

How To Fill Out The Form 20

1. This procedure starts after finishing the procedure entitled “Instructions for Getting an Editable Form 20”.
2. Open Acrobat Reader.
3. Click File > Open (or Menu > Open) and access your editable Form 20.
4. How to fill out each part is now explained.

What Pages to Fill In:

Page 1 filled out by:

All dan applicants. Note: USJF will not accept blank sections on page 1. Fill out all sections except “(9) Yudanshakai Endorsement”.

Page 2 - 8 filled out by:

- a) Non-competitor requesting a time-in-grade reduction

Note: Competitors can only request a time in grade reduction for a Life Membership

- b) Rokudan or above

- c) All applicants: Fill in only pertinent sections. Leave the rest blank.

Page 9 filled out by:

- a) All dan applicants: on the last page ensure your name appears at the top of the page and sign the Form 20 electronically.

Page 1 - Demographics:

	LAST	FIRST	MIDDLE
NAME	Title		
Address:			
City:	State:	Zip:	
Phone:	Email:		
Age:	DOB:	Height:	Weight:
Occupation:	Firm:		

Every item in ‘Demographics’ must be filled out.

Instructions and Common Issues:

1. Title – This may not be left blank. Use the drop down to enter your title.

Note: If there is a computer glitch where the title will not stick, have the person submitting the paperwork inform USJF of this issue.

2. No middle name – In this case leave ‘Middle’ blank and have the person submitting the paperwork inform USJF of this issue.

3. Weight – If ‘lbs’ is cut off, just enter the number of pounds.

4. If self-employed, enter “self-employed” for Firm and enter what your occupation in the Occupation section.

5. If retired, enter “retired” in the Occupation section. Leave the Firm blank.

Page 1 – Section 2, Promotion History:

(2) PROMOTION HISTORY
Copy of last rank certificate is REQUIRED if NON-USJF rank

Rank	Date	USJF Rank #	Other
Kudan			
Hachidan			
Shichidan			
Rokudan			
Godan			
Yodan			
Sandan			
Nidan			
Shodan			
Ikkyu			

Instructions and Common Issues:

1. Date is cut off – Use the format mm/dd/yy for the date.
2. Date for Ikkyu – This is the date you were promoted by your sensei/yudanshakai to Ikkyu.
3. Date for dan ranks – This is the date on your USJF rank certificate, not the date you tested for that rank.
4. USJF Rank # for Ikkyu – USJF does not have rank numbers below black belt. Enter 'NA'.
5. Other Column –

This is used to indicate rank from other US or foreign organizations, e.g., USJA, USA Judo, Kodokan, National Judo Federation of a foreign country, etc.

Note: When the current rank is not through the USJF, documentation for that non-USJF rank must be submitted. The USJF National Office will then verify it with the awarding organization/country.

Note: To be recognized, the rank must have been awarded by a national judo organization.

Page 1 – Section 3, Judo Affiliations:

(3) JUDO AFFILIATIONS

AFFILIATION	BEGINNING	PRESENT
DOJO		
YUDANSHAKAI		
INSTRUCTOR		
ENTRY DATE		

Instructions and Common Issues:

1. "Beginning" column - information about the dojo where you first started judo
2. "Present" column - information about your current dojo. This may or may not be the same as the dojo where you started judo.
3. If your beginning dojo was not a USJF club, then enter 'NA' for Yudanshakai.

Page 1 – Section 4, Competitor Classification

(4) COMPETITOR CLASSIFICATION

		Check One
COMPETITOR	A	<input type="checkbox"/>
	B	<input type="checkbox"/>
	C	<input type="checkbox"/>
	D-5, 10, 15, 20	<input type="checkbox"/>
NON-COMPETITOR		<input checked="" type="checkbox"/>
To qualify as a competitor, you must be an A, B, C, or have at least 5 competitive points to qualify as a D since your last promotion.		

Instructions and Common Issues:

1. Competitor - Consult [2021 USJF Senior Rank Promotion Recommendations](#), pages 6-7, to establish your competitor Class.
2. To qualify as a Class A, B, or C competitor, you must have placed in the tournaments listed in the USJF promotion requirements or been a kata competitor officially invited to represent the US in an IJF or PJC sanctioned international event.
3. To qualify as a Class D competitor, you must have at least 5 competitive points.
4. Shiai competitor points: An individual opponent may be counted only once in the tabulation of tournament points for any particular rank.
5. Veteran competition – Veterans competitors are considered Class D competitors (if they have 5 or more points). This includes Veterans competition at local, regional, state, national and international competition.

