

APPLICATION REMINDERS

1. A complete application includes the following documents:
 - ☐ Application Form
 - ☐ Curriculum Vitae
 - ☐ Recommendation Form
 - ☐ Scanned Copy of Certificate of Enrollment/Graduation
 - ☐ Scanned Copy of Passport (Optional)
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
 - [Surname]_NAPI2022Passport.pdf (Optional)
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. The scanned copy of the passport is NOT required. The lack of a passport submission is not grounds for non-acceptance. You are, nonetheless, encouraged to have your passport ready should travel restrictions be eased.
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.