Date: YYYY / MM / DD

To :Dean of the Graduate School of Frontier Sciences

The University of Tokyo

Name of corporation

Name of representative 　　印

**Commission, appointment and request for [*requested job title*]**

I hereby request the Graduate School of Frontier Sciences 〔Job title / Name 〕as follows.

（※If your company needs a written reply in regards to this request, please request one by writing in this form.）

１．Job title：

２．Job description and the level of responsibility：

３．Place of work：〔Address 〕

４．Period of employment：YYYY/ MM / DD～YYYY / MM / DD

（※If the period exceeds 2 years, please attach the work condition that includes the period of employment）

５．Work arrangement : 　 　　□ Every 〇〇day of week　　　〇〇hours / day

□ 〇〇times / month 　　　　　From 〇〇:〇〇～

□ 〇〇times / period 　　　　　To 〇〇:〇〇

６．Compensation： 　　　　　□ None（Including travel expenses only）

□ JPY〇〇〇〇 / hour / month / period

７．Do you have joint research, contract research, or clinical trial contract

with The University of Tokyo： Yes / No

（※If yes, please describe the relationship between the content of the contract and the job description）

8 ．Contact person

（※Please fill in the name, department name, address, phone number, e-mail address）