



## Promotion Form Instructions

Please have each promotion application sent in for registration by the sensei/dojo leader and not by individuals.

This is a fillable pdf form. You can type in all information and electronically sign if you wish. Please note that your sensei must also sign this form and send it in. If you are under 18 at the time of application please have a parent or legal guardian co-sign with you. If you are unable to sign electronically you may print the form and use a wet signature. If you print out the form and fill everything in by hand please make sure you print everything except signatures so it is legible. You may then scan and return via email in most cases but always follow the instructions from the promotion committee for the event you will be attending.

Promotion Form Fields:

**AUSKF ID#**- This is the number the AUSKF gave you when you registered. You can find it by your card or online at the membership site (<https://www.unitedstateskendo.com/>) where you register to pay membership dues.

**Name**- Please make sure you use the name you registered AUSKF with. **Same spelling and format**. Promotion forms are last name and first name only. If you want your first and middle name (or intial) on your menjo, please follow the directions below:

Step 1: Indicate on the application form, First Name space exactly you want to appear of Menjo. Ex Linda B. OR Linda Beth

Step 2: Login to AUSKF website and make change in First name (Login>Profile Edit). Ex Linda B. Make it the same as the way you want it to appear on your menjo.

If any conflict between AUSKF website info and what's on your application form, AUSKF website info will be used for processing Menjo.

**Address**- Your current home address, not dojo address

**Telephone**- Use a number you can be reached at

**Age**- Current age

**Date of Birth**- If there is an age requirement for the rank you are testing for your DOB allows promotion host to calculate your age at time of promotion.

**Email address**- If you are filling the form out by hand please print

**Present rank**- Write in 'none' if no rank currently

**Date received**- This can be found on your menjo. If no current rank just write 'n/a'. Use M-D-Y format.

**Location received**- Place you tested or hosting dojo name. If this is outside our federation please write in the host Federation name and submit a copy of your menjo with the application.

**Rank requesting- Please make sure you have fulfilled all AUSKF and SEUSKF requirements of rank including, but not limited to, time in previous rank. Is this exam for kata only-** If you passed your jitsugi/keiko portion of an exam but failed the kata you are allowed to retake the kata portion of the exam within a year of the failed test. If the answer is yes there are some additional pieces of information you will need to fill out below.

**How long have you studied kendo-** Provides a background of your kendo history

If you answered yes for kata only testing please answer following questions

Date of passed keiko portion/failed kata portion- date of the previous exam where kata exam was not passed. Use M-D-Y format.

**Location and Federation of Previous Exam:**

Location- Use Venue, City State if possible. If you're not sure of venue name use the name of the hosting dojo.

Federation- If within the US please use the regional federation name (i.e. SEUSKF, GNEUSKF, EUSKF, etc. Federation initials are fine but if outside the US please note what country.

Signatures- Signatures for yourself, your sensei, and a parent or guardian can be done electronically if you wish and have the ability to do so. You may also print the form out and use a wet (ink) signature and then send it in according to the promotion host's procedure.

When sending in the form you do not need to include the instruction pages, however **ALL** the following items need to be included:

Applicants must submit all together:

- Application form
- Payment
- Written Test
- Menjo copy
- Waiver Form
- Verification from Dojo sensei (sign on application)

\* Pay only for the testing fee on the online application. Those who passed the test must pay the menjo fee, within 2 weeks after shinsa to process the payment.



# Southeastern United States Kendo Federation

## Promotion Application *(Please fill in all information)*

AUSKF ID# \_\_\_\_\_ (Membership fees must be paid for current year)

NAME: (As registered through the AUSKF)

\_\_\_\_\_  
(Last) (First) (Gender)

Address: \_\_\_\_\_  
(Street) (Apt#) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(M, D, Y)

E-mail Address: (Print) \_\_\_\_\_

Present Rank: \_\_\_\_\_ Date Received: \_\_\_\_\_  
(M, D, Y)

Location Received: \_\_\_\_\_  
**(If outside the SEUSKF, you must attach a copy of your current menjo)**

Rank Requesting: \_\_\_\_\_ Is this exam for kata only? \_\_\_\_\_  
(yes/no)

How long have studied kendo? \_\_\_\_\_

### If You Answered Yes For Kata Only Testing Please Answer the Following Questions

Date of Passed Keiko Portion/Failed Kata Exam \_\_\_\_\_  
(M, D, Y)

Location and Federation of Previous Exam:

\_\_\_\_\_  
Location (Venue, City, State) Federation

The above statement are true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
(Applicant signature) (Parent or Guardian signature, if under 18)

\_\_\_\_\_  
(Sensei Name, print full name) (Sensei Signature)

\* The above statements are true, correct, and complete to the best of my knowledge. Understand that the applicant must have paid this year's dues (AUSKF & SEUSKF), and the failure to pay dues before the shinsa likely means the result will not be recognized.