

# Job Sheet

\* Written in Japan Time (UTC+9)

\* the organizations work on tasks with ☆ and ISDF does those with ★.

curator

①	After Getting Papers	<ul style="list-style-type: none"> <li>☆ Measuring the abilities with workbooks</li> <li>☆ Giving applications to those who can</li> </ul>	<ul style="list-style-type: none"> <li>organization</li> <li>organization</li> </ul>
②	2016.12.30	<ul style="list-style-type: none"> <li>☆ Application Deadline</li> <li>☆ Counting the number of examinees at each grade, filling the forms, and inform to ISDF</li> <li>☆ Paying the prescribed money into the ISDF's bank account</li> </ul> <p>Account Number :</p> <p>Bank Name <b>THE BANK OF TOKYO-MITSUBISHI UFJ, LTD.</b></p> <p>Swift Code <b>BOTKJPJT</b></p> <p>*If you requested 11 digits swift code please use BOTKJPJTXXX</p> <p>Branch name <b>Kichijoji Branch</b></p> <p>Branch number <b>220</b></p> <p>Account number <b>0579195</b></p> <p>Account Name <b>I.S.D.F.N.P.O.</b></p> <p>Official address</p> <p><b>2-33-18 Nerima Nerima-ku Tokyo 176-0001 Japan</b></p> <ul style="list-style-type: none"> <li>★ Checking the number of examinees and the notification of credit, and sending the confirmation e-mail</li> </ul>	<ul style="list-style-type: none"> <li>organization</li> <li>organization</li> <li>organization</li> <li>ISDF</li> </ul>
③	2017. 1. 5	<ul style="list-style-type: none"> <li>☆ Deadline of informing the number of examinees and paying the prescribed money</li> </ul>	<ul style="list-style-type: none"> <li>organization</li> </ul>
④	2017. 1.12	<ul style="list-style-type: none"> <li>★ Preparing exam questions depends on informing</li> <li>★ Sending e-mail with test questions and test admission tickets attached</li> <li>☆ Printing test questions and examination admission tickets as needed</li> </ul>	<ul style="list-style-type: none"> <li>ISDF</li> <li>ISDF</li> <li>organization</li> </ul>
⑤	2017. 1.22	<ul style="list-style-type: none"> <li>☆ Conducting test (Sending pictures with PDF attachments by e-mail)</li> <li>☆ Grading examinations and filling scores and pass / fail in the prescribed sheets</li> </ul>	<ul style="list-style-type: none"> <li>organization</li> <li>organization</li> </ul>
⑥	2017. 1.29	<ul style="list-style-type: none"> <li>☆ Deadline of informing scores (Sending pictures with PDF attachments by e-mail)</li> <li>★ Checking the informed scores and sending the confirmation e-mail</li> <li>★ Creating database for making certificates</li> </ul>	<ul style="list-style-type: none"> <li>organization</li> <li>ISDF</li> <li>ISDF</li> </ul>
⑦	2017. 1.30	<ul style="list-style-type: none"> <li>☆ Opening day of publication of tests to examinees</li> </ul>	<ul style="list-style-type: none"> <li>organization</li> </ul>
⑧	2017. 2.22	<ul style="list-style-type: none"> <li>★ Sending certificates must arrive by November 24</li> <li>☆ Giving certificates to those who passed</li> </ul>	<ul style="list-style-type: none"> <li>ISDF</li> <li>organization</li> </ul>