APPLICATION REMINDERS

1. A complete application includes the following documents:

   ☐ Application Form

   ☐ Curriculum Vitae

   ☐ Recommendation Form

   ☐ Scanned Copy of Certificate of Enrollment/Graduation

2. The application form and CV template can be downloaded through this link: `http://napi.naist.jp/napi2022/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]_NAPI2022Application.pdf`
   - `[Surname]_NAPI2022CV.pdf`
   - `[Surname]_NAPI2022Certificate.pdf`

6. Send the PDF files to `napi@is.naist.jp` on or before **7 November 2021, 11:59 PM** (Philippine Standard Time) with `NAPI2022 Application [Surname]` as the subject line of your e-mail.

7. Provide your recommender's information through `http://bit.ly/NAPI2022Reco` on or before **31 October 2021, 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 **7 November 2021, 11:59 PM** (Philippine Standard Time). Kindly remind them to send the document in PDF format directly to `napi@is.naist.jp`.

9. 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.

10. 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.