

HOW TO APPLY

How to prepare your documents :

Download the application form (4 pages) from <http://www.eu-japan.eu/events/vulcanus-japan>, fill in electronically, print out and sign. Gather all the documents listed below (from 1 to 9)

How to apply (2 steps):

1/

Submit online data

After having completely filled in the application form (this document), please fill in accordingly and submit the online form at

<http://goo.gl/forms/KYIGFPk15A>

(only one submission permitted)

2/ send your file by courier or post

Prepare all the compulsory documents listed below.

Send your folder:

- either by courier
 - or by post (*normal or prior sending.*)
- No "registered mail" can be accepted.)

To **EU-Japan Centre for Industrial Cooperation**

Rue Marie de Bourgogne, 52, (V)

1000 Brussels - BELGIUM

DEADLINE: 20 Jan. 2017

(latest possible postmark date)

Make a scan before sending. No file will be returned.

More information: vulcanus@eu-japan.eu

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VULCANUS IN JAPAN 2017-2018 APPLICATION FORM

A GENERAL DATA

A1 Nationality of the applicant, as per passport

A2 Gender (Mr / Ms)

A3 Family name(s) as per passport

A4 First name(s) as per passport

A5 Date of birth (dd/ mm/ yy)

/ /

ID PHOTO

Please stick picture

A6 Age as of 1st
Sept. 2017

A7 Marital status:

A8 Military service (please tick): ☐ completed; ☐ not required;
☐ to start after 01 Sept. 2017; ☐ other:

A9 UNIVERSITY name
(in English)

A10 Faculty - Department

A11 Course currently attended
undergraduate / postgraduate

☐ ☐

A12 Location of the
University

A13 Is your file to be sent by the International Relations Office of your
University? ☐ YES ☐ NO

A14 Japanese host companies can apply until the end of January. From 9 January onwards, **SOME** of their offers will be visible by opening the file "LOP", at <http://www.eu-japan.eu/events/vulcanus-japan>. The file will be regularly updated, though the final list will include more placements than those on the online list.

It is not necessary to fill in this field, but if you are interested in particular placement offer(s), please quote the relevant 'offer numbers'

or or

COMPULSORY DOCUMENTS must be:

- * in English
- * unstapled (*ne pas agraffer, non aggraffare, sin grapar, ungeklammert, niet samengeniet*)
- * all together in one envelope
- * with number handwritten in pencil on top right of 1st page of each document (numbering as per scheme below)
- * in the following order
- * **original** (if in blue in the list below)

For exceptions and more information please check document "More information on compulsory documents" at <http://www.eu-japan.eu/vulcanus-japan-0>

- | | |
|----|--|
| 1 | Application Form (this document). |
| 2 | CV |
| 3 | Letter explaining why you wish to take part Max.1 page. . |
| 4 | Letter of recommendation by a professor of one of your major topics |
| 5 | List of all your University grades (print from the website of your university can be accepted). |
| 6 | System of grading at your University (print from the web can be accepted). |
| 7 | Certificate of enrolment at your University OR letter from university administration, stamped and signed stating your enrolment for the current academic year: 2016- 2017, until Summer 2017
NB: Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment, + a letter written by yourself, certifying that you undertake to provide the Spring Term Certificate by the end of March 2017. |
| 8 | Medical certificate issued after September 2016, stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus activity. |
| 9 | (Do you wish to add optional documentation? Please add it at the end of your original file)
In a separate folder, but in the same envelope: photocopy of the above-listed documents, from n°1 to n°8 (same order). |
| 10 | Online submission of personal data , through the online link http://goo.gl/forms/KYIGFPk15A (only one submission permitted). Please fill in this survey ONLY AFTER having completely filled in the application form and before sending your application by post (more info in box on top left of this page). |

B EDUCATION & LANGUAGE SKILLS

B-A UNIVERSITY / HIGHER EDUCATION

- **Current Course** (in the case of a double degree, please check field B-A10)

B-A1 Name of University currently attended

B-A2 City

B-A2 City

B-A3 EU / COSME country

B-A4 Faculty/Department

B-A5 Major Subject

B-A6 Level of the course you are following → levels: **U**=undergraduate / **S**=specialisation / **M**=master's / **D**=doctorate
Official year you are enrolled in

B-A7 Official number of years of the course you are following

B-A8 Expected month & year of graduation (not counting the Vulcanus year off): / (mm / yy)

- **In a nutshell: your University / Higher Education studies**

B-A9 Sum of the official years (at least 4) successfully completed at the University/ Higher Education up to now, including the one you are currently enrolled in (though not completed yet).

