

# Internship Program 2023

## Dispatch Guidance



**IAESTE**  
JAPAN

## I. Program Participation Fee and Documents to be Submitted

### 1. Program Participation Fee

University member students: 50,000 yen, other students: 100,000 yen

(If you do not need support from the secretariat at IAESTE JAPAN, please transfer half of the above amount.)

**(Important)**

**Students who wish to apply for the AC offer must transfer the amount by December 2, 2022.**

If the payment cannot be confirmed on December 2, 2022, the student will be considered to have abandoned the qualification.

**Students who wish to apply for COBE/FCFS offers should make the payment as soon as they find the offer they wish to apply for.**

It is also acceptable to make the transfer early in anticipation of the FCFS offer.

Bank transfer to: **Bank of Tokyo-Mitsubishi UFJ, Sugamo Branch**

Account number: **Savings account 0000925**

Payee: **Nihon KOKUSAI GAKUSEI GIJUTSU KENSHU KYOKAI**

**Japan International Student Technical Training Association**

### 2. Documents to be submitted

(a) Scanned copy of the original pledge form: Fill in the required information and sign by the applicant.(downloadable on the website)

Please note that the program participation fee will not be refunded for any reason if any of the items listed or rules are violated.

(b) A copy of the bank transfer receipt (ATM statement is also acceptable) for the program fee.

If there is a possibility that the program fee will be refunded for some reason, please keep the original copy until the refund is made.

Please email the documents (a) and (b) to the IAESTE JAPAN Secretariat [office@iaeste.or.jp](mailto:office@iaeste.or.jp) **no later than December 2, 2022.**

If the documents are incomplete or not received by the deadline, you will be considered to have withdrawn your candidacy.

## II. Matching and submission of Nomination documents

Matching offers (assignments), submitting

Nomination documents to the receiving authority, notifying the receiving authority of the results of the review, and receiving Acceptance notes will be proceed on the IAESTE Exchange Platform, a web system common to **all IAESTE** member countries as **it is prohibited** to exchange personal **information by email**.

**URL: <https://iaeste.smartsimple.ie>**

Students and receiving institutions create their own pages in the above system, submit Nomination documents, notify results, etc. **Students and Institutions are not allowed to view anything other than their own pages.**

**Personal information is strictly protected because it is a system that only the administrator of the secretariat of each country can view.**

\* As a result, all notifications such as Acceptance Documents will be uploaded on the Exchange Platform, so be sure not to overlook checking the automatic notification email.

\* Please be sure to fill in all boxes when registering.

※ You cannot modify the contents after input is completed. Please enter it so that there is no mistake.

Log in again and follow the on-screen instructions to enter your personal information in all boxes to complete your application registration. Please enter a valid e-mail address during the internship because the personal information you entered cannot be corrected.

Note) If your e-mail address may change when you go on to higher education, please use a non-university email address.

### **How to register :**

Top screen [Register with us] "Are you a student?" Log in from [Sister here].

Please read the Student Guide carefully and enter information in all boxes as much as possible to proceed with registration. Enter your name, email address, etc. in all boxes according to the instructions.

Registered email address once authenticated automatically receives the password.

## Assignment of offers

1. AC Offer Students will be available to each student on the IAESTE Exchange Platform by February 10, 2023.
2. COBE/FCFS Offer Students who wish to offer a reference number must contact the Secretariat and we will assign it immediately.
3. Carefully read the contents of the offer that has been assigned and prepare a nomination document to the receiving institution.

The contents of the Nomination document vary from country to country, and there are notes for each.

**When an offer is assigned, you'll see country-specific notes on your page, so read it carefully and align it as instructed. Be careful not to have any deficiencies in the required documents.**

(German certificates must be downloaded and used in the specified format displayed on the screen.)

For countries where notes are not displayed, see Page 6, VI. Refer to and align the Nomination documents.

