

INSTRUCTIONS FOR BNA MEMBERS REGISTERING A DAN GRADE WITH AIKIKAI HOMBU DOJO:

To register ANY dan grade with Aikikai Hombu Dojo, you must first have registered that grade with Birankai North America.

Applications for registration of dan grade with Birankai and with Aikikai Hombu Dojo may be submitted concurrently.

- If you send in both your Birankai North America dan grade registration and Aikikai Hombu Dojo dan grade registration to Birankai at the same time, please send **one check**, made payable to Birankai, to cover payment of the fees for both registrations.
- Fees for registration of each dan grade are listed in the BNA Fee Guidelines document, a copy of which may be obtained from your chief instructor, or from the BNA Dan Registrar.
- All Birankai NA members are strongly encouraged to register their dan grades with both Birankai North America and Aikikai Hombu Dojo.
- All Birankai NA Certified teachers are required to register their dan grades with both Birankai North America 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 grade with Hombu Dojo <u>within one year of your promotion</u>. If you are unable to do so because of financial hardship, arrangements may be made to set up a payment plan. The payment for processing your dan grade registration may then be spread out over three years. Contact the Dan Registrar for information on how to set up this plan. Note that your new dan grade will not be officially recognized until the full payment of the registration fee has been received.

To be eligible to register a new dan grade 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 grades must have been previously registered with Hombu Dojo.

DAN GRADE REGISTRATION PROCESS

The process for submitting applications for registration of dan grades differs according to the grade being registered. To view the instructions for registering specific dan grades in this document, click on the links below to jump to the section you want to view (there is no need to read, or refer to, the entire document).

Click on the link to jump to the Section you want to view:

- Section A. Registering Shodan rank
- Section B. Registering Nidan through Yondan rank
- Section C. Registering Godan and Rokudan rank
- <u>Section D. Requesting Replacement of a Yudansha book</u>

DEADLINES FOR SUBMISSION OF MATERIALS FOR REGISTRATION WITH AIKIKAI HOMBU DOJO:

Shodan through Yondan	JANUARY 15 [™]	M AY 15 [™]	AUGUST 15 [™]
Godan and Rokudan			SEPTEMBER 15 TH

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



A. REGISTERING SHODAN RANK

To register your Shodan grade with Hombu dojo you need to complete and submit three forms. Each form has fillable fields that must be completed with accurate information and in the correct format and may be completed electronically using Acrobat, a web browser, or another PDF Reader/Editor application.

We recommend using Adobe Acrobat Reader, to complete these PDF forms. Acrobat Reader may be downloaded from: https://get.adobe.com/reader/.

NOTE: the download page often contains optional offers for additional optional software that you do not need to install. It is recommended to UN-CHECK the boxes, so that this additional optional software is not installed

To prepare an application for Shodan Registration, complete the following steps:

- 1. Visit the Birankai North America website to download the current version of the following forms:
 - Form-1: Application for Dan/Kyu Grading Examination with Aikikai
 - Form-2: Application for Enrollment in Aikikai (SHODAN Applicants ONLY)
 - Form-3: Application for a NEW Aikikai International Yudansha Book (SHODAN Applicants ONLY)
- 2. Each form has fillable fields that must be completed with accurate information and in the correct format. Using Adobe Acrobat, your web browser, or another PDF Reader/Editor application, fill in the required fields.

(If you are unsure about how to complete the form, please see the detailed instructions provided below.)

- 3. After you have completed each form, save the file, and then print a hard copy of each form. **DATE** and **SIGN** each form, as necessary.
 - Form-1 and Form-2 must be dated and signed by you (the applicant).
 - Form-3 does not require a signature.
 - The registrar will secure all other signatures that are needed.
- 4. Once you have completed the paperwork, **contact the BNA registrar** at <u>BNAregistrar@gmail.com</u> for the current instructions on how to submit the forms and fees for processing.

Important: Please prepare and submit your dan rank application well in advance of the deadline, to allow time to review and to correct any errors. This will help to ensure that your registration can be included in the current package of applications being prepared for submission to Aikikai Hombu Dojo.