Page 1 – Section 5, Kata Proficiency:

(5) KATA PROFICIENCY

MUST have ALL required kata(s)

Please input A, B, or C certification level or "✓" Tori and Uke

KATA	Certification Level	TORI	UKE
NAGE			
KATAME			
KIME			
JU			
GOSHIN JUTSU			
ITSUTSU			
KOSHIKI			

Instructions and Common Issues:

1. Required katas – This refers to all katas for the rank being applied for as well as all katas required for previous ranks.
2. Additionally, check any other katas you know.
3. Certification Level – This refers to certification as either a kata instructor or kata judge. Leave blank if you have neither type of certification.

Page 1 – Section 6, General Ability:

(6) GENERAL ABILITY

AVE WEEKLY PRACTICE:	
FAVORITE WAZA:	
GENERAL ATTITUDE:	

Instructions and Common Issues:

1. All three items need to be filled out – no blanks!
2. General Attitude – Should be short enough to fit in the space allotted.

Page 1 – Section 7, Awards-Championships-Contributions

(7) AWARDS-CHAMPIONSHIPS-CONTRIBUTIONS		
DATE	DESCRIPTION	ORGANIZATION/EVENTS

Instructions and Common Issues:

1. This section may not be left blank.
2. If unable to see the entire entry in any of the columns, shorten so all is visible.
3. Description - Possible entries: any awards, any competition especially if you did well, attending any clinics, working tables at a tournament, refereeing, setting up mats at the dojo, helping with a demonstration, etc.
4. Organization/Events – Examples: organization that presented you an award, yudanshakai putting on a tournament or clinic, dojo putting on a public demonstration, etc.
5. Data entered may only be since your last promotion.

Page 1 – Section 8, Educational History

(8) EDUCATIONAL HISTORY					
EDUCATION	GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE	Degrees
YEARS COMPLETED	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

Instructions and Common Issues:

1. Click only on the circle representing the highest level of education completed.
2. If unable to see the entire entry for 'Degrees', shorten so all is visible.
3. If possible, for "Degrees" provide field of study (e.g., Engineering, English, Science, etc.)

Page 1 – Section 9, Yudanshakai Endorsement

(9) YUDANSHAKAI ENDORSEMENT	
DATE: <input type="text"/>	RANK RECOMMENDED: <input type="text" value="Rank"/>
REASON FOR RECOMMENDATION: <input type="text"/>	
<input type="text"/>	
YUDANSHAKAI: <input type="text"/>	
SIGNED: <input type="text"/>	TITLE: <input type="text"/>

Instructions and Common Issues:

1. Leave Blank! This is NOT to be filled out by the promotion candidate (nor the student's sensei).
2. This section is to only be filled out by the authorized person(s) who meet the following two criteria:
 - a) the yudanshakai has granted them authority to sign form 20, and
 - b) the yudanshakai has notified USJF of said authority.

Page 2 - Name:

Name: _____

1. Fill in your last name followed by your first name.
2. Verify that your name appears on each of the pages.

Note: If there is a problem with this that you are unable to resolve, tell the person who will be submitting your Form 20 so they can inform USJF.

Page 2 – Section 10, Competition Record:

[illegible]

Instructions and Common Issues:

1. If a judoka competes and has points in both shiai and kata, they have to choose to apply for promotion as either a shiai competitor, or a kata competitor. They may not combine points. Listing competition in both shows versatility, even if the points may be counted for only one type of competition.
2. All points must be earned after the last promotion.
3. A shiai opponent may count only once in the tabulation of points for any particular rank. For example, claiming 10 points would at a minimum require defeating ten different opponents by ippon; more if some wins were by wazaari.
4. Keep complete records in order to be able to fill out this section.

Pages 3 – 8, Service Contributions: Reductions of Time-In-Grade By Contribution

Instructions and Common Issues:

1. Noncompetitors may use service contributions as a means to reduce the time-in-grade.
2. Competitors may only use Life Membership to reduce their required time-in-grade. Listing other service contributions may show versatility, but may not be used to reduce their required time-in-grade.
3. Maximum reduction allowed:
 - a. Competitors: 5% - 10% for Life & President's Club Life Membership
 - b. Non-competitors: 30%
 - c. Any earned reductions above the maximum allowed may not be claimed.

