

## List of Application Documents

No	Documents	Note	Necessary Sets	Check
1	List of Application Documents (Prescribed form in CD)	<ul style="list-style-type: none"> <li>◆ Must be checked before submission of all the necessary documents.</li> </ul>	1 original	
2	Application Form (Prescribed Form) with Photo (4 x 3 cm)	<ul style="list-style-type: none"> <li>◆ Photo must be pasted on. Do not staple.</li> <li>◆ Photos must be taken within the past three months.</li> </ul>	1 original	
3	Diploma	<ul style="list-style-type: none"> <li>◆ The diploma must be written in English.</li> <li>◆ Only which certified by the Ministry of Higher Education and Ministry of Foreign Affairs will be accepted.</li> <li>◆ The original certificate will be returned to you after the selection is completed.</li> </ul>	1 original	
4	Academic transcript	<ul style="list-style-type: none"> <li>◆ The Academic transcript must be your <b>original certificate</b> written in English and contains all the grades earned in the universities.</li> <li>◆ Only which certified by the Ministry of Higher Education will be accepted. Incomplete certificate will not be accepted for any reason.</li> <li>◆ The original transcript will be returned to you after the selection is completed.</li> </ul>	1 original	
5	Reference letter (Prescribed form in CD)	<ul style="list-style-type: none"> <li>◆ Filled-up by a current employer / authorized officer (must be your supervisor). With <b>TWO</b> persons' signatures. One from your immediate supervisor who fills your reference letter. Another from the HR director or officer in charge of PEACE in your organization. Signature only from your supervisor will not be accepted</li> <li>◆ Only the <b>sealed envelope</b> will be accepted.</li> <li>◆ Must be written in English or accompanied with an official English translation.</li> </ul>	1 original in the sealed envelope	
6	ID with your photo (Your National ID)	<ul style="list-style-type: none"> <li>◆ Certified English translation must be attached with a copy of ID if not written in English.</li> </ul>	3 copies	
7	ID with your photo (Your Ministry ID)		3 copies	
8	English test registration form (Prescribed form)	<ul style="list-style-type: none"> <li>◆ Fill in the form, by reference to the sample</li> <li>◆ Put your signature and date accordingly.</li> </ul>	1 original	
9	Photo(4 cm × 3 cm)	<ul style="list-style-type: none"> <li>◆ Write your full name on the back side of the photo.</li> <li>◆ It must be taken within the past three months.</li> <li>◆ Paper copy of photo is NOT acceptable.</li> </ul>	12 same photos in same size	

- Make sure to keep your own extra photocopy of the application documents. (Except for Reference letter and Registration form before submission)
- Please do not staple the documents.