

To Do List after you get shortlisted as a GraSPP intern

	Check	Who	By when	Submit to	What	
1		*JJ/WBGSP Scholar	Two weeks before internship	World Bank	Email Notice	Please notify WB by sending the internship information to the JJ email account, including the term and working place.
2		*JDS Scholar	Soon after you are decided as an intern	JICE	Application form designated by JICE	Please consult with JICE for the procedure to confirm before starting internship.
3		If applicable	One week before internship	International Affairs Office	Submit a copy of your resident card	If your resident status is "student", you must apply for a " Permission to Engage in Activities other than Permitted under the Status of Residence Previously Granted " (資格外活動許可) at the immigration bureau office prior to starting a part-time job/internship even without salary. (It takes 2-3 weeks for the process, so please prepare well in advance. For details, please consult with the International Student Advisor). Submit the copy of the back of your resident card for proof.
4		If applicable	One week before internship	Graduate school office	Credit application	If you wish to receive a credit for your internship, please apply at the Graduate school office at least a week before your internship starts. http://www.pp.u-tokyo.ac.jp/en/education/internship/
5		All	One week before internship	International Affairs Office	Oath of confidentiality and damage liability	Read the form sent from International Affairs Office carefully and submit the original form with your sign. The form may vary depending on institution.
6		All	One week before internship	Graduate school office	Internship Insurance	It is mandatory to buy the internship insurance at your own expense (210yen). Please sign up at the Graduate school office at least a week before your internship starts.
7		If applicable	Late July for Summer Internship Mid-December for Winter Internship	-	Internship lecture	Prior to your internship, GraSPP will offer an internship lecture, providing Japanese business manners and some business phrases you can use for those who will work at Japanese institution. The lecture will be arranged considering the lecturer and expecting participants' schedule.
8		If applicable	One week after internship	Graduate school office	Internship Report	If you applied for your credit (as of To do list No.4), ask the academic instructor to evaluate "Internship Report Form" within one week after your internship term. After the evaluation, submit the report with the academic instructor's signature/stamp to the GraSPP Graduate School Office.
9		All	Two weeks after internship	International Affairs Office	Online Questionnaire and Report	Please write a report of your internship with any relative photos taken during your internship(300-500 words). With your permission, we would like to release your report on the GraSPP website. Also, please cooperate to our online questionnaire to improve this program.