



2016 University of the Ryukyus  
Japanese Business Internship Program

**Application Information**

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## Application Information

### 1. Program Summary

Through the University of the Ryukyus' Global Education Center, this short-stay program is designed for students who have a desire to work in a Japanese business, 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 among Japanese business culture and society and those of foreign ones.

Through this internship program, students will master effectively, practical business competency, and up bring students who can play an active role in this industry, who will promote understanding of Japan's industry.



Participants 2015



Exchange of Business Cards



Tea Serving Manner

## 2. Applicant Requirements for Internship Program Qualification

- 1) Applicant's home university is a current partner exchange university with the University of the Ryukyus. Also, the applicant must be currently enrolled as either an undergraduate or a graduate student at their home university, and attain approval for participation in the program by the applicant's home university.
- 2) Upon completion of this short-term internship program, the student will return to their home university in order to continue and complete their respective studies.
- 3) Applicant must possess a Japanese ability level of at least the equivalent to a N2 level of the Japanese Language Proficiency Test (JLPT), as well as hold a Japanese language level to appropriately be able to communicate to work in an actual business setting.

## 3. Number of Participants

Approximately 10 students

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

## 4. Program Schedule

- 2/12(Sun): Participants arrive in Okinawa
- 2/13(Mon): Opening ceremony & orientation  
Business Japanese language test
- 2/14(Thu): Business Japanese Study Training Course 1, 2  
Special Lecture 1, 2 (Composition of resume)
- 2/15(Wed): Business Japanese Study Training Course 1, 2  
Special Lecture 3, 4(Composition of resume)
- 2/16(Thu): Business Japanese Study Training Course 5, 6  
Special Lecture 5, 6(Composition of resume)
- 2/17(Fri): Business Japanese Study Training Course 7, 8
- 2/20(Mon): Special Lecture 7, 8 (to get yourself up for Internship, thank-you letter)
- 2/21(Thu): Learning about participant's company of internship, counseling, visit a company
- 2/22(Wed): Learning about participant's company of internship, counseling, visit a company
- 2/23(Thu): Learning about participant's company of internship, counseling, visit a company
- 2/24(Fri): Special Lecture 9, 10(overall summary of business manner)  
Learning of Okinawan Culture (Sanshin & Eisa)
- 2/27(Mon) -3/10(Fri): Internship work (for two weeks)
- 3/13(Mon) -3/15(Wed): Career Counseling()
- 3/16(Thu)-3/17(Fri): Preparation for internship study report presentation  
Survey and interview
- 3/21(Thu): Internship study report presentation, finishing ceremony, counseling
- 3/22(Wed): Participants return to home country

## 5. Program Registration Information

Participants for this program need to enroll in classes below.

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

The date : from February 13 (Mon), 2017 through February 24(Fri), 2017

Credit: 2

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

The date : from February 27 (Mon), 2017 through March 21 (Tue), 2017

Credit: 2

You can get academic credits for completing this program. An academic transcript and a certificate will be received upon completion of the finishing ceremony.

\*Note: Placement for each student in their desired internship will be ultimately based on which company is suited best for each student upon decision by the university.

\*\*Note: The internship itself will NOT be a paid internship.



Internship study report presentation

finishing ceremony

## 6. Participant Fees, etc.

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

1) Tuition: 59,200 yen

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

14,800 yen/credit

\* Tuition should be paid to designated account by bank remittance by at the end of February, 2017.

2) Internship program textbook “Bonjinsha Business Japanese 1 & 2” (approximately 4,000 yen).

\*If you already own this textbook, you may bring it with you to use so that you will not need to purchase a new one.

3) Roundtrip ticket to and from Okinawa.

4) Transportation costs while living in Okinawa (approximately 20,000 – 50,000 yen)

5) Meal expenses, and other personal expenses.

<Expenses the University of the Ryukyus will provide for>

1) Lodging expenses during the duration of the program (including one day prior and one day after the program’s specified duration, Sunday, February 12, 2017 – Tuesday, March 21, 2017 (for 38 days).

\*If a participant wishes to stay for a longer period exceeding this duration, the student must pay for their expense.

\*\*If a participant wishes not to live in the University’s designated place of stay, (s)he must be responsible for their own lodging arrangements and expenses.

2) Insurance fee:

Personal accident insurance for students and researchers: 1,000 yen

Incidental liability insurance for Gakken: 340 yen

\*Both insurance fees are completely separate from normal travel insurance fees, and required by the University. Travel insurance fees are of the responsibility of the participant.

## 7. Scholarship

Participants selected to attend this program can receive scholarship, 160,000 yen (80,000/month X two months) from Japan Student Services Organization (JASSO) after coming to Okinawa.

< payment schedule for scholarship >

① for February: 80,000 yen (you can receive in the middle part of February, 2017)

② for March : 80,000 yen (you can receive in the middle part of March, 2017)

## 8. Application Requirements

1) Application form

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

3) Applicant’s academic transcript obtained from home university (written in either English or Japanese)

- 4) Letter of Recommendation (can be written in any format, in either English or Japanese)
- 5) (2) Passport sized photos (Approximately 4cm x3cm, taken within six months of application submission; picture must contain no background)

**9. Deadline for Submission of Application:**

Friday, November 25, 2016

**10. Address for Application Submission:**

University of the Ryukyus  
International Collaboration Section  
1 Senbaru, Nishihara, Okinawa  
Japan, 903-0213

\*Application must be submitted by person in charge of international student exchange affairs at applicant's home university.

\*\*Please note that any application that is NOT directly submitted by person in charge of international student exchange affairs at applicant's home university will NOT BE ACCEPTED.

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

**11. Notification of Application Acceptance Results**

In the middle of December 2016 the University of the Ryukyus will notify the person in charge of international student exchange affairs at applicant's home university of application results.

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

**12. Lodging Information**

University of the Ryukyus will secure and pay for all housing accommodations of internship program participants.

\*Lodging area will be off-campus, with approximately 2-6 people per room, during February 12, 2017 – March 21, 2017 (38 nights and 39 days)

\*\*If a participant chooses not to live in the designated lodging, they will be responsible for securing their own lodging accommodations, as well as all expenses.

\*\*\*Students will not be able to reside in the International House on campus.

### 13. VISA Information

Each participant will be classified under a short term stay residency status.

\*There may be an instance in which the participant may not be required to obtain a VISA, depending on their nationality; you should make sure by yourself.

\*\*Expenses accrued during VISA acquisition will be paid for by the participant.

### 14. If there are any questions or concerns in regards to any part of this internship, please contact:

Rie MAESHIRO (Ms.) , Shori Oshiro (Mr.)

International Collaboration Section,

University of the Ryukyus

1 Senbaru, Nishihara, Okinawa, JAPAN

Phone: +81-98-895-8096 Fax: +81-98-895-8102

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

