

AY2020 Fall Semester Application Procedures for Verification of Job Hunting Activity Certificate through E-mail

The Career Office continues to accept applications via e-mail considering the situation where APU classes and Companies selection screenings have been held online.

If you wish to apply for Verification of Job Hunting Activity Certificate through E-mail, please read through the following documents carefully.

※ If you wish to apply in-person at the Career Office front desk, please refer to the website below.

<http://en.apu.ac.jp/careers/page/content0019.html/>

※ **Events for which the Certificate shall be issued and application deadline are the same as when applying at the Career Office front desk. Please read carefully the contents on the website.**

You may apply for the time period the screening event you attended overlaps with a class time. The Career Office does not accept applications for the time when the screening activity does not overlap with that of a class.

☆ Application flow from attending the screening activity to application.

	In case of an in-person screening activity	In case of an online screening activity
When you participate in a screening activity	Please bring a Verification of Job Hunting Activity Certificate (taken from Career Office website) with you, and request company representatives to fill out company name and affix a seal.	Please request a proof from the company in form of an e-mail specifying details and date/time of the screening activity. <u>※ Please submit a document which is issued AFTER the screening activity confirming your attendance to the event. The emails or documents issued before the screening activity are NOT ACCEPTED.</u>
↓		
How to apply	Please send the e-mail with the contents below to the Career Office. 【E-mail address for submission】 career2@apu.ac.jp 【E-mail's subject】 Application for Verification of Job Hunting Activity Certificate 【Points to include in the e-mail's content】 1) Student ID 2) Name 3) Telephone number 4) Name of the company organizing the screening activity 5) Date of screening activity 6) Date and period of class missed (format: MM/DD, day, period) 【Attachment file】 1 . Verification of Job Hunting Activity (with company's seal) or a proof from the company in form of an e-mail specifying details and date/time of the screening activity ※ If you are not able to obtain such proof, you may submit documents (such as emails or information on your account on company website) containing information on the screening activity or results that may explain your attendance to the activity. 2 . Screenshot of your Course Schedule (taken from CampusmateWeb)	
↓		
After Issuance	The Career Office reviews the content, affixes the Office seal and returns the Certificate and E-mail from company to you.	
	The student themselves should submit returned documents to the faculty member in charge through E-mail.	