

Tokyo American Club Nihonbashi

Application Procedure

1. APPLICATION MATERIALS

Please submit all application materials as detailed below to the Club's Membership Office:

- Online Membership application form
- Passport-size photograph (color digital photograph of the applicant's face taken within the previous three months)
- Copy of applicant's valid passport (and spouse/partner's if applying as a couple)
- Copy of marriage certificate or juminhyo residence record (if applying as a couple)
- Copy of residence card for foreign national applicants
- Copy of government-issued ID with the current residential address (e.g. driver's license, juminhyo residence record, etc.)

2. APPLICATION REVIEW BY THE MEMBERSHIP COMMITTEE

Once completed application materials have been submitted to the Membership Office, the Membership Committee will conduct a thorough review of the documentation. Applicants may be asked to provide further information during the review process.

3. INTERVIEW RECEPTION

After a successful review of applications, applicants will be invited to an interview reception at the Azabudai Clubhouse. The interview reception will be conducted in English.

4. PAYMENT OF ENTRANCE FEE AND 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.

5. ORIENTATION

Applicants and their spouse/partner are required to attend an orientation at the Nihonbashi Clubhouse which they will learn about Club facilities, services, procedures and rules and have the chance to ask questions.

6. TEMPORARY PRIVILEGES AND MEMBERSHIP CARD

Applicants are given temporary privileges to use the Club and issued a 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 If an application is not accepted or is withdrawn by an applicant prior to approval, the entrance fee and deposit, less any payments owed to Tokyo American Club, will be returned to the applicant.



TOKYO AMERICAN CLUB

membership@tac-club.org · tokyoamericanclub.org