**APPLICANT CHECKLIST FOR KAKUSEISHAS**

1. **INTRODUCTION TO SEIMEI & FOUNDATION**

\_\_Provide Demo (if not worked on before); invite to a JK or give a series of sessions (if out of town, etc.)

\_\_Review website (Either go through it with them, or send them to: [www.seimeifoundation.org](http://www.seimeifoundation.org))

* Go to Step II on face page and click on “Learning Seimei” and then go to the tab at the top of the home page called Calendar-go to the drop down menu and select Master Calendar-for the schedule. (Calendar also available in hard copy from Foundation.)

\_\_Set up Meeting to Review those documents (Learning Seimei Document/Calendar) and answer questions. Encourage applicant to review information and commitments (financial, travel, training) with family.

\_\_\_Refer to regional Seimei Center leaders for introduction/information about the Seimei Foundation and interview Nicola: nicola.seimei@gmail.com or 908.672.5126 (East Coast or International) or Alex: alexandra.bakos@yahoo.com or 505-577-7511.) for Southwest or Midwest. (Joan at [www.light10up@gmail.com](http://www.light10up@gmail.com) or 509-430-8867 (West Coast).

\_\_\_\_Regional leaders will contact Kakuseisha after interview.

1. **FINANCIAL REQUIREMENTS AND SUPPORT**

­­\_\_\_\_Applicant Paid tuition (website or by check.)
Checks made out to and mailed to: Seimei Foundation c/o: 443 Lyons Road, Basking Ridge NJ 07920 (Currently $5,450.)

* When using the website to pay tuition, click **PAY HERE** at the top of the home page then scroll down to the bottom of the page. Pay using the DONATE button. Insert KJ for reason of payment and the amount: $5,450.00

\_\_\_\_\_ Create and go over itinerary (get travel schedule from coordinator first)

\_\_\_Make plane reservations with your mentee. Check master calendar on website for departure dates. Note time differences and layover considerations. (Must arrive by 8 p.m. Friday before ceremony and may depart the following Tuesday.)

\_\_\_Assist with hotel reservations in Fukuoka and/or Saga and copy Foundation coordinator.

1. **FURTHER CONSIDERATIONS**

\_\_\_Review Japan Booklet

\_\_\_Waivers (two) are turned in (if in good health, no doctor signature necessary)

\_\_\_Verify or obtain medical insurance including extraction coverage

\_\_\_Copy of airline reservation sent to Foundation (seimeifoundation@gmail.com)

\_\_\_Prep for Kari Kibetsu Ceremony (date, time)

\_\_\_Yen ordered in U.S. (some exchange places closing early at airports); help set up envelope system to help budget: envelopes for: membership/beads/Hongen Dou; store; food; transportation; gifts; ceremony, misc.

1. **PROVIDE SUPPORT TO GET THEM ALL THE WAY TO JAPAN**

\_\_\_Answer questions (travel, culture, details)

\_\_\_Perhaps work on family/introduce to family

\_\_\_Give weekly sessions

\_\_\_Problem solve/notify Foundation coordinator of any problem

1. **FOLLOW UP**

\_\_\_Complete Shimizu with mentors (questions to cover)

\_\_\_Answer questions and check in as often as is necessary for smooth transition to classes