

The Canada-Japan Co-op Program

New Application System – Instruction for Program Liaison

- 1) When a student from your institution submits an application, The Canada-Japan Co-op Program will first screen the application for errors. Once the application is deemed valid a notification will be sent to you, which will prompt you to arrange a screening interview with the student, and to fill out your assessment using the Liaison Officer Student Recommendation form by clicking on the link as shown below:

From: Eng Coop Japan
Subject: New submission to Canada-Japan Co-op Program from Sato, Momo, of The University of British ColumbiaMomo
Date: 21 September, 2012 5:22:28 PM PDT
To: Eng Coop Japan

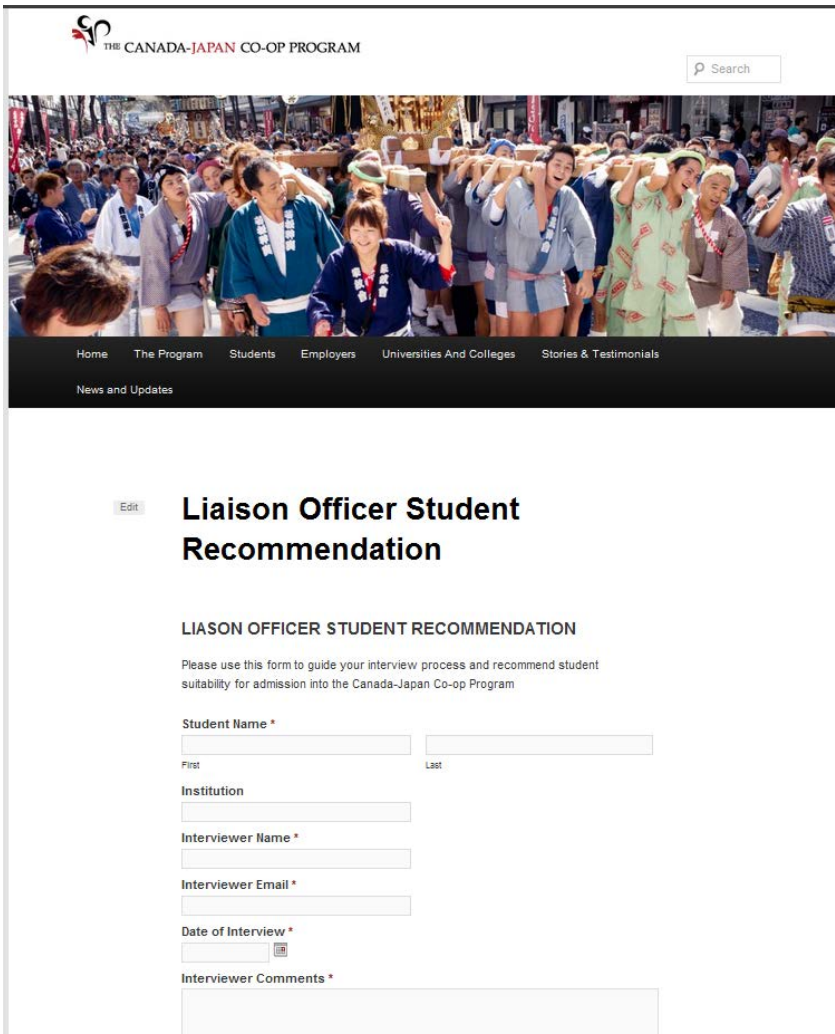
Hello,

A student from your institution has recently applied for the Canada-Japan Co-op Program. The application is attached below. It will be greatly helpful if you can arrange a preliminary screening for the applicant at your earliest convenience. Please use the [Liaison Officer Student Recommendation Form](#) on the Program website to guide your screening interview. We appreciate your help, and please let us know if you have any question regarding the intake process.

Best Regards,

The Canada-Japan Co-op Program

- 2) By clicking the link, you will reach the Liaison Officer Student Recommendation Form. Please use the form to guide your screening interview and record your comments on the form.



The screenshot shows the website header with the logo and a search bar. Below the header is a navigation menu with links: Home, The Program, Students, Employers, Universities And Colleges, Stories & Testimonials, and News and Updates. The main content area features a large photograph of a group of people in traditional Japanese attire. Below the photo is the title "Liaison Officer Student Recommendation" with an "Edit" link. The form itself is titled "LIAISON OFFICER STUDENT RECOMMENDATION" and includes instructions: "Please use this form to guide your interview process and recommend student suitability for admission into the Canada-Japan Co-op Program". The form fields are: "Student Name *" (split into "First" and "Last" text boxes), "Institution" (text box), "Interviewer Name *" (text box), "Interviewer Email *" (text box), "Date of Interview *" (calendar icon), and "Interviewer Comments *" (large text area).

- 3) After completing the recommendation form, please click submit at the end of the page. Upon submission, a confirmation email will be sent to your address listed in "Interviewer Email".

- 4) The responses to the form will be sent back to the Canada Japan Co-op Program, and appropriate intake actions will be taken based on the liaison recommendation.