

To Do List as a GraSPP intern

	Check	Who	By when	Submit to	What	
1		*JJ/WBGSP Scholars	Two weeks before internship	World Bank	E-mail notice	Please notify WB by sending information on the internship as required by the World Bank to jjwbgspp@worldbank.org.
2		*JDS	Soon after being selected as an intern	JICE	Application form designated by JICE	Please consult with JICE for the procedure before starting internship.
3		*ADB	When you apply for an internship	Graduate School Office	Letter to ADB	Please prepare a letter with information on the host institution, period and tasks and submit it through Graduate School Office.
4		If applicable	One week before internship	Graduate School Office	A copy of your	If your resident status is "student" you need the " 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. For details, please consult with the International Student Advisor. Submit a copy of the backside of your resident card as proof.
5		If applicable	One week before internship	Graduate School Office	Credit application	If you wish to receive a credit for your internship participation, please apply at the Graduate School Office at least a week before your internship starts.
6		All	One week before internship	Graduate School Office	Oath of confidentiality and damage liability	Read a designated form carefully and submit the signed original. The form may vary depending on host institutions.
7		All	One week before internship	Graduate school office	Internship insurance	It is mandatory to buy internship insurance at your own expense (210 yen). Please sign up at the Graduate School Office at least a week before your internship starts.
8		If applicable	TBA	TBA	Internship lecture	For those who do internship at Japanese institutions, GraSPP will offer an internship lecture, providing Japanese business manners and basic business phrases, before starting internship.
9		If applicable	One week after internship	Graduate School Office	Internship report	Credit applicants need to ask their academic instructors to evaluate their internship reports within one week after the completion of internship. The reports with the academic instructor's signature/stamp needs to be submitted to Graduate School Office.
10		All	Two weeks after internship	Graduate School Office	Online questionnaire and report	You are required to response to online questionnaire. You are also required to write a report of your internship experience (300-500 words) and to submit it with photos taken during the internship to Graduate School Office. With your permission, some of the reports will be posted on GraSPP website.