



2018 University of the Ryukyus  
Japanese Business Internship Program  
**Application Information**

# 2018 University of the Ryukyus Japanese Business Internship Program

## Application Information

### 1. About Program

Through the University of the Ryukyus' Global Education Center, this short-stay program is designed for students who have a desire to work for a Japanese company and have a high proficiency level in Japanese language.

In this program, students will be taught communication knowledge and Japanese business manner in an actual business scene. Students will also learn the differences between Japanese business culture and society and those of foreign ones.

This internship program aims to train students to master practical business and be able to play an active role in Japanese industry and promote understanding of Japanese industry.



Participants 2017



Exchange of Business Cards



Tea Serving Manner

## 2. Qualifications

- 1) Students currently enrolled in either an undergraduate program or a graduate school in a university, which is a current partner exchange university with the University of the Ryukyus (UR), can apply. Need to get an approval for participation in the program from a university.
- 2) Applicants need to return to their university to continue and complete a respective study upon completion of the internship program.
- 3) Applicants must have a Japanese ability level of at least equivalent to N2 level of Japanese Language Proficiency Test (JLPT) and hold a Japanese language level to be able to communicate appropriately to work in an actual business setting as well.

## 3. Number of Participants

Approximately 10 students

Selection of participants will be based on the quality of application and submitted documents. There will also be a video-telephone, Skype, interview conducted.

## 4. Program Schedule

|                         |   |
|-------------------------|---|
| 7/16 (Mon)              | Interns arrive in Okinawa   |
| 7/17 (Tue)              | Opening ceremony & Orientation, Career counseling   |
| 7/18 (Wed)              | Special Lecture 1, 2, 3, 4 (composition of resume)  |
| 7/19 (Thu)              | Business Japanese Study Training Course 1, 2<br>Special Lecture 5, 6 (composition of resume)  |
| 7/20 (Fri)              | Special Lecture 7, 8, 9 (composition of resume)   |
| 7/23 (Mon)              | Business Japanese Study Training Course 3, 4<br>Special Lecture 10 (preparation for an internship)<br>Special Lecture 11 (overall summary of business manner) |
| 7/24 (Tue)              | Business Japanese Study Training Course 5, 6  |
| 7/25 (Wed)              | Business Japanese Study Training Course 7, 8<br>Learning of Okinawan culture (sanshin & eisa)   |
| 7/26 (Thu)              | Learn and visit participant's internship company  |
| 7/27 (Fri)              | Learn and visit participant's internship company  |
| 7/30 (Mon) – 8/17 (Fri) | Internship work (3 weeks)   |
| 8/20 (Mon) – 8/21 (Tue) | Preparation for internship study report presentation, Survey and interview  |
| 8/22 (Wed)              | Internship study report presentation, Closing ceremony  |
| 8/23 (Thu)              | Interns return to their home country  |

## 5. Program Registration Information

Interns for this program need to enroll in classes below.

- ① Internship I (Business Japanese Study Training Course, Business manner, Okinawan culture)

Date: July 19 (Thu), 2018 - July 25(Wed), 2018

Credit: 2

② Internship II (Internship work, report writing, Internship study report presentation)

Date: July 30 (Mon), 2018 - August 17 (Fri), 2018

Credit: 2

Interns will get academic credits for completing this program. An academic transcript and a certificate will be given upon completion of the closing ceremony.

\*Note: Placing interns with their desired company is based on their suitability for a job, which is decided by the UR.

\*\*Note: Internship itself is NOT a paid internship.



## 6. Participation Fees, etc.

<Interns shall be responsible for their own expenses during the program>

1) Tuition: 59,200 JPY

\*As shown in 4. Program Registration Information, participants should enroll in classes.

14,800 JPY/credit

\* Tuition should be paid to the UR bank account by bank remittance by the end of July 2018.

2) Internship program textbook "Bonjinsha Business Japanese 1 & 2": approximately 4,000 JPY

\*Those who already have this textbook and bring it for this program does not need to purchase a new book.

3) Roundtrip ticket to and from Okinawa

4) Transportation costs while staying in Okinawa: approximately 20,000 - 50,000 JPY

5) Meal and other personal expenses.

<Expenses the University of the Ryukyus will provide>

1) Lodging expenses during the duration of the program, including one day prior and one day after the program's specified duration, Monday, July 16, 2018 – Wednesday, August 22, 2018 (for 38 days).

\*If interns wish to stay for a longer period exceeding the program duration, all costs arising from extension must be borne by the interns.

\*\*Staying at a lodging other than the lodging where the university designated, it is interns responsible to find lodging arrangements and all expenses arising from it.

2) Insurance:

• Personal accident insurance for students and researchers (Gakkensai): 1,000 JPY

• Incidental liability insurance of Gakkensai: 340 JPY

\*All interns are required to obtain Gakkensai, which does not cover round trip travel. Travel insurance is of the responsibility of the interns.

## 7. Scholarship

Interns selected to take part in the internship program will receive scholarship, 160,000 JPY (80,000/month, 2 months) from Japan Student Services Organization (JASSO) after arriving in Okinawa.

<Scholarship payment schedule>

① July: 80,000 JPY (given in the middle of July, 2018)

② August : 80,000 JPY (given in the middle of August, 2018)

## 8. Application Requirements

1) Application form

2) Certificate of current enrollment at an applicant's home university (written in either English or Japanese)

3) Academic transcript obtained from home university (written in either English or Japanese)

4) Letter of Recommendation (written in any format, in either English or Japanese)



5) 2 Passport sized photos (4cm x3cm, taken within six months of application submission with either white or blue background)

#### **9. Application Deadline:**

June 8, 2018

#### **10. Application Submission:**

University of the Ryukyus  
Global Education Section  
1 Senbaru, Nishihara, Okinawa  
Japan, 903-0213

e-mail: [kossk@to.jim.u-ryukyu.ac.jp](mailto:kossk@to.jim.u-ryukyu.ac.jp)

\*Application must be submitted by home university personnel in charge of international student exchange affairs. Application documents can be e-mailed by PDF file locked with a password to the e-mail address provided above.

\*\*Any application that is NOT submitted directly by home university will NOT BE ACCEPTED.

\*\*\*For those applying from the University of Hawaii at Manoa and Hilo campus, applications MUST be submitted by an individual student.

#### **11. Notification of Application Result**

The UR will notify the person in charge of international student exchange affairs at applicants' home universities of application results in the middle of June 2018.

\*Applicants at the University of Hawaii at Manoa and Hilo will be notified directly of results.

#### **12. Lodging Information**

The UR will secure and pay for all housing accommodations of interns.

\*Lodging area will be off-campus, with approximately 2-6 people per room, during July 16, 2018 – August 22, 2018 (38 nights and 39 days)

\*\*Those who choose not to stay at the designated lodging will be responsible for securing their own accommodation as well as all expenses.

\*\*\*Interns are not allowed to stay at all dormitories on campus.

#### **13. VISA Information**

Interns are classified under a short term stay residency status.

\*Depending on your nationality, you may be required to obtain a visa.

\*\* Interns are responsible for getting visa information and obtaining a visa.

#### 14. Contact

Shori Oshiro (Mr.)

Global Education Section,

University of the Ryukyus

1 Senbaru, Nishihara, Okinawa, JAPAN

Phone: +81-98-895-8801 Fax: +81-98-895-8826

e-mail: kossk@to.jim.u-ryukyu.ac.jp



Internship study report presentation



Learning of Okinawa Culture (Eisa)



Closing ceremony