Please read examples below, then write your formula and sum in this box:

Possible levels: **P**=prépa (for France) / **U**=undergraduate / **S**=specialisation / **M**=master's / **D**=doctorate

Examples:

1st example: If you have completed the exams of the 3rd bachelor/undergraduate

& you are enrolled in the 4th year (specialization or master) $4U=4$ or $3U+1S=4$ or $3U+1M=4$

2nd example: If you have completed 3 years bachelor/undergraduate, 2 years Master

& you are currently enrolled in the 1st year Doctorate $3U+2M+1D=6$

B-A10 Are you following a double degree? [If "yes", please give details below] (please tick) ☐ Yes ☐ No

-Details of double degree:

B-A11 Have you already been awarded one or more degrees in another field of study?

[If "yes", please include details in your CV] (please tick) ☐ Yes ☐ No

- **Further information**

B-A12 When did you first enrol at the University? / (mm/ yy)

B-A13 Did you enrol immediately after high school? (please tick) ☐ Yes ☐ No

B-A14 If not, why not?

B-A15 Have you interrupted your university studies for one/more year(s)? (please tick) ☐ Yes ☐ No

B-A16 If yes, for how many years? And why?

B-A17 Give details of additional academic results if relevant

B-A18 Course project or thesis at university/college (describe briefly in non-specialist language, indicating your key contributions and ideas)

B-B OTHER TECHNICAL COURSES

Dates: from... to... Certificates/qualifications obtained (give grades) *If none, leave blank*

B-C SCHOOLS (from secondary education on)

Dates: from... to... Relevant examinations /courses taken (baccalaureate, etc.). Give final grades.

B-D SCHOLARSHIPS

Detail any scholarships, prizes, papers published. Please attach list of publications if insufficient space. *If none, leave blank*

B-E LANGUAGE SKILLS

Mother tongue:

Other languages

	Written			Spoken		
	Basic	Good	Excellent	Basic	Good	Excellent
* English	☐	☐	☐	☐	☐	☐
*	☐	☐	☐	☐	☐	☐
*	☐	☐	☐	☐	☐	☐
*	☐	☐	☐	☐	☐	☐

C WORK EXPERIENCE

List in chronological order any temporary, permanent or vacation employment (including voluntary work). Include military service and rank, if applicable. *If none, leave blank*

Employer	Dates: from...to...	Type of work - job title	Achievements

D PRACTICAL SKILLS

What relevant hands-on practical experience, linked to your field of studies, do you have?
(e.g. electrical/electronic hardware, mechanical equipment, computer systems, ...). *If none, leave blank*

E INTERESTS AND ACTIVITIES

Give details of your relevant interests (how you spend your free time, including vacations). What have you contributed and what have you gotten out of them? Mention any positions of responsibility.

F TIME SPENT ABROAD

Dates (from ... to...), where, why:

G ADDITIONAL INFORMATION + CHOICE OF PLACEMENT(S)

If you feel there is anything which has not been adequately covered elsewhere on your application, please give details. Should you have declared (question A14) an interest in particular placement offer(s), please give your reasons for your choice(s).

H CONTACT DETAILS

H-A APPLICANT	Current			
	H-A1	Address (+ postal code)		
	H-A2	Tel.:	country code: 00	area code (0) number
	H-A3	Mobile tel.:	country code: 00	number
	Permanent			
	H-A4	Address (+ postal code)		
H-B INTERNATIONAL RELATIONS OFFICE of your University	H-A5	Tel.:	country code: 00	area code (0) number
	H-A6	e-mail:		
	H-B1	Name of person in charge:		
	H-B2	His/her tel. no.:	country code: 00	area code (0) number
	H-B3	His/her fax no.:	country code: 00	area code (0) number
	H-B4	His/her e-mail:		
	H-B5	Address of the office:		
	H-C PROFESSOR who will write your letter of recommendation	H-C1	His/her name:	
	H-C2	His/her tel. no.:	country code: 00	area code (0) number
	H-C3	His/her fax no.:	country code: 00	area code (0) number
	H-C4	His/her e-mail:		

ii IMPORTANT NOTICES

i-1 - Deposit required (will be refunded at the end of the programme). If accepted by a host company, you will be required to transfer a deposit (€ 200) to the EU-Japan Centre for Industrial Cooperation in Brussels. The deposit will be refunded in autumn 2018, after full completion of the programme. In case of your withdrawal, the deposit will be forfeited.

