

## APPLICATION REMINDERS

1. A complete application includes the following documents:
  - ☐ Application Form
  - ☐ Curriculum Vitae
  - ☐ Recommendation Form
  - ☐ Scanned copy of passport (photo page)
  - ☐ Scanned copy of Certificate of Enrollment/Graduation
2. The application form and CV template can be downloaded through this link:  
<http://napi.naist.jp/napi2019/apply.html>
3. It is suggested that you use Adobe Acrobat Reader to fill out the application form. If you are using Mac, **do not** open the file using Preview, as this will disable the image fields.
4. Convert your files into **PDF**. Non-PDF formats will NOT be accepted.
5. The file names should be the following:
  - [Surname]\_NAPI2019Application.pdf
  - [Surname]\_NAPI2019CV.pdf
  - [Surname]\_NAPI2019Passport.pdf
  - [Surname]\_NAPI2019Certificate.pdf
6. Send the PDF files to [napi@is.naist.jp](mailto:napi@is.naist.jp) on or before **29 September 2018, 11:59 PM** (Philippine Standard Time) with NAPI2019 Application [Surname] as the subject line of your e-mail.
7. Provide your recommender's information through <http://bit.ly/NAPI2019Reco> on or before **22 September 2018, 11:59 PM** (Philippine Standard Time). The recommendation form will be sent directly to your recommender at the latest a day after you accomplish the Google Form.
8. The deadline for the recommendation form is **29 September 2018, 11:59 PM** (Philippine Standard Time). Kindly remind them to send the document in PDF format directly to [napi@is.naist.jp](mailto:napi@is.naist.jp).
9. Please be advised that a scanned copy of your passport is required. If you currently do not have a passport, or your passport will expire before 19 July 2019\*, kindly schedule a DFA appointment immediately.  
*\*Your passport must have at least six months' validity beyond the internship dates.*
10. Please be advised that a scanned copy of the Certificate of Enrollment\* (for current students) or the Certificate of Graduation (for non-students) is required. This document is available at the Registrar's Office.  
*\*Note that the Certificate of Enrollment is different from the tuition receipt.*
11. Finally, you will receive a confirmation e-mail that all your documents (including the recommendation form) have been received, and that your application has been successfully submitted.