

# INSTRUCTIONS FOR REGISTRATION OF DAN RANK WITH AIKIKAI HOMBURU DOJO AND REPLACEMENT OF A YUDANSHA BOOK

## INSTRUCTIONS FOR ALL BNA MEMBERS REGISTERING A DAN RANK WITH AIKIKAI HOMBURU DOJO:

To register ANY dan rank with Aikikai Hombu Dojo, you must first have registered that rank with Birankai North America. (Dan rank registrations to Birankai and Aikikai Hombu Dojo may be submitted concurrently. If you send in your Birankai NA dan rank registration and Aikikai Hombu Dojo dan rank registration to Birankai at the same time, please send *one check*, made payable to Birankai, to cover payment of the fees for both registrations.)

All Birankai NA members are ***strongly encouraged*** to register their dan ranks with both Birankai North America and Aikikai Hombu Dojo – BNA Certified teachers are ***required*** to register their dan ranks with both Birankai NA and Aikikai Hombu Dojo. Failure to do so in a timely manner may result in suspension of grading privileges.

You are requested to register your new dan rank with Hombu Dojo within one year of your promotion. If you are unable to do so, because of financial hardship, you may set up a payment plan. The payment for processing your dan rank registration may then be spread out over three years. Contact the registrar for information on how to set up this plan. Note that your new dan rank will not be officially recognized until full payment for the registration has been received.

To be eligible to register a new dan rank with Aikikai Hombu Dojo:

- Your Birankai North America membership and teacher fees must be current and up to date. (Check with your chief instructor if you are unsure whether your dues have been paid)
- All your existing dan ranks must have been previously registered with Hombu Dojo.

**REGISTRATION PROCESS:** The process for submitting dan rank registrations differs according to the rank being registered. To view the additional instructions for registering specific dan ranks in this document, click on the section you want to read (there is no need to read or refer to the entire document).

Click on the Section you want to view:

- [Section A. Registering Shodan rank](#)
- [Section B. Registering Nidan through Yondan rank](#)
- [Section C. Registering Godan or Rokudan rank](#)
- [Section D. Replacing a yudansha book](#)

## DEADLINES

### DEADLINES FOR SUBMISSION OF MATERIALS FOR REGISTRATION WITH AIKIKAI HOMBURU DOJO:

|                       |                         |                           |                            |
|-----------------------|-------------------------|---------------------------|----------------------------|
| Shodan through Yondan | • MARCH 1 <sup>ST</sup> | • AUGUST 15 <sup>TH</sup> | • NOVEMBER 1 <sup>ST</sup> |
| Godan & Rokudan       | --                      | --                        | • NOVEMBER 1 <sup>ST</sup> |

**Note: Materials received after a deadline date will be processed for the next deadline date.**

# INSTRUCTIONS FOR REGISTRATION OF DAN RANK WITH AIKIKAI HOMBU DOJO AND REPLACEMENT OF A YUDANSHA BOOK

## A. REGISTERING SHODAN RANK

Download Hombu Dojo form *Dan/Kyu Grading Examinations* (form 1), *Enrollment in Aikikai* (form 2), and *Yudansha Book* (form 3) to your computer. Open *the downloaded files* on your computer, complete the fillable fields, and then print the documents. Hombu does not accept hand-written forms. Forms 1 and 2 must be dated and signed. None of the forms should be signed by anyone but the applicant; the registrar will secure all other required signatures.

**DEADLINES:** Dan rank applications are sent to Aikikai Hombu dojo three times per year for processing.

The deadlines for submitting applications to Birankai for registration of Shodan rank with Aikikai Hombu Dojo are: **March 1<sup>st</sup>, August 15<sup>th</sup> and November 1<sup>st</sup>.**

**Note: Materials received after a deadline date will be processed for the next deadline date.**

Completing the forms:

- Complete form 1 even if you have been promoted by recommendation.
- If you wish to have your name printed on your certificate in a language other than English, contact the registrar for instructions on how to proceed.
- Do not complete any field that asks for Aikikai membership number or registration date. These will be assigned to you during the registration of your shodan rank.
- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.** Please ensure that the date is entered correctly on your forms.
- 'Present Rank Information' must be your last kyu rank information, even if you have already registered your shodan rank with BNA.
- Leave the 'Date of Examination' and 'Examiner's Name' fields blank. The registrar will complete these fields.
- On forms 2 and 3, the 'Dojo Representative' is your chief instructor.