i-2 - Thesis work cannot be based on traineeship work. It is not permitted to use/include your work at the Japanese host company in a University thesis or equivalent. Please indicate if you accept this condition.

i-3 - Your graduation date. The Vulcanus programme must be attended in full (end of August 2017–beginning of September 2018). Should your graduation date be fixed during this period you accept to postpone it until after your return from Japan.

i-4 - Each application is considered separately. If you are applying together with a friend, should (s)he not be accepted, do you still wish to take part?

i-5 - No assistance or facilities are provided to friends or family members wishing to stay in Japan.

i-6 - Total commitment to Vulcanus from 1st March to 1st June 2017

You will be informed of the results of the short-listing at the end of February. If short-listed, you will be asked to give your agreement for your file to be sent to compatible Japanese companies, which might choose you. The matching process will be over no later than the beginning of June. Should your application be accepted by a company by this time, do you commit yourself to Vulcanus over any alternative plans? (Failure to respect such a commitment would be unacceptable for the Japanese business mentality and might result in the company refusing to accept students in the future).

→ Should you be accepted, you will be asked to give a similar commitment for the duration of the programme.

(please tick) ☐ **I ACCEPT ALL THE ABOVE NOTICES**

i-7 – Does your personality suit Vulcanus?

Whilst nearly all participants find Vulcanus a rewarding and enriching experience, it can at times prove stressful (due to loneliness, cultural differences, work pressures, etc.). Before you submit this application, please think very carefully whether you can deal with the challenges you might face.

(please tick) ☐ **I HAVE READ AND UNDERSTOOD THIS WARNING**

APPROVAL OF APPLICATION BY THE APPLICANT: I, the undersigned, declare that the information provided in this application is to the best of my knowledge true and complete. I realise that any false statement or omission, even if unintended on my part, may lead to the refusal of my application. If selected, I commit myself to attend the entire course, without missing a single activity. I understand that during and after the course, my details may be included in a printed/electronic Alumni directory/database.

I HAVE DULY SUBMITTED THE ONLINE FORM WITH MY PERSONAL DATA (COMPULSORY DOC N°10) ☐ **yes**

i-8 Date: / /

i-9 Signature (full name): _____

Vj17 - compulsory documents

1	Application Form
2	CV
3	Letter explaining why you wish to take part
4	Letter of recommendation
5	List of all your University grades
6	System of grading at your University
7	Certificate of enrolment at your University OR letter from university administration, stamped
8	Medical certificate
9	AT THE END OF YOUR FOLDER, in a separate plastic sheet: photocopy of documents from n°1 to n°8 (same order)
10	Online submission of personal data, through the online link http://goo.gl/forms/KYIGFPk15A (only one submission permitted)

Documents listed in blue above must be:

- original

All documents from 1 to 9 must be

- in English, (*only documents 5 / 6 / 8 can be in your original EU language, if not available in English. In this case please also add translation in English*)
- unstapled,
- with number written in pencil on top right of 1st page of each document (numbering as per list in the table above),
- in the order of the table above,
- sent together in one folder (please add a photocopy of all documents at the end of your folder, in a separate plastic sheet)

Compulsory document no. 1 APPLICATION FORM

All sections of the form must be filled in.

The form itself must be signed. Should this not be the case, it will automatically be rejected.

The completed form may be longer than the original 4 pages. Nonetheless, if you prefer to stick to the 4-page format, you may wish to convert the document into a pdf and use the "Sign & Edit text" tool.

Compulsory document no. 2 CV

Your CV must include the following info:

gender, full name, nationality, birth date, telephone numbers, email account, skype address, postal address, marital status

Compulsory document no. 3 LETTER EXPLAINING WHY YOU WISH TO TAKE PART

(maximum 1 page; minimum font size: 12)

- | | | |
|---|--|--|
| 1 | Academic background: | please provide a short description of your whole university career (not just your current specialisation). |
| 2 | General reasons for wanting to participate in the "Vulcanus in Japan" programme: | please explain why you want to participate - with regard to your personal, academic and professional development – e.g. Why Japan? Why Vulcanus? What makes you/your personality suited to Vulcanus? |
| 3 | Specific goals with regard to the different parts of the programme: | <ul style="list-style-type: none"> • seminar about Japan • language course • company traineeship : What can you learn? What can you offer? |

Compulsory document no. 4 RECOMMENDATION LETTER by a professor of one of your major topics

The document should include:

- original signature of the professor
- contact details of the professor (title / email / telephone)
- stamp of professor or of university whenever possible.

