

To Do List after you get shortlisted as a GraSPP intern

	Check	Who	By when	Submit to	What	
1		JJ/WBGSP Scholars	Two weeks before internship	World Bank	Email Notice	Please notify WB by sending information on the internship as required by the World Bank.
2		JDS Scholars	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		IMF Scholars	When you apply for an internship	Graduate school office	Email 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	Email 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, please apply at the Graduate school office at least a week before your internship starts. https://www.pp.u-tokyo.ac.jp/en/education/internship/
7		All	One week before internship	Graduate school 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.
8		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.
9		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 institutions (on-site only). The lecture will be arranged considering the lecturer and expecting participants' schedule.
10		If applicable	One week after internship	Graduate school office	Internship Report	If you applied for your credit (as of To-do list No.6), 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. Some of the reports will be posted on GraSPP website with your permission.
11		All	Two weeks after internship	International Affairs Office	Online Questionnaire	You are required to response to online questionnaire.