

To Do List after you get shortlisted as a GraSPP intern

Check	Who	By when	Submit to	What	
1	If applicable	One week before internship	International Affairs Office	Copy of Permission to Engage in Activities other than Permitted under the Status of Residence Previously Granted (資格外活動許可)	If your resident status is "student", principally you are not permitted to work, even part-time. You must apply for a "Permission to Engage in Activities other than Permitted under the Status of Residence Previously Granted" 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 International Student Advisor). Submit the copy of the back of your resident card as a proof at least a week before your internship.
2	All	One week before internship	International Affairs Office	Oath of confidentiality and damage liability	Read a designated form carefully and submit the signed original. The form may vary depending on institution.
3	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/
4	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.
5	*JJ/WBGS P Scholar	Two weeks before internship	World Bank	Email Notice	Please notify WB by sending them the information on the JJ email account, regarding how long is the unpaid internship, for when, and during that time are you on a long-term rental agreement.
6	*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.
7	If applicable	TBA	-	Internship lecture	Prior to your internship, we'd like to offer you an internship lecture, providing Japanese business manners and some business phrases you can use for those who will work at Japanese institution. We will let you know the date and more details. *Please note that this lecture is subject to the number of participants and availability of lecturer.
8	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, cooperate to our online questionnaire to improve this program.