

## **Appendix: Application Guidelines for the Academic Year 2024 - 2025**

### **A. Electronic submission of supporting documents**

Interested applicants must submit their expression of interest in the IPP by sending an e-mail to the IPP Secretariat, i.e., to [ipp\\_as@mail.ntua.gr](mailto:ipp_as@mail.ntua.gr), see example below.

They will then receive a reply, which will contain a dropbox link, where they will upload a folder with the necessary supporting documents except for the letters of recommendation.

The supporting documents will be in pdf format (except for the application). The files will be named with the following coding (number-hyphen-candidate surname-hyphen-type of file):

- 11-Candidate's Surname-application.doc
- 21-Candidate's Surname-diploma.pdf or 22-Candidate's Surname-degree.pdf
- 31-Candidate's Surname-temporary-transcript.pdf
- 32-Candidate's Surname-SD.pdf (where SD = Statutory Declaration)
- 41-Candidate's Surname-transcript.pdf
- 51-Candidate's Surname-foreign-language.pdf
- 61-Candidate's Surname-resume.pdf
- 62-Candidate's Surname-assignment1.pdf, etc., if they apply
- 71-Candidate's Surname-Copy-of-Degree-with-Apostille-or-Consulate-Legalization.pdf

Attention: the above supporting documents will be placed in a folder that will be created on the computer of each interested party. This file will be named with the name of the interested party, writing first the surname and then the first name, in capital and small letters (e.g., Papadopoulos\_Evangelos) and will be uploaded to the link that will be provided by the IPP Secretariat e-mail.

### **B. Electronic submission of letters of recommendation**

The e-mail sent to the IPP Secretariat ([ipp\\_as@mail.ntua.gr](mailto:ipp_as@mail.ntua.gr)) by the applicants will include the names and emails of the people who will submit letters of recommendation. The letters of recommendation will not be uploaded by the applicants, but directly by those who have agreed to submit them.

### **C. Formal email example to the Secretariat of the IPP "Automation Systems"**

Subject: Application of his/her Name-Surname

I hereby inform you that I intend to apply for admission to the IPP AS, for the academic year 2024-25. Please email me a link to upload my supporting documents and the application form.

The required letters of recommendation will be submitted by the following persons:

Name1 Surname1, Professor AUTH, email1@auth.gr

Name2 Surname2, Asst. Professor NTUA, email2@mail.ntua.gr

Thank you,

Signed



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