## III Submitting Nomination Documents

Once the documents are ready, login to the IAESTE Exchange Platform and click

When the documents are ready, log in to the IAESTE Exchange Platform and follow the instructions in [Personal Information] → [Study Information] → [Working Related information] → [Student Documents].

Enter the information as instructed. Be careful not to make any mistakes.

**Note that Portofolio is required if you are applying for architecture and design offers.**

Please note the following deadlines for students who wish to apply for AC offers: The deadline for students who wish to apply for COBE/FCFS offers will be communicated as needed according to the deadlines for each offer, so the March 15 deadline below is irrelevant.

1. Student Documents.

In the Student Documents tab, upload a combined set of Nomination documents in a single PDF file.

For students who need support from the secretariat, please email the combined file to the secretariat by March 1, as the IAESTE JAPAN secretariat will check the documents before uploading them. Students who do not need support should upload the files by themselves.

**Please upload the scanned copy of your passport in the [scanned copy of passport] tab.**

2. Upload the AC offer by March 15, 2023.

If you will not be able to complete the documents until after April 2023 due to graduate school or other reasons, please indicate this in your cover letter and upload the completed documents by March 15, 2023. Additional documents after April should be sent to the IAESTE JAPAN office by e-mail.

Note: If Nomination documents are not uploaded by March 15, 2023, the offer will be automatically cancelled.

## VI. Review by host institution

Nomination documents uploaded to the IAESTE Exchange Platform will be forwarded from the Japan to counterpart country office and the host institution for review.

During the review by the host institution, the candidate may receive a phone call or online interview request directly from the host institution to confirm the candidate's research and English proficiency. It may take one to three months from the screening to the result depending on the host institution.

## V. In case of accepted

The Acceptance Note (N/5-A) will be uploaded on the IAESTE Exchange Platform, and IAESTE JAPAN will forward the acceptance note to the student. If you have not received any notification at least 4 weeks prior to the desired start date, contact the IAESTE JAPAN office. If you are from a country that requires a visa, please check the web pages of the IAESTE office or embassy in your country for visa and work permit information after submitting Nomination documents.

It is prohibited for candidates to contact the IAESTE office in the host country or the host institution directly until they receive the Acceptance notes (N/5-A) from the host institution, so please be sure to make inquiries and contacts through the IAESTE Japan Office.

Visa application documents will be prepared by the host country office and sent to you by e-mail.

### In case of Rejected

Rejected notification will be sent from the counterpart office on the IAESTE Exchange Platform. The student and the IAESTE JAPAN office will search for a suitable offer from Available Offers(COBE/FCFS) and reassign the offer. (→ Go through "III. Nomination Document Submission" again.)

## VI . Nomination Documents

If your country does not have any special instructions for Nomination documents, please prepare one copy of each of the following nine documents, merge them into one PDF file, and upload it on the IAESTE Exchange Platform. The size should be standardized to A4.

Students who need the support of the Secretariat should email the Secretariat for checking; Nomination documents should be named in the PDF file with the Reference No. of the WORK OFFER.

The first letter of the Reference No. is the two-letter code of the country. e.g. "DE-2023-○○○○\_Taro\_Yamada" for an offer from Germany.

#### 1) Student Nominated Form

This form is automatically generated when you enter your personal information into the Exchange Platform, and should be printed out as a PDF file. If you are unsure, please read the **Student Guide on the Exchange Platform**.

#### 2) O-form (Abbreviation for WORK OFFER)

In some countries, it is also called Form-O.

#### 3) Cover Letter

Don't forget to include your signature and then scan the form into a PDF file. The cover letter should include your reasons for applying for the offer, your experience and abilities, and the impression you want to make on the host institution.

The Cover Letter is a chance to make a good impression on the host institution and is very important for the decision of acceptance or rejection.

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#### 4) CV

CV is important for screening by the host institution. For example, if you have programming or CAD skills, please provide details of your skill level.

