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/napi2020/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]_NAPI2020Application.pdf`
   * `[Surname]_NAPI2020CV.pdf`
   * `[Surname]_NAPI2020Passport.pdf`
   * `[Surname]_NAPI2020Certificate.pdf`

6. Send the PDF files to `napi@is.naist.jp` on or before **21 September 2019, 11:59 PM** (Philippine Standard Time) with `NAPI2020 Application [Surname]` as the subject line of your e-mail.

7. Provide your recommender's information through `http://bit.ly/NAPI2020Reco` on or before **14 September 2019, 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 **21 September 2019, 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 your passport is required. If you currently do not have a passport, or your passport will expire before 19 July 2020*, 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.