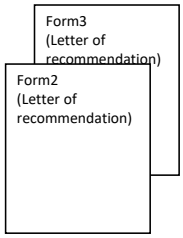
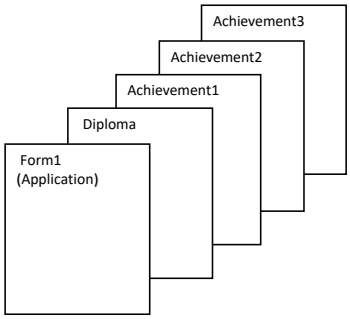
(Attachment)

◆2024G-YLC Application Schedule

Date	Procedures for the host faculty member	Procedures for the applicant
<Start of Application Period> Thursday, May 25, 2023 [Notification Method] ●E-mail to faculty and staff members ●Post on Gifu University Institute for Advanced Study Website <Submission Deadline> 12:00 p.m. JST, Monday, July 10, 2023 (deadline is strictly enforced)	■Acceptance of applicants ■Contact/coordination with the applicant ■Prepare application documents ① Prepare a letter of recommendation (pdf format) 1.Letter of recommendation from the Dean of the host faculty, school, center, etc. (Form 2) Request recommendation from the Dean of the host faculty, school, center, etc. 2.Letter of recommendation from the host faculty member (Form 3) ② Combine1. and 2. into a single file (pdf format) <File name> 2024G-YLC Letter of Recommendation (Applicant's full name) ③ Send the data of ② to the Research Support Section 《Email subject》 (Host faculty name)2024G-YLC Recommendation letters(Applicant's full name)	■Consult the host faculty member ■Contact/coordination with the host faculty member ■Prepare application documents ① Create application documents (pdf format) a.Application form (Form 1) b.Copy of diploma (not required if expected to earn) c.Three significant research achievements (papers, etc.) ② Combine a, b, and c, into a single file (pdf format) <File name> 2024G-YLC Application(Applicant's full name) ③ Create an entry sheet(Form 4, excel format) <File name> 2024G-YLC Application(Applicant's full name) ④ Create "Declaration of applicable specific categories" (pdf format) ⑤ Send the data of ②,③,④ to the Research Support Section 《Email subject》 2024G-YLC Application(Applicant's full name)

◆How to organize documents

Host faculty member	Applicant
(1)Application documents (pdf format, single file) <File name> 2024G-YLC Recommendation letters(Applicant's full name)  	(1)Application documents (pdf format, single file) <File name>2024G-YLC Application(Applicant's full name)  (2)Entry sheet(Form 4,excel format) <File name>2024G-YLC Application(Applicant's full name) (3) Declaration of applicable specific categories (pdf format)

◆Application document checklist

Host faculty member	Applicant
1.When applying ☐Are the missions and outline of the G-YLC Program well understood? ☐Are all of the eligibility requirements met? 2.Letter of recommendation from the Dean of the host faculty(Form 2, pdf format) ☐Is the 2024 version of the forms being used? 3.Letter of recommendation from the host faculty member (Form 3, pdf format) ☐Is the 2024 version of the form being used? 4.Submission data(pdf format) ☐Is each file format and file name correct?	1.When applying ☐Are the missions and outline of the G-YLC Program well understood? ☐Are all of the eligibility requirements met? 2.Application form (Form 1) ・General ☐Is the 2024 version of the forms being used? ☐Are there no additions/alterations to the application forms?(All 9 pages) ☐Is the font size 10? ☐Are you sure there are no unfilled points/typos/missing letters? ☐Is each section filled in according to the points of caution? ・Page 1 ☐Is "3. Date of Birth and Age" the age as of April 1, 2024? ☐Does"6. Academic Degree and Date Obtained" match with the diploma? 3.Entry sheet (Form 4, excel format) ☐Does it match what is written on the application form? 4.Submission data (pdf format/excel format) ☐Is each file format and file name correct?