultural or other approved purposes and the traveler will be in the United States less than 60 days.

b. The country of destination has invited, or otherwise indicated that it desires the visit of the applicant, and will issue any necessary visa or other travel documentation necessary for the entry of the applicant.

c. The applicant has no mental or physical defect or disease that would constitute grounds for his exclusion under the United States Immigration Laws.

d. Adequate financial arrangements have been made to cover the entire cost of his transportation and incidental expenses while traveling to, through, and from the United States. (Note that in no case is it possible for yen to be exchanged for United States or other foreign currency, and that it would therefore be necessary that these arrangements be made by someone in the United States, or by someone else in a position legally to obtain United States currency andmake payments therein.)

2. Persons who fulfill all of the above conditions, and who desire to make application for a passport, and a visa to travel intransit through the United States should strictly comply with the following procedure:

Step 1. Transmit a letter addressed to General Headquarters, Supreme Commander for the Allied Powers, APO 500, setting forth the reasons why the applicant considers himself qualified to fulfill the foregoing conditions, and inclosing the following documents:

a. Two signed copies (or one original and one certified true copy) of the official communication from the appropriate representative of the country of destination, inviting or otherwise indicating that the country desires the visit of the applicant, and confirming that if the travel is approved any necessary visa or other travel documentation necessary for the entry of the applicant will be issued. (If desired, this communication may be addressed and transmitted directly to the Supreme Commander for the Allied Powers by the official representative in Japan of the country concerned.)

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b. If not contained in the above-mentioned communication, documentary evidence in duplicate of the arrangements that have been made to assure the applicant's complete support in the country of destination and the payment ofthe cost of his return passage to Japan.

c. Documentary evidence in duplicate that adequate financial arrangements have been made to cover the entire cost of his travel and incidental expenses to, through, and from the United States. This may be in the form of an appropriate statement or receipt from a transportation company or travel agency showing that it has received all funds necessary for the journey, including maintenance and incidental expenses, or in the form of an affidavit executed by the sponsoring individual or organization setting forth in exact detail the obligation which they assume for the journey. Such affidavits must be supported by sufficient documentary evidence to confirm the sponsor's financial ability to fulfill the obligation.

d. A personal history statement in duplicate, giving full curriculum vitae and including names, occupations, and present address of all members of applicant's immediate family (parents, spouse, children, brothers, and sisters.)

e. Two copies, with English translations, of a certificate of personal status (Mibun-shomeisho) showing whether applicant has ever been arrested or imprisoned, or has had military service, and giving full details concerning any such arrest, imprisonment or military service.

f. One passport type photograph.

Step 2. Applicant will be notified by letter concerning time and place to which he should report for interview.

Step 3. When informed that his application has been approved, the applicant should apply in person or by letter to the Japanese Government Foreign Office, Tokyo, for his passport (for which one passport type photograph is required). At the same time he should initiate any necessary action to assure that the sum of ten dollars ($10.00) in Military Payment Certificates, bank draft or money order, payable to the "American Consul, Yokohama," will be made available by his sponsor at the office at the time he executes his final visa application. (If, at the time of executing his final visa application the applicant will be able to give the Consul exact information concerning the dates and ports of his arrival in and departure from the United States, the above-mentioned fee will not be required). He should also make inquiry of the commerical carrier with which arrangements have been made for transportation concerning the current inoculation requirements for departure from Japan.

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Step 4. Obtain a visa from the representative in Japan of the country of his desitnation, as well as visas from any other countries through which it will be necessary that he travel to his destination.

Step 5. Obtain his reservations and complete travel arrangements.

Step 6. Report in person with his passport and other visas to the American Consular Service, 6 Yamashita-cho, Yokohama, to complete his application for a United States transit visa, also bringing with him at that time three passport style photographs, approximately 2 inches square, unmounted, printed on thin paper on a light background and showing full front view of face.

DECLASSIFIED E.O. 12958 SECTION 3.402/NNDS NO. [illegible]

- C O P Y -

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

AGMGCE 014.331 26 June 1948

SUBJECT: Transmittal of Memorandum on Japanese Foreign Travel

TO: Commanding General, I Corps, APO 301

1. Forwarded herewith are copies of procedures and requirements for Japanese planning travel to the United States under any one of four categories; students, immigrant ministers or professors, temporary visitors, or transients bound for other countries. (Incl 1).

2. Copies will not be locally reproduced or otherwise distributed, nor is general publication authorized. Interested persons may study the memorandum and take notes under supervision of the team commander or his designated representative.

3. It is desired that distribution be accomplished on the basis of one copy to each military government team.

4. The material is forwarded for information and is not to be construed as directive nor as granting additional authority.

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

/s/ S. R. Mohn, Capt CAC
for/t/ R. SCHAFER
Lt Col, AGD
Asst Adj Gen

1 Incl:
Procedures and Requirements
for Japanese Planning Travel
to the U.S.

DECLASSIFIED E.O. 12065 SECTION 3-402/NRDS NO. _____

BASIC: Ltr, Hq Eighth Army, ACMGCE 014.331, subj: "Transmittal of Memorandum on Japanese Foreign Travel", dtd 26 Jun 48.

AG 014.31 - BA 1st Ind RFS/tn

Hq I Corps, APO 301, 29 June 1948

TO: See Distribution

1. Attention is invited to basic letter.

2. One copy of inclosure, as directed by par 3 of basic letter, is attached.

BY COMMAND OF MAJOR GENERAL SWING:

/s/ C. C. Carter
/t/ C. C. CARTER
Colonel, AGD
Adjutant General

1 Incl:
n/c

DISTRIBUTION:
2 ea MG Region & Team
I Corps, Z/R
3 AG Rec, I Corps

DECLASSIFIED E.O. 12333 SECTION 3.402/NNDS NO. _____

- C O P Y -

Technical Data Required by Japanese Government
in Conjunction with Issuance of Passport

Documents to be submitted at present.

1. Application for a passport.

Contents (Items with the Mark (*) not to be filled up for the present):

a. Name.

b. Permanent residence.

c. Present address.

d. Family relationship.

e. Date of birth.

f. Occupation.

g. Destination.

h. Places to pass through.

i. Object of the travel.

*j. Reason for the travel.

k. Height.

l. Physical pecularities.

*m. Port of departure.

*n. Scheduled date of departure.

*o. Expected ship and passenger class.

*p. Scheduled time for returning home.

*q. Whether passport valid for once or for several passages.

I hereby request that a passport be issued for the above application, submitted with a report on personal history, a copy (or abstract) of census register, and two copies of photograph.

(Signed and sealed)

Date of application.

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2. Copy or abstract of one's census register.

3. Photograph:

An unmounted card-size photograph for the upper half of the body, hatless, taken within the last six months, with the name written on the back.