

Application Procedures for *Verification of Job Hunting Activity Certificate*
(In case restrictions on coming on campus are in place due to preventive measures against
COVID-19)

The Career is temporarily accepting applications via e-mail as there are restrictions regarding students coming on campus due to preventive measures against the COVID-19

1. General Fields

- 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)
2. In case of an in-person screening activity
- 1) When you participate in a screening activity, please bring a Verification of Job Hunting Activity Certificate (hereafter, Certificate) with you, and request company representatives to fill out company name and affix a seal.
 - 2) Submit the Certificate and your course registration schedule (hereafter, Course Schedule) to the Career Office via e-mail for review before the application deadline (namely 16:30 on the last day of class of each quarter).
 - * If there is no seal (such as company representative's personal seal) on the Certificate, you must submit a document (copy of an email is possible) justifying date/time and details of the screening activity.
 - 3) The Career Office reviews the content, affixes the Office seal and returns the Certificate to you.

- 4) You then send the Certificate via e-mail to your faculty member.
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3. In case of an online screening activity
 - 1) Please request 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) Submit the abovementioned proof and your Course Schedule (taken from CampusmateWeb) to the Career Office via e-mail for verification.
 - * 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.
 - 3) The Career Office reviews the materials. Once completed, the Office sends you an email mentioning that the Office has confirmed the date/time of the screening activity, company name and your attendance.
 - 4) Forward the e-mail received from the Career Office to your respective faculty.