



INTERNSHIP INFORMATION SESSION

FRIDAY, OCTOBER 14, 2022



ABOUT THE INTERNSHIP PROGRAM

■ Purpose of the internship program

This internship program is organized for students at GraSPP with a view to providing opportunities to study outside of school. Through the internship programs, GraSPP aims to help students develop exclusive knowledge and skills as well as experience Japanese culture and social aspects by interacting with people inside the institution. This will help your future career development.

■ List of host institutions

Finance	Energy	Research	Others
FSA	KEPCO	ADB	APO
Music Securities		(ERINA)	GR Japan
OECD			

Government Agencies

FSA

International Organizations

ADB, APO, OECD

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

■ Term

-Summer internship... End-July to End-September

-Winter internship... January to March

*Internship will be basically held during summer and winter breaks.

APPLICATION

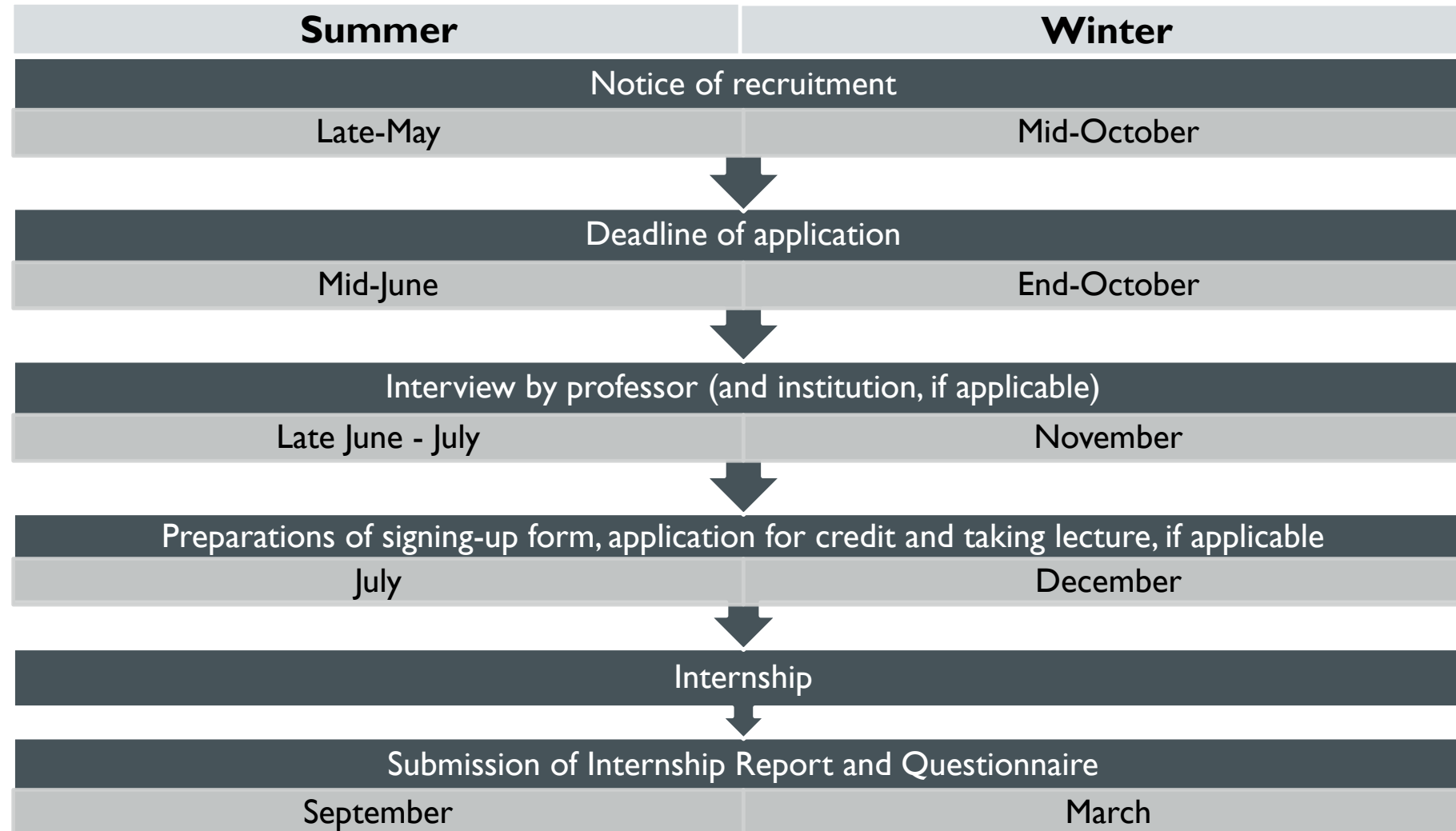
■ Application process

1. Submit Application Form via online form , send CV and Statement of Purpose via e-mail
2. Interview by faculty members
3. Interview by host institutions (if applicable)

■ Important notice

- **WB scholars** are only allowed to apply for an unpaid internship and need to notify to the World Bank by sending information on the internship to JJ/WBGSP email address.
- **IMF scholars** are only allowed to apply for an unpaid internship with approval both from their sponsoring agency and GraSPP before application.
- **ADB scholars** need to notify to the ADB by a letter with information on the internship through GraSPP Office before application.
- **JICA scholars** are only allowed to apply for an unpaid internship with the approval from the faculty member in charge and information should be shared with JICA.
- **JDS scholars** need to consult with JICE for the procedure before starting the internship.
- **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 **with salary**.

SCHEDULE & PROCEDURE



WHAT TO PREPARE

	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.
2	JDS Scholars	Soon after being selected as an intern	JICE	Application form designated by JICE	Please consult with JICE for the procedure before starting internship.
3	IMF Scholars	When you apply for an internship	Graduate School Office	E-mail notice	Please receive an approval both from their sponsoring agency and GraSPP.
4	ADB Scholars	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.
5	JICA Scholars	When you apply for an internship	Faculty member in charge	E-mail notice	Please receive approval from the faculty member in charge and share information with JICA.
6	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.
7	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.
8	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.
9	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.
10	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. Some of the reports will be posted on GraSPP website with your permission.
11	All	Two weeks after internship	Graduate School Office	Online questionnaire	You are required to response to online questionnaire.

OTHERS

■ Credit

You can apply for one credit for your internship participation.

Please note that (a) the length of internship must be at least one week and (b) students can earn only one credit for internship participation in the entire course of study at GraSPP.

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

(Home > Educational Programs > Internship)

■ Past internship cases

Selected past internship reports are available on GraSPP website.

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

(Home > Student Activities Report > Internship Report)

Inquiries:

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