Dear Sirs and Madams;敬啟者

Promotion by Recommendation有關推薦昇段

If you consider submitting an application for **Promotion by Recommendation** as of **Kagamibiraki ceremony 2018** for your members in accordance with the International Regulations, please send us the necessary documents no later than **October 31st, 2017** along the following guideline.貴單位如果想依國際規則在2018年日本鏡開日推薦會員升段敬請準備相關資料於2017年10月31日前依照以下指示辦理

Documents to be submitted to Aikikai應送合氣會文件

1. Please fill in the attached application form (R3.xls.) and send it by airmail to the following address together with his/her International Yudansha Book.

請填寫附件表格隨同申請人國際有段者證郵寄至下列地址

**Aikikai Foundation – Aikido World Headquarters合氣會國際總部**

**17-18 Wakamatsu-cho, Shinjuku-ku, Tokyo, Japan (162-0056)**

* Please do not forget to put the recommender’s signature on the form, and put the cover sheet (A4 or US letter size) in the envelope. 推薦者請勿忘記簽名並將封面(A4或US信紙規格)放入信封
* Please send this form separate from other registration forms (promotion by examination), and write on the envelope. 請和審查升段分開寄送並在信封上註明 :

**“Recommendation Form enclosed”.** “內附推薦文件”

* Please do not make any change on the form. Aikikai wants to keep the shape, paper size (A5: US letter 1/2 size is also acceptable) and contents.

請勿擅自將表格做任何更改.合氣會希望保持原稿格式和內容

1. Please submit the following information in addition to the application form mentioned in the item 1 above.請連同上項表格寄來下列資訊
2. Candidate’s personal record of practice up to date since the candidate was awarded present Dan rank (1)(申請人自取得現有段起的活動紀錄)
3. Items to be specially mentioned about the candidate such as distinguished achievement as an instructor, contribution to administration of the organization, etc. (2)特別提示項目 例如申請人對於做為合氣道指導者的特殊成就.或對於組織經營管理的特殊貢獻等
* The information 1 and 2 above shall be put on one sheet of A4 size paper.

上項1和2的資訊請用A4紙張

Qualification for Recommendation 推薦資格

The recommender’s qualification is given as follows in the Chapter 3 – Article 9 of the International Regulations, to which you have access in Aikikai’s website; 推薦者資格依國際規章第3章第9條規定

<http://www.aikikai.or.jp/eng/about/revise.html>

1. Recommender for promotion to 5th Dan needs to have at least 6th Dan.

推薦5段者必須6段以上

1. Recommender for promotion to 6th Dan needs to have at least 7th Dan.

推薦6段者必須7段以上

1. Promotion to 7th Dan and above will be dealt separately.

推薦7段以上另案處理

Promotion Decision

All candidates will be reviewed for promotion in December, and those who are promoted will be announced at the Aikikai Hombu Dojo Kagamibiraki ceremony on January 14th, 2018. However, in December we will also send you an **Advance Notice** for those candidates that will be officially promoted on the Kagamibiraki Day.

Those who are not promoted will be informed by mid-December by e-mail.

所有申請將於12月檢閱.晉段者將於合氣會本部鏡開慶祝日發表.通過推薦者會於12月事先通知.未通過者亦會於12月中以E-mail通知

Registration Fee登錄費用

Registration fee information is attached hereto for your reference (R2.pdf).

**After** receiving the invoice which will be sent around February 2018, **only Bank transfer** will be accepted登錄費用請參閱附件.請於2018年2月左右.收到繳費通知後至銀行匯款

Please do not hesitate to contact Mr. Tani (mtani@aikikai.or.jp) if you need further information about this matter.如有任何問題或需更詳盡資料請不吝和Mr. Tani (mtani@aikikai.or.jp) 聯絡

Your punctual application would be very much appreciated.感謝您準時正確的申請

Thank you in advance.

Yours sincerely,

Sebastian BARUDI
International Dept.
Aikido Hombu Dojo