



Online Application Flow and Instructions

1. Confirm Eligibility Criteria

- i. Review the JISPA e-brochure carefully to ensure you meet all the eligibility requirements.

2. Prepare Application Information and Required Materials

- i. Collect all necessary information and documents as specified in the sample application form, ready for a single submission session.
- ii. Note: Uploaded documents, such as research proposals and statements of purpose, must not contain macro functions.

3. Contact Two Referees

- i. Request two referees to prepare reference letters on your behalf.
- ii. Ensure referees' email addresses are from their official institution domains. Non-official domains (like Gmail, Yahoo) might invalidate your application.
- iii. Provide your referees with your primary email address for the JISPA online application system. This ensures they correctly identify you in the "JISPA Reference Letter Form."
- iv. Clearly inform your referees that the content of their reference letters will remain confidential and will not be shared with you, the applicant.

4. Complete and submit the JISPA Online Application

- i. Enter your information following the provided instructions and typing tips, ensuring accuracy to avoid the need for re-submission. Remember, uploaded documents should not contain macro functions.
- ii. Carefully review your application before submitting. No changes can be made post-submission. If an error occurs, you must resubmit using a new email address and inform your referees to do the same. Notify OAP at jispa@imf.org with the new reference number and primary email address.
- iii. Click the "Submit Responses" button. You'll receive an auto-completion message at your primary email address.

5. Receive PDF Application Form

- i. Upon submission, you will receive a PDF version of your application form via email within a few hours of the submission. This form reflects the information you entered and contains a unique Reference Number (this file does not contain the materials uploaded).
- ii. **Important: Save this PDF application form with your Reference Number. It is crucial for future correspondence and inquiries related to your application.**

6. Referees Submit Reference Letters

- i. After your application submission, referees will receive a link to submit their reference letters confidentially through "JISPA Reference Letter Form"
- ii. Ensure your referees have submitted their letters before the deadline.
- iii. An auto-completion confirmation email will be sent to both the referee and the applicant post-submission.

IMPORTANT NOTICES

1. **Deadline:** Complete the entire process, including the confidential submission of reference letters by referees, by **November 1, 2024**. Your application will be processed only after your application and the reference letters are successfully provided by this due date.
2. **Confidentiality of Reference Letters:** The contents of the reference letters will remain confidential and will not be disclosed to you.
3. **PDF Application Form and Reference Number:** The PDF form you receive upon submission is vital for future correspondence. Ensure you save it securely.
4. **Auto-completion Messages:** Failure to receive these indicates incorrect email addresses. Restart the application or reference letter form with the correct address.

DOCUMENT SUBMISSION POST-SELECTION

If selected in March 2025, you'll be required to send printed copies of the application form and original documents as per the provided checklist. Failure to comply will nullify your candidacy.

FINAL ADVICE

1. Begin the application process early to give your referees ample time to submit their letters.
2. Double-check email addresses and document requirements to ensure a smooth application process.
3. Keep the PDF application form with your Reference Number safe for future inquiries or correspondence regarding your application.

[TYPING TIPS FOR THE ONLINE APPLICATION SYSTEM]

Please follow **the typing tips** below as well as instructions provided in the online application.

1. Please capitalize the first letter in the field and make all the other letters lower case when typing, e.g.: Last Name: **N**guyen (NG: NGUYEN, nguyen)
2. Please capitalize the first letter in each part of any name, if the name consists of more than one word, e.g.: Department: **D**ePARTMENT of **M**acroeconomic **P**OLICY (NG: DEPARTMENT OF MACTOECONOMIC POLICY, department of macroeconomic policy)
3. If a field is not relevant to the applicant, please leave it BLANK (do NOT type N/A for this field)- Please be sure to complete all required fields.
4. If you have only a single name, please type this name in the field "Last Name" and then input N/A in the field "First name".
5. For a candidate from Vietnam, please leave the field "Middle Name" blank and enter your given name in the field "Given Name".
6. If you are from a branch office, please type the name of the branch office in the field of "Department". Then, the department of the branch office should be entered in the field of "Division".
7. Follow instructions on data format, such as time (MMYYYY) and phone numbers with a country code (**Do not start with +**), whenever stipulated on the online application form. (NG: +123 456 789)

[PROCEED TO THE ONLINE APPLICATION SYSTEM]

ONCE YOU UNDERSTAND AND HAVE COMPLETED THE ABOVE STAGE, PLEASE
PROCEED TO THE [ONLINE APPLICATION](#).
