

Tokyo American Club Nihonbashi Application Process

- ***Application Materials***

- (a) Completed online application form.
- (b) Passport-sized, color digital photograph of the applicant's face (taken within the previous three months).
- (c) Copy of applicant's valid passport (and spouse/partner's if applying as a couple).
- (d) Copy of marriage certificate or *juminhyo* residence certificate (required for domestic partnerships in lieu of marriage certificate) if applying as a couple.
- (e) Copy of residence card for foreign national applicants.

- ***Interview***

Once all application materials have been submitted to the Membership Office, applicants will be invited to an interview, conducted in English, with two interviewers from the Club's Board of Governors or the Membership Committee.

- ***Entrance Fee and the Refundable Deposit***

Payment of the entrance fee and refundable deposit must be completed within 90 days of the initial application. New Members must set up a direct debit from their local bank account for payment of their monthly membership charges.

- ***Orientation***

Applicants and their spouse/partner are required to attend an orientation to learn about Club facilities, services and rules.

- ***Membership Card***

Applicants are issued a temporary membership card once they have met all the criteria above. After their application has been approved by the Board of Governors, applicants will be notified in writing. If an application is rejected or is withdrawn by an applicant prior to approval, the entrance fee and deposit (less any payments owed to Tokyo American Club) will be returned to the applicant.