

Application Guidelines

1. A complete application includes the following documents.
 - ☐ Application Form
 - ☐ Curriculum Vitae
 - ☐ Scanned Copy of Passport
 - ☐ Scanned Copy of the Certificate of Enrollment or Graduation
 - ☐ Recommendation Form
2. The application form and curriculum vitae template can be downloaded from the internship page.
3. Use Adobe Acrobat Reader to fill out the application form. If you are using Mac, do open the file using Preview as this will disable the image fields.
4. The scanned copy of the passport is required. The lack of a passport submission is grounds for non-acceptance.
5. 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 Office of the Registrar.
**Note that the Certificate of Enrollment is different from the tuition receipt.*
6. Provide the information of your recommender through bit.ly/NAPI2023Reco on or before **12 October 2022, 11:59PM** (Philippine Standard Time). The recommendation form will be sent directly by the organizers to your recommender after you accomplish the Google Form.
7. The deadline for the recommendation form is **26 October 2022, 11:59PM** (Philippine Standard Time). Kindly remind your recommender to send the document directly to apps@napi-naist.jp.
8. Convert your files into Portable Document Format (PDF). Non-PDF formats will not be accepted.
9. The file names should be the following:
 - [Surname]_NAPI2023Application.pdf
 - [Surname]_NAPI2023CV.pdf
 - [Surname]_NAPI2023Passport.pdf
 - [Surname]_NAPI2023Certificate.pdf
10. Send the PDF files to apps@napi-naist.jp on or before **26 October 2022, 11:59PM** (Philippine Standard Time) with NAPI2023 Application [Surname] as the subject of your e-mail.
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.