

## 2019 Kyoto University Amgen Scholars Program Application Procedure



1. Read the application guidelines and FAQs carefully
2. Create your account for online application
3. Fill out all the required field, i.e. application information, statement of purposes, your recommenders' contact details
4. Complete the online application form and click "**submit application**" (\*1)
5. Immediately after you submit your application, an e-mail notification will be *automatically* sent to the two people that you nominate with instructions on how to submit a letter of recommendation on your behalf. (\*2)
6. (Recommender writes a recommendation letter and upload the file to a link *by the application deadline.*)
7. **Your application is completed.** (Deadline: 3 p.m. on February 1, 2019 (UTC+ 9:00hrs))

\*1) Once your application is submitted online, you cannot make any changes.

\*2) Be sure to notify the people you nominate and receive their consent before you enter their contact details in the online application system, so as to ensure that the e-mail notification is not overlooked. Please also ensure that you submit your application allowing sufficient time for the persons nominated to submit their letters of recommendation on or before 3 p.m., February 1, 2019 (Japan Standard Time [UTC + 9:00hrs.]).