

INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM

File format:

- Application Form: Application form must be submitted in MSWord format
- You can put your photograph in this application form (at provided location) or you may attach your photograph in JPG, TIFF format with application form.

Please consider the following points when you fill out your application form for LiveDNA

1. Please fill in your name as in your application and separate your first name, last name and middle name.
2. Please provide your abbreviated name. It means the name which are using in your publications.
3. You must provide name of institute with country name where the institute is located, i.e., Bond University, **Australia**
4. Don't use abbreviated name of institute in your Education and Career Detail
5. Field of Specialization: You must describe your Main Field of Specialization in single or two words
6. Describe current area of expertise: You must provide your sub field of specialization as keywords.
7. E-mail: You must provide valid e-mail ID. If you provide invalid e-mail ID, your application will not process
8. Date of birth: You must provide your date of birth like January 1, 1980. For security purpose we shall display only your date of birth (without year) on the website.
9. Language Expertise: The name of language(s) in which you have, reading, writing and speaking expertise or one of them.
10. Complete Postal Address: You must provide your complete permanent address.
11. Education Detail: Please start your education detail from Master Degree to own-words.
12. Thesis title: You must provide very clearly M.Sc./M.A., M.Phil, Ph.D. or PostDoc thesis titles separately. You must write Degree title before the title of the thesis.
13. Career: Provide your professional Career detail year wise with the name of designation and the name of institute where you worked. You should provide this information year-wise.
14. List of Publications: Please provide the detail of most recent at least 20 number of published articles like the following example:
Complete list of Authors:
Publication Year:
Title:
Journal name:
Volume:
Issue:
Starting Page No.:
Ending Page No.:
DOI:
URL:

Format of Photograph

- Photos must be sharp and clear
- 35 mm wide by 45 mm high is required the size
- The photos must be borderless
- The photos must have been taken within the last 3 months
- The photos must be taken full face with you looking directly at the camera
- Your head must be straight and your eyes must be open
- No hair across the eyes is allowed in your photos
- Both edges of your face, and the top of the shoulders must be clearly seen
- Your face must measure between 25 mm and 35 mm from chin to crown of head
- Taken without wearing any hat or other head covering, unless you habitually wear a hat or head covering in accordance with your religious or racial custom
- If you wear glasses, the photo must show your eyes clearly with no flash reflection
- Spectacle frames must not cover any part of your eyes
- Photograph with Tinted glasses and sunglasses are not acceptable.
- Taken with uniform lighting with no flash reflections or shadows
- No uneven bright spots on the face and no red eyes in your photo
- The photo must show you alone with no chair back, toys or other persons visible