Mail your completed dan rank application forms along with the fee payment to:

**BNA Registrar**  
Mary Malmros  
PO Box 464  
Charlemont, MA 01339

Please do not send any mail that requires a signature for delivery. Do not mail essays, seminar lists, or resumes. Your chief instructor will be able to provide you with the current registration fee. You are encouraged to mail your registration well in advance of the deadline; this will allow time for any corrections to be made to the registration (if needed), and allow your registration to be included in the package of registrations that will be sent to Aikikai Hombu Dojo for processing.

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## **B. REGISTERING NIDAN THROUGH YONDAN RANK**

Download the Aikikai Hombu Dojo form *Dan/Kyu Grading Examinations* (form 1) to your computer. *Open the downloaded file* on your computer, complete the fillable fields, and then print the document. Hombu does not accept hand-written forms. The form must also be dated and signed by the applicant *only*. The registrar will secure all required signatures.

**DEADLINES:** Dan rank applications are sent to Aikikai Hombu dojo three times per year for processing.

The deadlines for submitting applications to Birankai for registration of Nidan, Sandan, and Yondan rank with Aikikai Hombu Dojo are **March 1<sup>st</sup>, August 15<sup>th</sup>, and November 1<sup>st</sup>.**

**Note: Materials received after a deadline date will be processed for the next deadline date.**

Completing the forms:

- Complete form 1 even if you have been promoted by recommendation.
- If you wish to have your name printed on your certificate in a language other than English, contact the registrar for instructions on how to proceed.
- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.** Please ensure that the date is entered correctly on your forms.
- Leave the 'Date of Examination' and 'Examiner's Name' fields blank. The registrar will complete these fields.

Mail your completed dan rank application forms ***and your yudansha book*** along with the fee payment to:

[BNA Registrar](#)  
Mary Malmros  
PO Box 464  
Charlemont, MA 01339

Please do not send any mail that requires a signature for delivery. Do not mail essays, seminar lists, or resumes. Your chief instructor will be able to provide you with the current registration fee. You are encouraged to mail your registration well in advance of the deadline; this will allow time for any corrections to be made to the registration (if needed), and allow your registration to be included in the package of registrations that will be sent to Aikikai Hombu Dojo for processing.

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## **C. REGISTERING GODAN OR ROKUDAN RANK**

Applications for registration of godan and rokudan ranks with Aikikai Hombu Dojo are only processed once per year – in time for Kagami Biraki - which occurs in early January of each year.

**DEADLINES:** The deadline for submitting applications to Birankai for registration of Godan and Rokudan rank with Aikikai Hombu Dojo is **November 1<sup>st</sup>**. **This deadline is strictly enforced.**

**Note: Materials received after a deadline date will be processed for the next deadline date. For Godan and Rokudan rank applications, this means the application will not be processed until the following year.**

Download the Hombu Dojo *Aikikai Recommendation Form*. Open the *downloaded file* on your computer, complete the fillable fields, and then print the document. Hombu does not accept hand-written forms. Do not sign or date this form. The required signatures for the application will be secured by the BNA Registrar.

Completing the forms:

- If you wish to have your name printed on your certificate in a language other than English, contact the registrar for instructions on how to proceed.
- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.** Please ensure that the date is entered correctly on your forms.
- If you are applying for Godan: In the 'present rank was obtained by' field, select 'examination,' from the dropdown box, regardless of whether you were tested, or recommended, for your Yondan promotion.
- If you are applying for Rokudan, select 'recommendation.'

Mail your completed dan rank application forms ***and your yudansha book*** along with the fee payment to:

[BNA Registrar](#)  
Mary Malmros  
PO Box 464  
Charlemont, MA 01339

Please do not send any mail that requires a signature for delivery. Do not mail essays, seminar lists, or resumes. Your chief instructor will be able to provide you with the current registration fee. You are encouraged to mail your registration well in advance of the deadline; this will allow time for any corrections to be made to the registration (if needed), and allow your registration to be included in the package of registrations that will be sent to Aikikai Hombu Dojo for processing.

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## **D.REPLACING A YUDANSHA BOOK**

Download the form *replacement yudansha book*. Open the file from your computer, complete the fillable fields, and then print the document. Hombu does not accept hand-written forms.

Completing the form:

- **ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT.**  
Please ensure that the date is entered correctly on your forms.
- Enter your Aikikai membership number on the bottom of the form. You will find this number on your Aikikai (Hombu Dojo) registration card.
- 'Dojo Representative' is your chief instructor.

Mail your completed replacement yudansha book form and payment of \$15, along with the mailing address to which the replacement yudansha book should be sent, to:

[BNA Registrar](#)  
Mary Malmros  
PO Box 464  
Charlemont, MA 01339

Please do not send any mail that requires a signature for delivery.