

INTERNSHIP INFORMATION SESSION

Thursday, October 17th 2019

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ABOUT THE INTERNSHIP PROGRAM

■ Purpose of the internship program

This internship program is organized for the International Students in GraSPP, for the purpose of providing opportunities to study outside the school. Through the internship programs, GraSPP aims students to develop exclusive knowledge, as well as experiencing Japanese culture and social aspects by interacting with people inside the institution.

■ List of institutions

| Corporation and Institute | | | | |
|---------------------------|-----|------------|----------------|----------|
| Finance | | Trade | Infrastructure | Others |
| SMBC | FSA | Mitsubishi | KEPCO (Winter) | GR Japan |
| ERINA | | Marubeni | | APO |
| ADBI | | Itochu | | |
| IIMA | | JETRO | | |

Government Agency/related Organization:
FSA, ERINA, IIMA, JETRO

International Organization:
ADBI, APO

*Depending on the institutions' schedule and capacity, the internship program may not be held every term/year.

■ Term

-Summer internship... End of July – End of September

-Winter internship... January– March

*Internship will be basically held during each vacation period.



APPLICATION INFORMATION

■ Application process

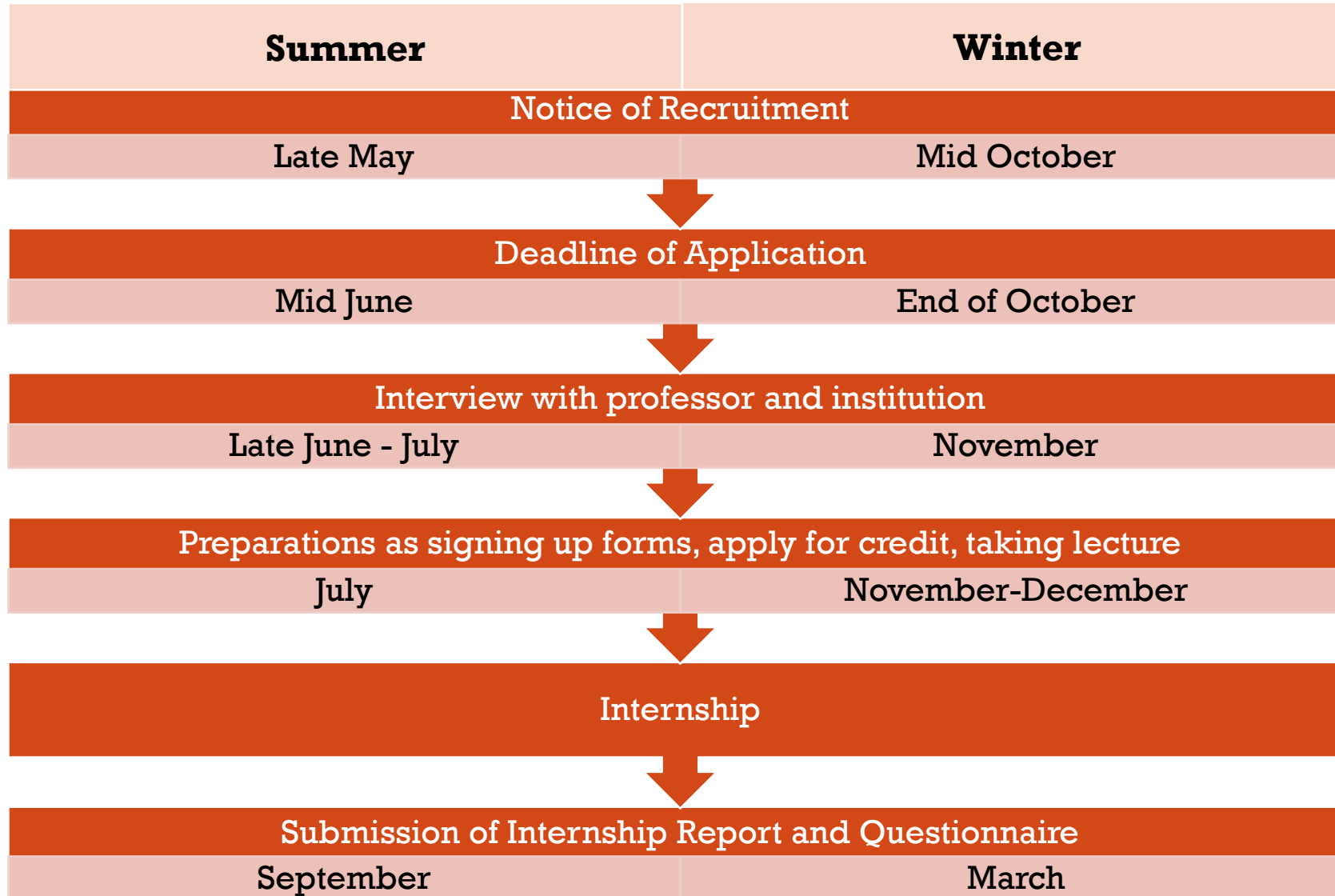
1. Submit CV, Application form, Statement of Purpose via e-mail
2. Interview with faculty members
3. Interview with person in institution (if applicable)

■ Additional Information

- **WB scholars** will be able to apply for unpaid internship only.
- **JDS scholars** will need to submit JICE designated application form to JICE soon after he/she is selected as an intern.
- **IMF scholars** will be able to apply for only unpaid internships, with approval both from their sponsoring agency and university before they apply for internships.
- **(For all students)** 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" at the immigration bureau office prior to starting a part-time job/internship even without salary. Please submit the copy of the back of your resident card for proof to the International Student Advisor.



SCHEDULE & PROCEDURE



LIST OF PREPARATION

| | Who | By when | Submit to | What | |
|----|-------------------|--|------------------------------|--|--|
| 1 | *JJ/WBGSP 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. |
| 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 | *ADB Scholar | When you decide to apply for an internship | International Affairs Office | Letter (To: ADB) | Please notify ADB about the internship information, including the purpose, the term and the other details to submit a letter via International Affairs Office. |
| 4 | If applicable | One week before internship | International Affairs Office | Copy of your resident card | 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 the copy of the back of your resident card for proof. |
| 5 | 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. |
| 6 | 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. |
| 7 | 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. |
| 8 | If applicable | TBA | - | 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. |
| 9 | 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. |
| 10 | 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. |



OTHERS

■ Credit information

You can apply for one credit for your internship program.

*The length of internship must be at least one week.

*Credits earned by internships are limited to one unit before completion.

<http://www.pp.u-tokyo.ac.jp/en/education/internship/>

(Home > Educational Programs > Internship)

■ Past Internship Programs

You can check the internship reports in the GraSPP website;

<http://www.pp.u-tokyo.ac.jp/en/student-activities-report-category/internship/>

(Home > Student Activities Report > Internship Report)