A.1. INSTRUCTIONS FOR COMPLETING FORM-1: APPLICATION FORM FOR DAN / KYU GRADING EXAMINATIONS

Please refer to the image of Form-1 below, for guidance.

Please ONLY fill in the fields indicated. Note that the ONLY fields on this form that should have a hand-written entry are the Date field and Signature Field in the signature box (see step 12 below).

- Complete Form 1 even if you have been promoted by recommendation.
- Enter your name IN ALL UPPER-CASE LETTERS, as you want it to appear on your certificate.
 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.
- SHODAN applicants: **Do not complete any field that asks for your Aikikai membership number or Aikikai registration date**. These numbers will be assigned to you by Aikikai, with the registration of your Shodan grade.
- Enter all dates in **DD-MMM-YY** format.
- <u>'Present Rank Information</u>' refers to information about your most recently awarded <u>kyu rank</u>, even if you have already registered your Shodan rank with BNA.
- Do not fill in the 'Date of Examination' and 'Examiner's Name' fields Please leave these blank. The BNA rank registrar will complete these fields.

STEP BY STEP INSTRUCTIONS FOR COMPLETING FORM 1 (refer to the Form 1 example below)

Enter your information on the PDF version of FORM-1 that you have downloaded. Fill in the required fields using Acrobat Reader, your Web Browser, or other PDF Reader/Editor application.

- 1. Enter the number (i.e. 1, 2, 3, etc) for the dan rank you are applying for.
- 2. Enter the number of days of training between your previous rank and your present rank (i.e. if you are applying for Shodan, enter the number of days you trained between 1st kyu and 1st dan).
- 3. Enter your country of nationality For US citizens, enter "USA".
- 4. Enter your name (IN ALL UPPER-CASE LETTERS), as you wish it to appear on your Shodan certificate.
- Enter your date of birth in the format DD-MMM-YY (for example, if your date of birth is January 2, 1990, enter 02-JAN-90).
- 6. Check the checkbox corresponding to your gender (*Our apologies, Aikikai currently recognizes only Male or Female).
- 7. Enter your address (this can be the address of the dojo where you train).
- 8. Enter the name of your dojo.
- 9. Enter the number of your **previous rank** next to "kyu" to denote your present rank (For example: if you are applying for Shodan, enter "1" in the box beside "kyu", as your present rank).
- 10. Enter the location of your test.
- Enter the date of the test you took for your present rank

 (i.e. if you are applying for shodan, put the date of your 1st kyu test) in the format DD-MMM-YY. (For example, if your 1st kyu test was on August 15, 2018, enter 15-AUG-18).

 Applicants registering Nidan, Sandan, or Yondan rank, be sure to use the date listed in your yudansha book for your present rank (the Hombu rank registration date may vary from the BNA rank registration date).
- 12. Print the form and then enter the **DATE** of your application and **SIGN** the application.



Only complete the sections that are identified with a number in the example below. ** DO NOT COMPLETE ANY OTHER FIELDS ON THE FORM. **

Guide for completion of FORM-1

For Aikikai Use						
Certificate No.			•			
Grade Given Dan Kyu	AI KI D 17-18 Wakam AF	O WORLD atsu-cho Shinjul PLICATION	UNDATION HEADQUARTER ku-ku, Tokyo 162-0056 FORM FOR EXAMINATIO	S JAPAN	Applied for Dan Kyu	Attendance after Present Rank obtained Days
Please Print or Type	Aikikai Membershi No.	e.	Date of Aikikai Registration:		Nationality:	3
First Name*		Family Name*			Date of Birth	n; Sex: 6
English Alphabet	1000	T			-	Female
Address:	0			(co	untry) USA	
Name of Dojo: 8			Name of Org. or Gro	^{up} Birankai	North Am	erica
Present Rank Informati	on (Rank, Place Of	btained, Date)		Dat	e of Examinat	ion
Rank: P Dan/9 <i>Kyu</i>	face: 10		Date: 1			
Remarks:		Examiner's N	Name:			
		Darrell	Bluhm			
		(print)		(signature)		
l hereby make my appl	ication.	12		Examination Fe	90	
Date:	Signature	•		Registration Fe	0	
INSTRUCTIONS: "Write 1. Applicants fill in the			vant it to appear on your dip 2. Please send your Yudan			bet under your name.

