



AIKIDO SCHOOLS OF UESHIBA

29165 Singletary Road Myakka City, Florida 34251 (941) 322-1252

Mitsugi Saotome
Shihan

PLEASE READ AND POST THIS NOTICE

Re: FILLING OUT AIKIKAI (HOMBU DOJO) FORMS FOR YUDANSHA PROMOTION

ASU can no longer accept promotion request forms that are incomplete or not clearly written. The Aikikai takes the information for certificates, yudansha passbooks and membership cards directly from the forms you fill out. To avoid misspellings the forms must be legible. To avoid having ASU return the forms to you for completion all information must be included. Please use the following guidelines:

1. Carefully print or type all requested information. #11 on the Application for Dan Grades is the rank you hold prior to the promotion you are requesting; #13 is the dojo where you are presently training. All other questions are self explanatory.
2. Shodan applicants do not have numbers or dates assigned for Aikikai membership and registration. These will be provided in your passbook. Do not use your ASU number. All other information must be provided on all three forms required. On the request for International Yudansha Card, which is the passbook, your national organization is ASU and your representative Saotome Shihan. Make sure you include this.
3. Applicants for nidan and above will use the Aikikai numbers and dates that are recorded in the yudansha passbook. These must be entered on the Application for Dan Grades form with all other information requested and returned with the yudansha passbook.

It only takes a couple of minutes to do this carefully and correctly and we appreciate your cooperation. Please make sure students have this information before they apply for promotion. The instructor should review the forms for legibility and completeness before sending them to ASU. If you have any questions please don't hesitate to contact me at the address or phone number above.

Sincerely,

Patricia Saotome
12/22/03