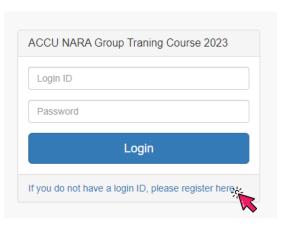
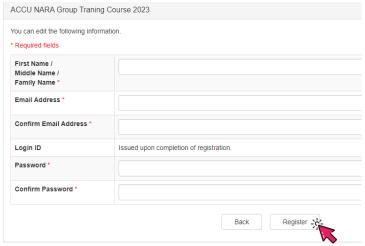
Group Training Course for Young Professionals on Cultural Heritage Protection in the Asia-Pacific Region 2023 'Conservation and Management of Wooden Built Heritage'

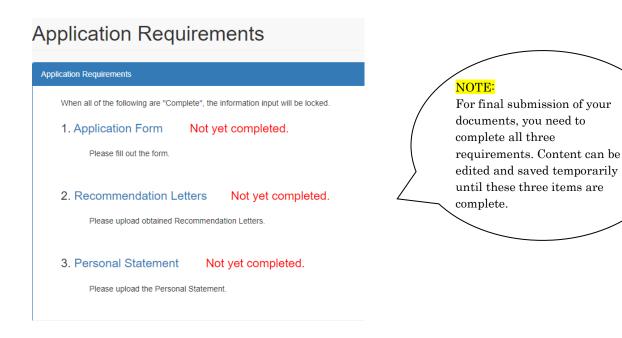
APPLICATION GUIDELINES

- 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:



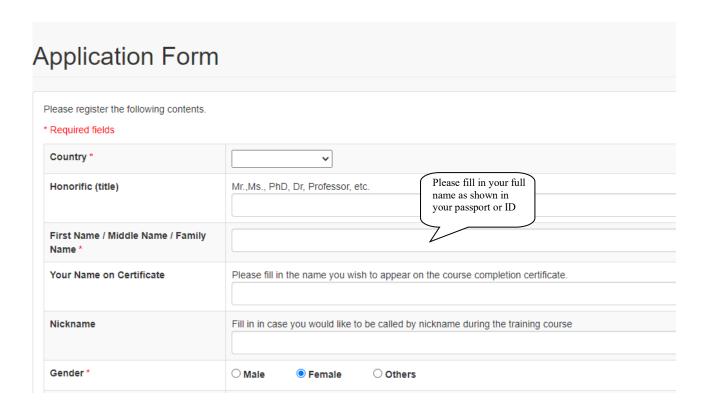


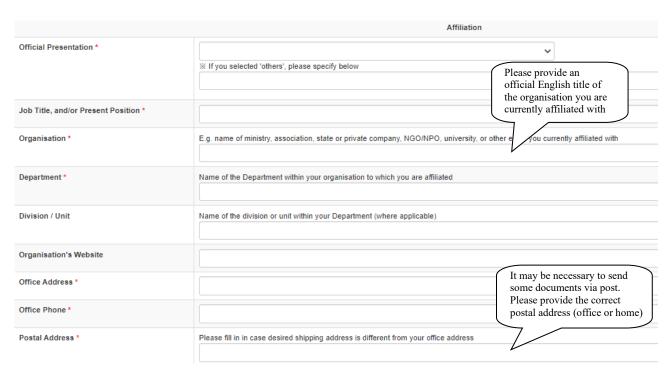
- 3. After the registration, Login ID will be sent to the e-mail address indicated by you.
- 4. Login to the system to access the Application Requirements. The page below will be displayed. Access each of the three sections to fill in the information (1. Application Form) and upload required documents (2. Recommendation Letters and 3. Personal Statement).

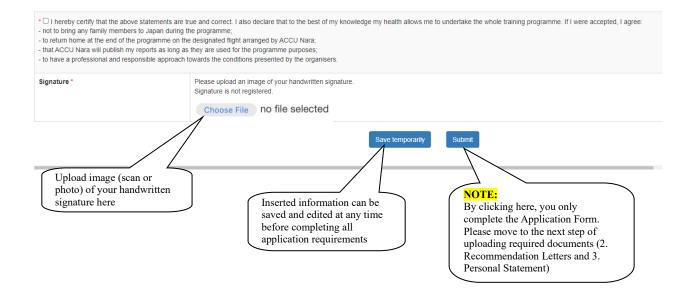


i. Application Form

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







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.



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.

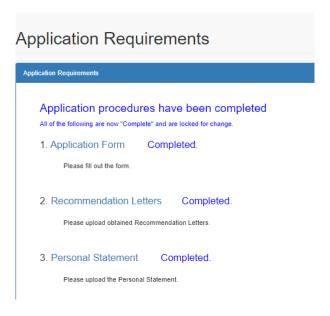
Please be advised that if ACCU does not receive the recommendation letter either from you or your country's NATCOM by the application deadline, your documents can not be reviewed.

Recommendation Letter from NATCOM	
* NATCOM letter of recommendation Sent directly from NATCOM Select applicant upload (Please be advised that if ACCU does not receive the recommendation within the application period, your documents will not be reviewed.)	
Choose File no file selected Submit	

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 will not be used 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)

TEL: +81-743-69-5010; E-mail: <u>nara@accu.or.jp</u>