2. Examiners in in obves encoded ov a <u>obupte inp</u>. Us not orgen your signature . The single the codes are for Ankal use.
 4. Examiners from the obves encodes are not refundable for any reason. 5.Do not change the size or shape of this form.
 The Akikai treats all information with the greatest care and in accordance with the laws on protection of personal information.

Example of Completed FORM-1

For Aikikai Use								
Certificate No.								
Grade Given Dan Kyu	AIKIKAI FOUNDATION AIKIDO WORLD HEADQUARTERS 17-18 Wakamatsu-cho Shinjuku-ku, Tokyo 162-0055 JAP APPLICATION FORM FOR DAN/KYU GRADING EXAMINATIONS			5 JAPAN	Rank Ap 1	plied for Dan Kyu	Attendani Present R obtained 354	
	Aikikai Members		Date of Aikikai			tionality:		
Please Print or Type	No.:		Registration:		U	SA		
First Name* MAYA		Family Name* VARDI				te of Birth; -JUN-84	; Sex	: Male
English Alphabet								Female
Address: 1100 State St., Minne	apolis, MN 54413	(city)	(state)	(zip)	(country)	USA		·
Name of Dojo: RIVER AIKIKAI			Name of Org. or Gro	BIF	ANKA		AMERIO	CA
Present Rank Informatic Rank: P Dan/ 1 Kyu	on (Rank, Place Ob lace: RIVER AIKIK		Date: 05-JAN-11		Date of	Examinati	on	
Remarks:		Examiner's Na DARRELL						
		(print)		(signature)			
I hereby make my appli		227		Examination	Fee			
Date: 03-MAR-	2021 Signature:	Maya	Vandi	Registration	Fee			
INSTRUCTIONS: "Vri 1. Applicants fill in the 3. Examiners fill in boxe 4. Examination fees and The Aikikai treats all inform	boxes enclos <u>ed by a dou</u> s enclos <u>ed by a dou</u> d registration fees an	<u>a heavy</u> line. 2 <u>ble line</u> . Do not fo e not refundable fo	rget your 'Signature', '	ansha Book w The single lin	hen you e boxes	apply. are for Aiki	ikai use.	



A.2. INSTRUCTIONS FOR COMPLETING FORM-2: APPLICATION FOR ENROLLMENT IN AIKIKAI

- Use the downloaded version of Form-2 and fill in the required fields (using your browser, Acrobat or other PDF Reader). Please refer to the example of Form-2 below for guidance. Please **ONLY** fill out the fields noted.
- On forms 2 and 3, the 'Dojo Representative' is your chief instructor.

STEP BY STEP INSTRUCTIONS FOR COMPLETING FORM-2 (refer to the Form-2 example below)

- Enter the current date in the format DD-MMM-YYYY (for example, if the date is February 2, 2020, enter 02-FEB-2020).
- 2. Enter your name IN ALL UPPER-CASE LETTERS, as you wish it to appear on your Aikikai membership card.
- 3. Enter your date of birth in the format **DD-MMM-YYYY** (for example, if your date of birth is January 2, 1990, enter 02-JAN-1990.
- 4. Enter your nationality. For US citizens, enter "USA".
- Check the checkbox corresponding to your gender* (*Our apologies, Aikikai currently recognizes only Male or Female).
- 6. Enter the name of your dojo.
- 7. Enter the name of your chief instructor.
- 8. SIGN the form.
- Enter the current date in the format DD-MMM-YYYY (for example, if the date is February 2, 2020, enter 02-FEB-2020).

Guide for completing FORM-2

* If you already have a Aikikai Membership Number, you don't need to fill in this form. Please don't forget to fill your Aikikai Membership Number in FORM-1.