#### 5) Certificate of enrollment

If you are going to enter a graduate school in the new semester, submit a certificate of acceptance in English. (A copy of the certificate in Japanese with your own English translation is acceptable.)

#### 6) Transcript of Academic Record in English

#### 7) A letter of recommendation from a university or professor (in English).

Some countries do not require this, but it is better to submit it.

#### 8) Certificate of Language Proficiency

If you have updated your score, submit the latest one.

#### 9) Copy of passport

The passport should be valid for at least 6 months from the date you plan to return home after the training.

In principle, changes to the training period due to reasons beyond the candidate's control will not be accepted. Please be careful when you fill out the "Student Nominated Form" with your desired training period.

If you wish to change the training period, please negotiate directly with the host institution and report to the IAESTE JAPAN office after you are accepted.

## VII. After receiving the Acceptance note (N/5-A),

Date and sign below and upload the Confirmation of Acceptance. In principle, the Arrival Information should be filled in at least two weeks prior to the start of the training, and the necessary documents should be uploaded according to the host country.

#### 1) Sign and date the Confirmation box under N/5-A and upload it.

After you have purchased travel insurance and purchased your ticket, enter the information in the "Arrival Information" tab in the IAESTE Exchange Platform. This information will be sent to your host country and they will prepare your accommodation and airport pick-up.

#### 2) Please follow the instructions given by your host country regarding other requirements.

#### 3) A copy of the certificate of overseas insurance coverage

Email a copy to the IAESTE JAPAN office that clearly states the coverage in English.

#### 4) Other designated documents to be submitted

1 Documents to be submitted will vary depending on the host country, so please check the documents from the IAESTE office in the host country and submit the necessary documents.

2 Notify the IAESTE JAPAN Office and the IAESTE Office in the host country of any changes in flights or insurance as soon as possible by e-mail.

3. If the host country specifies overseas travel insurance, prepare it according to the instructions.

(Notes)

After receiving the Letter of Acceptance (N/5-A) from the host institution, if you have any questions about accommodation, payment of accommodation fees, visa, etc., please contact the host institution directly.

IAESTE JAPAN, the host country office, and the host institution will not be held responsible for any cancellation of your acceptance if you make your flight reservation before receiving the N/5-A.

IAESTE Japan, the Host Country Office, and the Host Institution will not be held responsible for any cancellation of your acceptance.

## VIII. Withdrawal

### 1. letter of resignation

If you wish to withdraw from the program, please fill in the required information and send the withdrawal form with your signature or seal by e-mail. After receiving the withdrawal form, the refund will be made in the following manner. Please download the withdrawal form from the IAESTE JAPAN website.

### 2. Refund of exchange fee

Candidates who wish to receive an AC offer will, in principle, be offered at least one acceptance offer by the end of the international exchange service on June 30, 2022. After the date of transfer of the exchange fee, the program participation fee will be refunded in the following manner in the following cases

a) 50% of the program fee will be refunded if the candidate declines the right to the program for his/her own reasons before the AC offer of the host institution is assigned.

b) No refund will be made if the training does not materialize due to the following circumstances after the host institution's offer has been assigned.

If the student declines the assignment for personal reasons.

If, as a result of the screening by the host institution, the final decision for acceptance is not made.

In the event that the training does not materialize due to the following reasons after the acceptance notes from the host institution has been published, the following will apply. (Same as AC offer and COBE/FCFS offer)

No refund will be made if the student withdraws for personal reasons.

c) In case of cancellation due to circumstances of the host institution or IAESTE office in the destination country, 30% of the exchange fee will be refunded.

### (d) Covid-19 restriction

If the offer is cancelled, the student is not accepted, or the student is not allowed to travel due to Covid-19 restrictions, and the student declines the right to be a sending candidate, the full amount of the program fee will be refunded.

In the event that the student has purchased an airline ticket before he/she can be assured of local training and is unable to travel, the student will be responsible for any airline ticket cancellation fees.