**Group Training Course for Young Professionals**
**on Cultural Heritage Protection in the Asia-Pacific Region 2023**
**'Conservation and Management of Wooden Built Heritage'**

# APPLICATION GUIDELINES

1. To apply for the course, please complete online application requirements by accessing the following website: https://www.nara.accu.or.jp/gtc/

2. To login to the system, please register first as shown on the figure below:



3. After the registration, Login ID will be sent to the e-mail address indicated by you.

4. Login to the system to access the Application Requirements. The page below will be displayed. Access each of the three sections to fill in the information (1. Application Form) and upload required documents (2. Recommendation Letters and 3. Personal Statement).



NOTE:
For final submission of your documents, you need to complete all three requirements. Content can be edited and saved temporarily until these three items are complete.

## i. Application Form

– Make sure you complete all the required fields (marked with red asterisks) with <u>correct and up-to-date information</u>.

# Application Form

Please register the following contents.

\* Required fields

| Country \* | [dropdown] |
|---|---|
| Honorific (title) | Mr.,Ms., PhD, Dr, Professor, etc. |
| First Name / Middle Name / Family Name \* | |
| Your Name on Certificate | Please fill in the name you wish to appear on the course completion certificate. |
| Nickname | Fill in in case you would like to be called by nickname during the training course |
| Gender \* | ○ Male   ◉ Female   ○ Others |

> Please fill in your full name as shown in your passport or ID

**Affiliation**

| Official Presentation \* | [dropdown] |
|---|---|
| | ※ If you selected 'others', please specify below |
| Job Title, and/or Present Position \* | |
| Organisation \* | E.g. name of ministry, association, state or private company, NGO/NPO, university, or other entity you currently affiliated with |
| Department \* | Name of the Department within your organisation to which you are affiliated |
| Division / Unit | Name of the division or unit within your Department (where applicable) |
| Organisation's Website | |
| Office Address \* | |
| Office Phone \* | |
| Postal Address \* | Please fill in in case desired shipping address is different from your office address |

> Please provide an official English title of the organisation you are currently affiliated with

> It may be necessary to send some documents via post. Please provide the correct postal address (office or home)

* ☐ I hereby certify that the above statements are true and correct. I also declare that to the best of my knowledge my health allows me to undertake the whole training programme. If I were accepted, I agree:
- not to bring any family members to Japan during the programme;
- to return home at the end of the programme on the designated flight arranged by ACCU Nara;
- that ACCU Nara will publish my reports as long as they are used for the programme purposes;
- to have a professional and responsible approach towards the conditions presented by the organisers.

| Signature * | Please upload an image of your handwritten signature.<br>Signature is not registered.<br><br>Choose File  no file selected |
| --- | --- |

Save temporarily    Submit

Upload image (scan or photo) of your handwritten signature here

Inserted information can be saved and edited at any time before completing all application requirements

**NOTE:**
By clicking here, you only complete the Application Form. Please move to the next step of uploading required documents (2. Recommendation Letters and 3. Personal Statement)

## ii.    Recommendation Letters

### 1.    Recommendation letter from your organisation (employer)

Download the form from ACCU Nara website course announcement page:

(https://www.nara.accu.or.jp/english/event-requirements.html ) and ask your employer to fill in,

sign and stamp it for you. Upload the file (*word* or *pdf* format) on the online application system.

## Recommendation Letters

Required fields

**Recommendation Letter from your Organisation**

* Upload the scanned copy of recommendation letter

Uploaded file

Choose File  no file selected

Submit

### 2.    Recommendation letter from National Commission for UNESCO (NATCOM)

To apply for ACCU Group Training Course, applicants are required to obtain an official endorsement (recommendation letter) from the National Commission for UNESCO of their country. This is a free form and is original for each country. ACCU is actively cooperating with the NATCOMS in the Asia-Pacific region and there are occasions when a recommendation letter is sent from NATCOM directly to ACCU. If, upon your request to NATCOM, you are told that the letter will directly be sent to ACCU, please indicate so in the application form by selecting

*Sent directly from NATCOM.* If you receive the letter personally, select *Applicant Upload* and attach the obtained recommendation letter in *word* or *pdf* format. The letter must be signed and stamped.

Please be advised that if ACCU does not receive the recommendation letter either from you or your country's NATCOM by the application deadline, your documents can not be reviewed.



### iii.    Personal Statement

Personal Statement form *(word file)* is also found at course announcement page. Please fill in the answers (up to 2 pages, insert photos if necessary) and attach the file to the online application. Personal Statement weighs heavily in the selection process. It should describe the reason for application; brief summary of the applicant's work related to the conservation or management of wooden architectural heritage; future plans to utilise and develop the outcome of the training course in the applicant's country.

Once all application requirements are completed, the page below will be displayed. Confirmation email will also be sent to the email address indicated during the registration. Please note that after completing all requirements, you will not be able to change the content but it is possible to check the inserted information at any time.

**NOTES**

- Questions under the "Questionnaire" section in Application Form <u>are not selection criteria</u>. The answers provided will only be used for reference purposes and will not affect the evaluation process.

- Applicants' personal information <u>will not be used</u> for any purpose other than travel arrangements in case they are selected as the training course participants.

For any additional information and inquiry please contact:

MELADZE Tamar (Ms), HIRAYAMA Naoto (Mr)

**Cultural Heritage Protection Cooperation Office,**

**Asia-Pacific Cultural Centre for UNESCO (ACCU Nara)**

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