会員番号/ID#	AI KI DO WORLD HEAD	QUARTERS		
25月1日 5/10 ^日	APPLICATION FOR			
入会日/DoE	ENROLLMENT IN	AIKIKAL	Data	1
† Aikikai Use			Date:	d / Mmm. / yyyy)
			Pleas	e Print or Type
Applicant's (First Name)		Family Name)		
Name*:	2			
English alphabet				
Date of Birth:	Nationality:	4	5 Sex	: Male Fem ale
Address:	Nationality:			Feinale
Address.				
Name of Organization or Group:	Biranka	ai North Ame	rica	
Name of Dojo:	6			
Name of Dojo Representative:	0			
Applicant's	8		9	
Signature: (†Ne	ed Applicant's Autograph)	nged Date:	(dd / Mmm. /	VVVV)
	ETTERS as you want it to appear on yo	ur diploma. Please		
	t input other language letters such as			
	must become a member of the Aikikai	, .		
 The Aikikai treats all information wi 	th the greatest care and in accordance with	the laws on protection	n of personal informa	tion. FORM-2



Example of completed FORM-2

*If you already have a Aikikai Membership Number, you don't need to fill in this form. Please don't forget to fill your Aikikai Membership Number in FORM-1.

会問雛号/ID#	AIKIKAI FOUNDATIO AIKIDO WORLD HEADQUARTEE APPLICATION FORM FOR	2,774	
入会日/DoE	ENROLLMENT IN AIKIKAI	Date:	03-MAR-2021
t Aikikai Use		Date.	(dd / Hmm, / yyyy)
Applicant's (First Name) Name*: MAYA	(Family Name)	ARDI	Please Print or Type
English alphabet			
Date of Birth: 12-JUN-84	USA Nationality:		Sex: Male
Address: 1100 State S	St., Minneapolis, MN 54413		
Name of Organization or Group:	Birankai North A	merica	
Name of Dojo:	River Aikikai		
Name of Dojo Representative:	Fernando Miguel		
Applicant's Mu Signature:	ing Vandi Singed Date:	03-	MAR-2021
그 같은 것이 같은 것이 같은 것이 같은 것이 같이	d Applicant's Autograph)		4mm. / yyyy)

*Write your name in CAPITAL LETTERS as you want it to appear on your diploma. Please add 'English' alphabet under your name, since the Aikikai cannot input other language letters such as Cyrillic letters, Umiaut and Arabic, etc. -Successful Ist-dan applicants must become a member of the Aikikai Foundation by registering with this form.

-The Aikikal treats all information with the greatest care and in accordance with the laws on protection of personal information. FORM-2



A.3. INSTRUCTIONS FOR COMPLETING FORM-3: APPLICATION FOR A <u>NEW</u> AIKIKAI INTERNATIONAL YUDANSHA BOOK

- Use the downloaded version of Form-3 and fill in the required fields (using Acrobat, your web browser, or other PDF Reader). Please refer to the example of Form-3 below for guidance, and ONLY fill out the fields noted.
- On both Form-2 and Form-3, the 'Dojo Representative' is your chief instructor.

STEP BY STEP INSTRUCTIONS FOR FORM-3 (see sample form below)

- 1. Enter the current date in the format **DD-MMM-YYYY** (for example, if the date is February 2, 2020, enter 02-FEB-2020).
- 2. Enter your name IN ALL UPPER-CASE LETTERS, as you wish it to appear in your Aikikai Yudansha Book.
- 3. Enter your date of birth in the format **DD-MMM-YYYY** (for example, if your date of birth is January 2, 1990, enter 02-JAN-1990).
- 4. Enter your nationality. For US citizens, enter "USA".
- Check the checkbox corresponding to your gender**
 (*Our apologies, Aikikai currently recognizes only Male or Female).
- 6. Enter the name of your dojo.
- 7. Enter the name of your chief instructor.

