Application Procedure

1. **Role of the CIRCAP Link Ministry:** Nomination must be submitted to training@cirdap.org in the prescribe nomination form by 15th February 2019. You are requested to collect all nominations from relevant organizations and select according to criteria.

2. **Role of other Organization of the CMC:** You have to send your nominations to the CIRDAP contact ministry by 10th February 2019.

3. **Role of Participant:** Participants will filled-in the profile form, and upload with other required documents in CIRDAP website.

3. a **How to fill up participant profile form and upload required documents:**
   - Click the link [http://cirdap.org/capacity-building/](http://cirdap.org/capacity-building/)
   - Click on the programme *Waste to Wealth, 01-10 March 2019, Vietnam*
   - Download necessary document, namely medical form

3. b **The documents have to fill up and upload:**
   - Click ‘Apply now’;
   - Filled-in the form;
   - Click ‘Add file’ and upload necessary documents, namely
     1. A passport-size photograph.
     2. Filled in medical form from registered doctor with seal and signature
     3. Passport copy (*passport must be valid for at least next 6 month from the training date*)
   - After adding all documents, click ‘submit’,
   - A notification box will appear for edit, if needed, after the submission.