

## To Do List after you get shortlisted as a GraSPP intern

	Check	Who	What	By when	What to do	Submit to
Before internship starts						
1		Paid internship applicants	<b>Permission to Engage in Activities other than Permitted under the Status of Residence Previously Granted (資格外活動許可)</b>	Three weeks before	Check if you have "Permission to Engage in Activities other than Permitted under the Status of Residence Previously Granted". If you need to apply, submit the required items to the Immigration Bureau. For details, please consult to: pryugaku.j@gs.mail.u-tokyo.ac.jp <i>*It takes 2-3 weeks for the process</i>	Immigration Bureau/ GraSPP Office
2		All	<b>Oath of confidentiality and damage liability / Internship Agreement</b>	One week before	Read the form sent from GraSPP Office carefully and submit the original form with your signature. The institution may provide their original document (depending on the host institution.)	GraSPP Office/ Host institution
3		All	<b>Internship Insurance</b>	One week before	Sign up for your internship insurance (210 yen by cash)	GraSPP Office
4		Optional	<b>Credit application</b>	One week before	If you wish to receive a credit for your internship, send the application form to ppin.j@gs.mail.u-tokyo.ac.jp Details & form: <a href="https://www.pp.u-tokyo.ac.jp/en/education/internship/">https://www.pp.u-tokyo.ac.jp/en/education/internship/</a>	GraSPP Office
After internship ends						
5		All	<b>Online Questionnaire</b>	Two weeks after	Fill out the form for the improvement of our program	GraSPP Office
6		Credit applicants	<b>Internship Report</b>	Two weeks after	Submit the Internship Report with the academic instructor's signature/stamp Form: <a href="https://www.pp.u-tokyo.ac.jp/en/education/internship/">https://www.pp.u-tokyo.ac.jp/en/education/internship/</a>	GraSPP Office

## For Scholars only

Scholarship	What	By when	What to do	Submit to
Before applying for an internship				
ADB	<b>Letter to ADB</b>	When you apply for an internship	Prepare a letter with information of the internship(applying institution, period and tasks) and submit it through GraSPP Office	GraSPP Office
JICA	<b>Email Notice</b>	When you apply for an internship	Receive approval from the faculty member in charge and share information with JICA	Faculty member in charge
IMF	<b>Email Notice</b>	When you apply for an internship	Receive an approval both from the sponsoring agency and GraSPP	GraSPP Office
Before internship starts				
JDS	<b>Application form</b>	Soon after you are selected	Consult with JICE for before starting internship	JICE
JJ/WBGSP	<b>Email Notice</b>	Two weeks before internship	Notify about the internship as required by the World Bank	World Bank