Guide for completion of FORM -3

Successful 1st-dan examinee must apply Yudansha-book in this application form

For Aikikai Use 亞書冊号 有段者NO.	AIKIKAI FOUNDATION AIKIDO WORLD HEADQUARTERS APPLICATION FORM FOR AI INTERNATIONAL YUDANSHA BOOK Date:	. / yyyy)
Applicant's (First Name)	(Family Name)	t or type
Name*:	2	
English alphabet	A	
Date of Birth:	Nationality: 4 Sex: 4	Male Female
Address:		
Name of	Birankai North America	
Organization or Group:	Birankai North America	
Name of Dojo:	6	
Name of Dojo Representative:	0	
* Write your name in CAPITAL LE -Successful 1st-dan applicants m -For reissuance of Yudansha Boo Aikikai Membership N	TERS as you want it to appear on your Yudansha-book. st obtain an AIKIKAI INTERNATIONAL YUDANSHA BOOK by registering with th please use this form and provide your and/or Yudansha issue No. A - he greatest care and in accordance with the laws on protection of personal information.	his form. FORM-3 140903



Example of completed FORM-3

Successful 1st-dan examinee must apply Yudansha-book in this application form For Alkikal Use For Aikikai Use AIKIKAI FOUNDATION 会員務号/ID# 紅書著号 AIKIDO WORLD HEADQUARTERS 入会日/DoE 有段者NO. APPLICATION FORM FOR AIKIKAI INTERNATIONAL YUDANSHA BOOK 03-MAR-2021 Date: (dd / Nimit, / yyyy) Please Print or Type (First Name) (Family Name) Applicant's VARDI Name*: MAYA English alphabet Male USA Date of Birth: 12-JUN-84 Nationality: Sex: Female Address: 1100 State St., Minneapolis, MN 54413 Name of Birankai North America Organization or Group: River Aikikai Name of Dojo: Name of Fernando Miguel Dojo Representative: *Write your name in CAPITAL LETTERS as you want it to appear on your Yudansha-book. -Successful 1st-dan applicants must obtain an AIKIKAI INTERNATIONAL YUDANSHA BOOK by registering with this form. -For reissuance of Yudansha Book, please use this form and provide your Aikikai Membership NO. and/or Yudansha issue No. A -The Aikikai treats all information with the greatest care and in accordance with the laws on protection of personal information FORM-3



B. REGISTERING NIDAN THROUGH YONDAN RANK

If you have previously registered a Shodan rank with Aikikai, only one form is needed to register a dan rank from Nidan through Yondan. Please visit <u>https://birankai.org/promotion -and-certification/</u>, or click on the following link to download the form:

• Form-1: Application for Dan/Kyu Grading Examination with Aikikai

Each form has fillable fields that must be completed with accurate information and in the correct format and may be completed electronically using Acrobat, a web browser, or another PDF Reader/Editor application.

We recommend using Adobe Acrobat Reader, to complete these PDF forms. Acrobat Reader may be downloaded from: https://get.adobe.com/reader/.

NOTE: the download page often contains optional offers for additional optional software that you do not need to install. It is recommended to UN-CHECK the boxes, so that this additional optional software is not installed

Instructions for completing Form-1:

- Complete Form-1 even if you have been promoted by recommendation.
- ENTER YOUR NAME IN ALL UPPER-CASE LETTERS, as you want it to appear on your certificate.
- 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 form.
- Leave the 'Date of Examination' and 'Examiner's Name' fields blank. The registrar will complete these fields.
- Once you have completed and saved the form, print out a hard copy. NOTE: FORM-1 must be dated and signed by the applicant. The forms you submit should be signed <u>only</u> by you, the applicant. The BNA Dan Registrar will secure all other signatures required.
- Once you have completed the paperwork, **contact the BNA registrar** at <u>BNAregistrar@gmail.com</u> for the current instructions on how to submit the forms and fees for processing.

Important: Please prepare and submit your dan rank application well in advance of the deadline, to allow time to review and to correct any errors. This will help to ensure that your registration can be included in the current package of applications being prepared for submission to Aikikai Hombu Dojo.

Your chief instructor will be able to inform you of the amount of the registration fee you need to submit for the rank being applied.