Page 3 – Instructor/Assistant:

- [illegible]

Total Reduction %: 0

- [illegible]

Total Reduction %:

Total Reduction %: 0

Page 5 – Kata Judge and Kata Technical Staff:

1. These deductions apply only to USJF certifications.
2. The Form 20 and USJF website available categories currently do not match. USJF is in the process of correcting this. In the meantime, follow what is currently on the USJF website and enter to the best of your ability into the Form 20.
3. Submit a scan of the certificate to the person who will be submitting your paperwork to the USJF for their input as well.

Page 7 – Life Membership:

9. USJF Life Member (LM) & President's Club Life Member (PCLM) (5% to 10%)

Category	Membership #	Date	Reduction %
Regular LM - 5%			
PCLM Charter - 6%			
PCLM Executive - 7%			
PCLM Presidential - 8%			
PCLM Executive VIP - 9%			
PCLM Presidential VIP - 10%			

Part 9 maximum TIG reduction = 10%

Total Reduction %: 0

Instructions and Common Issues:

1. Membership # refers to the Life Membership number, not your USJF yearly membership number.
2. The 'Date' refers to when the Life Membership was obtained.

Page 7 – Yudanshakai Officer:

10. Service as Yudanshakai Officer (10%)

From	To	Position

Part 10 maximum TIG reduction = 10%

Total Reduction %: 0

Instructions and Common Issues:

1. Yudanshakai Officer refers only to President, VP, Treasurer, Secretary, and Board of Examiners Chair.
2. Maximum of 10% time-in-grade reduction. All officers qualify for the 10% reduction.

Page 8 – USJF National Committee/Officer:

11. Active Member of National Committee

(National Chair: 5%; attending more than 50% of national committee meetings during time in grade: 5%)

From	To	Position

Part 11 maximum TIG reduction = 5%

Total Reduction %: 0

12. Service as USJF Officer (10%)

From	To	Position

Part 12 maximum TIG reduction = 10%

Total Reduction %: 0

Instructions and Common Issues:

1. These are only for USJF National level committees and officers.
2. USJF committee chair and members have to attend over half the national committee meetings during the entire time in grade in order to take this deduction.
3. Maximum of 10% time-in-grade reduction. All officers qualify for a 10% reduction.

Page 8 – Statement of Contributions:

13. Applicants Rokudan and Above

Attach a statement detailing your contributions to judo.

☐

Check when complete

Instructions and Common Issues:

1. This is only for 6 dan and above.
2. Attach a file that informs the USJF Promotion Committee about you and what you have done for judo that qualifies you for a high rank of 6 dan or above.

Page 9 – Summary of Reductions of Time-in-Grade by Contribution:

SUMMARY OF REDUCTIONS OF TIME-IN-GRADE BY CONTRIBUTION		
Category	Reduction %	Maximum
1. USJF Charter Club Head Instructor - Must be teaching entire Time in Grade period	0	10%
2. USJF Charter Club Assistant Instructor - Must be teaching entire Time in Grade period	0	8%
3. Referee and Technical Staff	0	8%
4. Kata Judge and Kata Technical Staff	0	8%
5. Kata Instructor Certification	0.00	7%
6. Coach Certification	0	8%
7. Trainer Certification	0	8%
8. Self-Defense Certification	0	8%
9. USJF Life Member	0	10%
10. Service as Yudanshakai Officer	0	10%
11. Service as USJF National Committee Member	0	8%
12. Service as USJF Officer	0	10%
Cumulative TIG Reductions (Maximum Cumulative Cannot Exceed 30%)		0.00
Rank Total Reduction %		0.00
Total Reduction Applied		0.00

Instructions and Common Issues:

1. Verify that the reductions claimed on pages 3 – 8 match what is listed on page 9.
Note, if there is a problem with this that you are unable to resolve, have the person submitting the paperwork inform USJF of this issue.
2. Claim the % reduction on the line 'Total Reduction Applied %'.

3. Do NOT claim over a 30% reduction of time in grade.

Page 9 – Signature of Promotion Candidate:

Promotion Candidate Endorsement:

Promotion Candidate's Name	Signature of Candidate	Date

Yudanshakai Endorsement: Yudanshakai Official – President/Chairman of Board of Examiners

Yudanshakai Official's Name & Title	Signature of Official	Date

Instructions and Common Issues:

1. Promotion Candidate forgets to sign, or does not sign electronically.
2. Signing electronically results in a non-editable Form 20.

Note: The Form 20 must remain electronically editable so an authorized person who sends the paperwork to the USJF can also sign electronically.

For Specific Instructions, open the next procedure, [“Creating and Signing the Form 20 Electronically”](#)