Compulsory document no. 5 LIST OF UNIVERSITY GRADES

Print from the website of your university can be accepted.

This document can be in your original EU language, if not available in English. In this case please also add translation in English

Compulsory document no. 6	SYSTEM OF GRADING AT YOUR UNIVERSITY
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This document should explain the system of grading at your university.

Some universities express the grading with letters, others with figures

→ This document should provide the following information:

- ▼ Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.)
- ▼ Top possible mark (letter or figure)
- ▼ Lowest possible mark (letter or figure)
- ▼ Pass mark (letter or figure)
- ▼ Average mark (letter or figure)

Print of official web info is also accepted.

If no English version available, please send original (in EU language), plus English translation made by yourself.

Compulsory document no. 7	CERTIFICATE OF ENROLMENT AT YOUR UNIVERSITY
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Please submit certificate of enrolment OR letter from your University administration (with original stamp), stating the following (or equivalent):

"Mr/Ms (name of the student) is enrolled at the University (name of the university), (name of the city and country), for the entire academic year 2016/2017, at the faculty of (name of the faculty)."

No further information on your academic history should be added.

NB: Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment + a letter certifying that you undertake to provide the Spring Term Certificate by the end of March 2017.

Compulsory document no. 8	MEDICAL CERTIFICATE
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Please include a MEDICAL CERTIFICATE issued after September 2016, stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus programme (original document).

NB: UK: please send either a medical certificate or a "Fit Note" www.nhs.uk/chq/Pages/2584.aspx.

We strongly recommend full transparency regarding your state of health. Please note the following:

1/ pre-existing medical disorders or illnesses (even though recessive upon application) are not reimbursed by the insurance company.

All costs for medical treatments (extremely expensive in Japan) not covered by the insurance will be charged to the student.

2/ some host companies may request a detailed health record from applicants for inclusion in the application file.

Compulsory document no. 9	PHOTOCOPIES OF ABOVE MENTIONED DOCUMENTS from 1 to 8
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Please put all the photocopies together (same order) in a plastic sheet, and send them in the same envelope of the originals.

Compulsory document no. 10	PERSONAL DATA TO SUBMIT ONLINE
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Please fill in online form at <http://goo.gl/forms/KYIGFPk15A> in English, with the same information that you provided in your paper application form.

IMPORTANT/ Please submit online form only **once**, otherwise your application will be disqualified.

FREQUENT QUESTIONS & ANSWERS
(for "Vulcanus in Japan" session 2017-18)

- 1 Q **Do students need to find a Japanese host company by themselves?**
A No, companies apply to the Centre to participate in the programme and to host a student.
- 2 Q **Which companies apply? Is a list available?**
A In the past the following companies have hosted Vulcanus students:
Toyota, Bosch Automotive Systems (Japan), Toppan Printing, Alps Electric, Honda, Hitachi, Dai Nippon Printing, NTT Data, Toshiba, Asahi Glass, Schlumberger (Japan), Asahi Kasei, Canon, Hitachi, Yasukawa Electric, NTT, Sanyo Electric, etc.