DEADLINES: Dan rank registration 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 grades with Aikikai Hombu Dojo are January 15th, May 15th, and August 15th.

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



C. REGISTERING GODAN OR ROKUDAN RANK

Applications for registration of Godan and Rokudan rank with Aikikai Hombu Dojo are 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 **September 15th**. **This deadline is strictly enforced**.

IMPORTANT NOTE: For Godan and Rokudan rank applications, a missed deadline means the application will not be processed <u>until the following year</u>.

To request a copy of the Aikikai Hombu Dojo Application form for Registration of Godan and Rokudan rank, please contact the BNA Dan Registrar.

Each form has fillable fields that must be completed with accurate information and in the correct format and may be completed electronically using Acrobat, a web browser, or another PDF Reader/Editor application.

We recommend using Adobe Acrobat Reader, to complete these PDF forms. Acrobat Reader may be downloaded from: https://get.adobe.com/reader/.

NOTE: the download page often contains optional offers for additional optional software that you do not need to install. It is recommended to UN-CHECK the boxes, so that this additional optional software is not installed

Instructions for completing the Form:

- Open the *downloaded file* on your computer, and complete the fillable fields, using Acrobat, your Web-browser, or another PDF Editor/Reader.
- ENTER YOUR NAME IN ALL UPPER-CASE LETTERS, as you want it to appear on your certificate.

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 form.
- When you have filled in all of the fields, save the form and print out a hard copy of the form.
- **DO NOT SIGN OR DATE THIS FORM**. The required signatures for the application will be obtained by the BNA Registrar.
- Once you have completed the paperwork, **contact the BNA registrar** at <u>BNAregistrar@gmail.com</u> for the current instructions on how to submit the forms and fees for processing.

Important: Please prepare and submit your dan rank application well in advance of the deadline, to allow time to review and to correct any errors. This will help to ensure that your registration can be included in the current package of applications being prepared for submission to Aikikai Hombu Dojo.

Your chief instructor will be able to inform you of the amount of the registration fee you need to submit for the rank being applied.



D. REQUESTING REPLACEMENT OF A YUDANSHA BOOK

Download the form *Replacement Yudansha Book* FORM-3 from the Birankai North America website at: <u>Replacement_Yudansha_Book.pdf (birankai.org)</u>. Open the file on your computer, using Acrobat Reader or other PDF Reader/Editor application and complete the fillable fields. Hombu does not accept hand-written forms.

Completing the Form:

- Open the *downloaded file* on your computer, complete the fillable fields,
- ENTER YOUR NAME IN UPPER CASE LETTERS.
- ALL DATES MUST BE ENTERED IN DD-MMM-YY FORMAT. Please ensure that the date is entered correctly on your form.
- 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.
- When you have completed and saved the form, print out a hard copy.
- Contact the BNA registrar at <u>BNAregistrar@gmail.com</u> for current instructions on how to submit the forms and fees for processing.

Important: Please prepare and submit all applications well in advance of the deadline, to allow time to review and to correct any errors. This will help to ensure that your registration can be included in the current package of applications being prepared for submission to Aikikai Hombu Dojo.

FORM-3a:

or Aikikai Use				For Aikikai Use
書香号	AIK	IKAI FOUNDATIO	N	会員番号/ID#
	AIKIL	OO WORLD HEADOUARTER	S	1400.5
假者NO.		APPLICATION FORM FOR		入会日/DoE
A	IKIKAI INT	TERNATIONAL YUDANSI		(
			Date	-
			Dute	• (dd / Mmm. / уууу)
				Please Print or Type
pplicant's (First Nam	e)	(Family Name)		
Name*:				
inglish alphabet				
Date of Birth:		Nationality:		Sex: Male
		Nationality:		Female
Address:				
lame of		Birankai North Ar	morica	
Organization or Group): 	Birankai North Ai	nenca	
Name of Dair				
Name of Dojo lame of				
Dojo Representative				
		ou want it to appear on your Yudansha-	haak	
		n AIKIKAI INTERNATIONAL YUDANSHA		istering with this form.
		e this form and provide your	2000 by reg	istering men this form.