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STEP 1
Recruitment & Matching

1 . Recruitment / Information sessions

- Interns who are nationals of the OECD/DAC listed countries (excluding China) will be recruited.
- Please note that it is not necessary to attend the information session to apply.

Please apply from “Application form for Interns” on the website.

→ <https://jip.my.salesforce-sites.com/intern>

2 . Application

3 . Selection/ Matching

- Screening is conducted through document screening, 1st interview (native language/English/Japanese) and 2nd interview (Japanese/English).

*Screening process will be conducted based on information contained in the application form aptitude and experience /ability as an intern, understanding of the program purpose, and any conditions or requests for the host company.

- Various certification documents regarding University qualifications or language skills, etc.), letters of recommendation, photographs, required documents etc. are required to submit individually.
- JIP office will match interns with companies according to their applications along with their expectations and preferences.
- The results of the matching process will be notified to the company and the intern applicant, and match will be made upon mutual agreement.

*We anticipate a response period of several days from the notification of the matching results to the applicants.

*Once a match is made, it cannot be cancelled by the company or intern for their own reason.

4 . The Screening Committee

- The Screening Committee approves the matching.

5 . Notification of results/conclusion

- As a result of approval by the Screening Committee, letter of notification of acceptance will be sent both to the intern and the host company. Based on this notification, both of them will begin preparations to participate in the internship activities.



step 2 **Determining Acceptance & Procedures**



STEP 2 Acceptance & Procedures

1. Submission of internship plan

- The host company will contact the intern and discuss the mission, goals and plans for the internship. Based on the discussion, the company will submit an online “Internship Plan” to JIP office.

Planned days/hours	A/A2 Course	B/B2 Course	C Course
Total days of activity	40 activity days	30 activity days (Up to 120 hours)	40 activity days
Daily activity hours	4-8 hours Half-day to full-time	Approx. 4 hours Half-day	Approx. 8 hours Full-time

- JIP office will arrange for the intern's insurance during the period of the internship.

2. Preparation before starting the internship

(A/A2/C Course)

- The company prepares the necessary environment for internship such as desks, PCs, etc.

(B/B2 Course)

- JIP office will provide the necessary communication tools for the internship, such as PCs, Internet access, and means of communication.

(C Course)

- JIP Office arranges the following for travel and reception:
 - Round-trip air tickets to Japan (economy class)
 - Assistance with obtaining visas and other necessary documents
 - Purchase of travel insurance for the visit to Japan.
- The company prepares the living environment by arranging accommodations and transportation to and from the workplace.

3. Pre-training

- During the guidance, JIP office will explain the rules and the daily report system for conducting the internship.
- Seminar contents are cross-cultural understanding, tips and precaution for proceeding internship.

Date	Contents
1 month before start	<ul style="list-style-type: none"> ● Pre-guidance <ul style="list-style-type: none"> ➢ the rules and the system for daily reports regarding the implementation of the internship
1 month before start - up to the start date	<ul style="list-style-type: none"> ● Information security training ● Cross-cultural communication training <ul style="list-style-type: none"> ➢ Smooth communication can be established right from the beginning of the internship. ● JIP office will also provide online Japanese language training for interns at the JLPT N4 and N5 levels.

* The timing and contents of the course will change depending on the course.





STEP 3 Running Internships

1 . Interinship

- Soon after the internship starts, will conduct an orientation for the intern at the workplace. Internships should start from a solid understanding of this explanation of workplace rules and precautions, in order to ensure smooth implementation of the internship. The intern and personnel in related departments should review the internship plan to ensure full understanding before starting.
- The company and the interns should hold meetings at least twice a week and communicate on daily basis. Please submit daily reports to JIP office.

(A/A2/C Course)

- If an intern needs to travel over 100 km, he/she must submit a long-distance travel application form to JIP office at least five business days in advance, and ensure that their whereabouts can always be confirmed.

(B/B2 Course)

- If an intern intends to engage in activities outside of designated locations such as visits to the host company's branches or on-site surveys, they must report it to JIP office in advance and seek their judgment on the feasibility of the activity.

2 . Follow-up training

- JIP office will organize a review at the midpoint of the internship period.
- Host companies and interns will share the progress, review, exchanging opinions, learnings, and areas for improvement.

3 . Wrap up presentation

- The wrap up presentation will be held face-to-face or online at the end of the internship. Company manager/supervisor and intern will make a presentation on the outcome of the internship and the achievement of the mission for each company.

*Participation in each training session and the wrap up presentation is mandatory. JIP office will inform you of the schedule as soon as it is confirmed, so please plan accordingly to ensure that you can attend.

*Interns on Course C are scheduled to return home the day after the wrap up presentation

4 . Completion of the internship

- Interns and host companies are obliged to submit various reports: daily report, evaluation report.

