

# [Sample]

## Application Form for the ALPS Overseas Dispatch and Other Activities

<p>1. Student ID: 35999999      Name of Applicant: Taro Hongo Affiliation: Department of Physics, Graduate School of Science Name of Supervisor: Prof. Ichiro SATO</p> <p>2. Category (circle one) Overseas dispatch / Domestic corporate internship / Joint research at another domestic university or research institution</p> <p>3. Name of Host Research Institution (or Company) / Contact Person / Position / Research Field University of Frankfurt / Prof. John Brown / Photon Science</p> <p>4. Period (From MM DD, YYYY to MM DD, YYYY) Fill in Appendix 1 for detailed itinerary From May 11, 2016 to August 8, 2016</p>
<p>5. Research Activities Project Title: Research on XX Research Activity Plan (Describe detailed plan at the host institution. Attach extra sheets if necessary.)</p> <div data-bbox="544 1447 970 1630" style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; margin: 20px auto; width: fit-content;"><p>If you are currently arranging schedule, inform the ALPS Desk of the confirmed schedule one month ahead of your departure.</p></div>
<p>6. Correspondence Status with the Host Institution (Describe in detail and attach correspondence records.) Confirmed acceptance or Currently arranging schedule (Please see the attached e-mail)</p>
<p>7. Recommendation Letter from the Supervisor (Attach a separate document. Any format is acceptable. Mention that the student has been accepted by the host institution and the research plan satisfies the course objective. Must be signed or sealed by the supervisor) Please see the attached document.</p>
<p>8. Secondary Supervisor's approval Have you obtained your secondary supervisor's approval? (Circle one) <input checked="" type="radio"/> Yes / No (Name: Prof. Sumire Todai)</p>

Itinerary			
Date	Travel Route	Location	Host Research Institution (or Company)
May 11, 2016	Departure: Tokyo		
May 11, 2016	Arrival: Frankfurt From: Airport To: Nearest major St.	Frankfurt (Germany)	
August 7, 2016	From: Nearest major St. To: Airport  Departure: Frankfurt		The University of Frankfurt
August 8, 2016	Arrival: Tokyo		

Departing point varies depending on your campus location.  
E.g. Hongo Campus: Tokyo  
Kashiwa Campus: Kashiwanoha Campus St.