From 9 January 2017 onwards, the applying companies **may post (not compulsory)** their placement offers at <http://www.eu-japan.eu/events/vulcanus-japan> (please download file named "LOP", standing for 'list of placements'). Should no placements be posted, please avoid contacting the Vulcanus team.
- 3 Q **Will a list of available traineeships be provided?**
A Yes, **after** short-listing has been completed, the Centre will give each short-listed student details of the most suitable offer together with the complete list of all traineeships being offered.
- 4 Q **How many applications are submitted?**
A It depends on the year. Last year more than 800 students applied.
- 5 Q **How many applications will be short-listed?**
A It depends on the year. Last year about 150 were short-listed.
- 6 Q **How many students take part in the programme?**
A It depends on the year. Currently 35 students have placements.
- 7 Q **When will I know if I have been short-listed?**
A By the end of February 2017.
- 8 Q **Should I be short-listed, when will I know if I have been accepted by a host company?**
A The matching procedure should be completed by the beginning of June 2017 with the majority of the companies involved providing an answer by the end of May 2017.
- 9 Q **When will I have to send the deposit?**
A You will have to send the deposit **ONLY** should you be accepted by a company, and **UPON REQUEST** of the Centre.
- 10 Q **Can I contact a former participant by e-mail, to ask him/her some questions?**
A For reasons of privacy, we do not give out alumni e-mail addresses until matching has been completed.
- 11 Q **Where will the Japanese language course take place? Where will the traineeship take place?**
A The Japanese language course will take place in Tokyo; the traineeship will take place where the Host Company is located (very variable).
- 12 Q **If I e-mail you my CV beforehand, could you have a look at it and let me know if I am eligible?**
A Sorry, no. Please do not send your CV by e-mail; we will not read it. Please note that the decision on short-listing will be taken by an external selection board.
- 13 Q **What should I do if I am short-listed?**
A You will have to check your e-mail regularly and promptly provide the documentation we will request.
- 14 Q **Will there be a preparatory meeting in Brussels?**
A Yes. In July 2017 (one day), prior to your departure for Japan. This meeting is compulsory (the travel expenses will be endorsed by the student and accommodation will be covered by our Centre).

- 15 Q **When will I receive the grant? Is it enough to live in Japan?**
 A The JPY ¥ 1,900,000 VIJ grant will be paid in several instalments. The first payment will be made in September. Subsequent payments will be made until the end of the internship. Please refer to the contract for the payment terms. The grant will only cover basic living costs. If you wish to take any trips or extra activities, you will have to bring money from home. Please note, you cannot get a paid employment in Japan with the Visa allocated to you.
- 16 Q **Who will purchase my ticket for Japan?**
 A You will have to buy your own return air ticket. Under Japanese immigration rules all Vulcanus trainees must enter Japan on the same day. By e-mail, we will instruct you which day this will be.
- 17 Q **Until when can I withdraw from the programme without damaging the Centre?**
 A This is a delicate issue: in Japan there is no proper culture of traineeships, and once a file of a student has been sent to the Company, it is very difficult for the Company, culturally speaking, to understand the withdrawal of the student. Should a student withdraw after the beginning of March, it is very probable that the good relations between the Company and the Centre will be interrupted and that the Company will not apply again. This can cause substantial damage to the Centre's reputation and major problems in finding and retaining prestigious host companies.
 Any withdrawal after the beginning of March 2017 (the start of match-making) would cause big problems for the Centre. Please consider this issue and be certain of your intentions, before applying.
- 18 Q *** I will graduate in September 2017 (or similar); can I start the programme later? * I am looking for a traineeship of a shorter length (i.e. 5 months), could you provide one? * A traineeship has been offered to me by a Japanese company for 7 months, could I receive a Vulcanus grant?**
 A These and other similar scenarios are not possible. All participants must start the programme together (they must start and finish the same day)–**These dates have to be announced by the Centre**. The Vulcanus scheme is not flexible; participants must attend all its parts. Grants are offered exclusively to official Vulcanus participants.
- 19 Q **If I apply with some friends, will it be possible to obtain placements in the same city?**
 A Match-makings are individual. Should you apply, you must be prepared to be the only short-listed applicant among your group of friends.
- 20 Q **Will my accommodation include a private bathroom, kitchen, etc.? What furniture will there be in the room?**
 A This depends upon the Host Company. This information will be provided to us by the Company before your departure for Japan.
- 21 Q **May my partner or spouse spend some time/the whole year with me in Japan? Can you provide assistance for his/her visa, accommodation, etc?**
 A If you decide to apply, please fully understand and accept the following:
 a/ Vulcanus **cannot** assist your partner/spouse in obtaining a visa for Japan.
 Should you wish to take your partner/spouse to Japan, please be fully aware of the difficulties to obtain a visa for him/her, and apply to the programme **ONLY** if you are prepared to take part even if he/she will not obtain a visa.
 b/ Through Vulcanus you are offered strictly personal accommodation in a company dormitory, where you are not allowed to host guests, whoever they be.
 Should you wish to take your partner/spouse to Japan, all accommodation costs will be covered by you. The grant provided by Vulcanus is not sufficient to cover this extra cost, so please apply to the programme **ONLY** if you can cover the additional charges by your own means.